

EDINBURGH SCIENCE

Job Description

JOB IDENTIFICATION

Job title: Senior Manager Production and Technical

Duration: Permanent/Full-time

Responsible to: Director of Programming and Operations

Last Update: August 2024

JOB PURPOSE

Edinburgh Science produces a wide variety of events and projects aimed at engaging audiences of all ages with science. The post-holder will provide leadership and management to the Production and Technical department, working across the organisation to deliver our full portfolio of projects and to enhance our practical event development capabilities. This will involve management of UK work and our overseas projects.

KEY RESULT AREAS

Department Leadership – Provider leadership to the production and technical department. Oversee the delivery of all the organisation's projects within Edinburgh Science, Learning and Worldwide. Ensure the smooth working of the systems, processes, infrastructure and resources necessary to implement them. This will involve strategic planning abilities, confident line management and the aptitude and skills to be hands on with our technical and production work including training other staff.

Event Development – Support the creative team and worldwide clients to achieve their vision with the production of content and events. Develop organisation's network of contacts and expertise in fabrication, exhibition and event design, prop making, scenic art, digital content capture and technical staging to build organisational capacity and deliver top quality content.

Facilities and Asset Management – Take ownership of the store of company assets and event materials. Lead the organisation in our current project to upgrade our storage premises, organise and inventory all company owned event materials and equipment. Support the organisation to implement a circular economy model and to develop a sustainable procurement strategy.

MAIN TASKS

Department Leadership: The Senior Production and Technical Manager provides leadership in all aspects of production and technical for the organisation. This will include:

- Line management of the internal production team and oversight of all temporary and freelance staff within this department.
- Balancing the allocation of work within the department to ensure adequate skills and experience are available to all projects, including taking on hands-on delivery role as a Production and Technical Manager where possible in major projects.
- Representation of the production department at a management level within the organisation as required.

- Responsible for assessing the production and technical needs of various projects across the organisation and developing implementation plans including;
 - Conducting feasibility assessments and costings as required.
 - Resource planning to ensure adequate staffing levels. Specifying and hiring temporary and freelance support as required, with HR department.
 - Developing and managing production budgets (rentals, procurement, fabrication, maintenance, venue-related costs, transport etc.)
 - Creating and managing production schedules
 - Assessing all technical requirements all content (internal and third party)
 - Securing venues for projects including licence applications, contract negotiations, dispensations etc.
 - Securing subcontracting partners including AV suppliers, fabrication companies, studios, freight companies etc. including managing tender processes where required.
 - Designing venues and creating venue plans using CAD. Ensuring all elements are considered; content operation, public flow, H&S, design, client requirements.
- For major overseas events in addition to the above, the post holder will deal with client and partner liaison as key contact and travel overseas to undertake site visits. The post holder will take a hands-on management role of the expanded technical team at events including local crew to deliver projects. This element of the role could involve significant travel and some unsociable hours.
- Direct crews on the install, delivery, on-call maintenance and strike of all live events. Alternatively, where this is delegated to a Production Manager ensure they are adequately briefed and supported as a point of escalation throughout.
- Oversee and improve production systems and processes including the storage of information related to events, procurement management, budget control etc. Seek out opportunities to adapt our working practices to make things better and more efficient.
- Lead the organisation ensuring the production and operations within *Edinburgh Science* are carried out in compliance with relevant Health and Safety legislation and any other applicable statutory regulation (such as Covid 19 protocols).
- Travel to events when required to ensure all technical aspects are in good order.

Event Development – Support the creative team and worldwide clients to achieve their vision with the production of content and events.

- Develop organisation's network of contacts and expertise in fabrication, exhibition and event design, prop making, scenic art, digital content capture and technical staging to build organisational capacity and deliver top quality content.
- Work collaboratively with the creative team internally as well as international clients and partners on content development. Bring to this process, practical insights, technical knowledge and creativity to create immersive content experiences, workshops, exhibitions, shows that realise the intended vision.
- Manage new fabrication projects, print production, build and design of new content.
- Support the content creation process by bringing an understanding of the practical and logistical considerations, such as considering storage requirements, freight and transport, ease of touring, installation, maintenance etc.

Facilities and Asset Management – Take ownership of the store of assets and event materials. Support the organisation with the management of the facilities as requested.

- Manage and upgrade the organisation's stores.
- Ensure all company assets are packed, catalogued and in good working order.
- Manage refurbishment and maintenance submitting requests for resources to support this process as required. The aim will be to improve, repair, replace or recycle the stock of owned assets across the organisation.
- Support the organisation to implement a circular economy model and to develop a sustainable procurement strategy.
- Share in the maintenance and management of the operation of the company offices.

COMMUNICATIONS AND RELATIONSHIPS

Internal:

- Across all the internal teams

External:

- Clients, partners, production companies and all key stakeholders on international projects.
- Content partners we work with whilst devising content, this may include research centres or other charities, fabrication partners, props makers, and theatre makers involved in creating events.
- Third party content providers
- Venue partners

KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS

Essential:

- Experienced in the supervision of large multi-site festival production programme.
- Experienced in development of multi-site production schedules for including indoor, outdoor and mobile venues.
- Experienced in the development of technical specification for complex festivals including multiple content formats such as shows and performances, workshops, exhibitions, art pieces and mobile performance units.
- Production & technical expertise gained in a wide variety of events and exhibitions including experience of AV, lighting, power, water and waste, crew management, joinery, electrical work, handling of hazardous materials.
- Experienced in the supervision of health and safety across a multi-site festival; ideally NEBOSH qualified or willing to work towards.
- Theatre expertise appropriate to manage the theatre spaces and stage managers.
- Sufficient knowledge of IT and networking relevant to content and box office.
- Sufficient knowledge of high quality content capture (sound and video) suitable to deliver high-quality events online.
- Ability to deliver to budget.
- Ability to manage and motivate a large team of people
- Reliable & flexible to get the job done

- Brings to the role a wide-ranging network of venue, supplier and crew contacts local to the Edinburgh area.
- Driving Licence
- Strong administrative and IT skills- experienced in the use of Microsoft Office applications.
- Competent user of CAD software.

Desirable:

- Experience of Prince 2 Project Management and/or Agile Project Management Systems.
- Knowledge and experience of Edinburgh Science content.
- Knowledge and experience of Edinburgh Science stores.

OTHER CONDITIONS

The role could involve some travelling including to overseas projects including to the Middle East. It may include unsocial hours during or approaching periods of event delivery.

Edinburgh Science is committed to ensuring that:

- We are an exemplar organisation in the way we embrace environmental sustainability. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to Edinburgh's policies on sustainability, waste, resource usage and carbon reduction.
- We uphold the principles of equality, fairness & diversity.
- We all work within a safe environment and adhere to good standards of health & safety.
- All information is protected and managed appropriately.