

ERSKINE STEWART'S MELVILLE SCHOOLS



PRODUCTION MANAGER

Erskine Stewart's Melville Schools (ESMS) are recruiting for a permanent Production Manager to join the Productions Department on a full-time basis from 4 March 2024 (subject to satisfactory pre-employment checks). ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life; we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This is a permanent position. The hours of work are 5 working days in 7 with 45 minutes unpaid for lunch each day, and the postholder will be contracted for 36.25 hours per week. Remuneration will be from £33,020 - £35,426 per annum, on the ESMS Support Staff Salary Scale H dependent upon qualifications and experience.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.

This year, ESMS are winners of the Independent Schools of the Year Award in the Performing Arts, Music and Drama category. Independent Schools of the Year Awards showcase transformative and innovative projects from schools across the UK and we are immensely proud that the work of our staff and students has been recognised in this way.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

The closing date is 12pm on 26th January. We anticipate interviews will be held shortly thereafter.

THE POST

Basic Function

The Production Manager will be responsible for the efficient organisation and running of all production and technical aspects of school productions across the three schools, in the Tom Fleming Centre, Mar Hall and Dean.

Accountability

The Production Manager is accountable to the Head of Production.

Authority	The Production Manager has authority as delegated by the Head of Production.
Relationships	The Production Manager will work closely with the Head of Production and Staff assigned to School productions to ensure that the production process is duly followed to the highest standard.

RESPONSIBILITIES

- To work with the Head of Production to facilitate the Performing Arts at ESMS.
- To attend and advise at production meetings for all ESMS productions and feed back to Head of Production.
- To design, spec and cost scenic elements for all ESMS productions.
- To schedule and staff productions from fit up to get out and operate on shows as required.
- To give advice and technical support to all users of the Tom Fleming Centre, The Mar Hall and The Dean. This will include sound, light, A/V and stage management duties.
- To maintain or organise the maintenance of all equipment, ensuring that all aspects of the venues are functioning and available for use.
- To maintain or organise the maintenance of seven Drama Studios across three ESMS teaching sites.
- To keep up to date with industry standards and advise on any potential facility and equipment improvements to enhance the capabilities of the venues.
- To co-ordinate the hire of additional equipment when necessary.
- To manage storage of scenic elements and loose equipment.
- To ensure that risk assessments are up to date and fall in line with the expectation of our Compliance Manager.
- To deputise for the Head of Production when necessary.
- To line manage casual staff when necessary.

- To assist the Head of Production in other aspects of running the venues, including some administrative and organisational tasks that are appropriate to the role and grade of the post.

EXPERIENCE, SKILLS AND ATTRIBUTES

	Essential Criteria	Desirable Criteria
Experience	<p>At least 5 years' experience in production/technical management in house</p> <p>Up to date knowledge of technical production (e.g., lighting, sound, video, rigging, set construction, wardrobe, etc.), or relevant and proven knowledge from equivalent fields.</p> <p>Knowledge of Health & Safety legislation, guidance and practical implementation</p> <p>Proven experience of producing technical plans and diagrams.</p>	<p>BA (Hons) Technical Arts for Theatre and Performance</p> <p>NRC Rigging Qualification</p> <p>IOSH Accreditation</p>
Skills/ Abilities/ Capabilities	<p>Excellent interpersonal and communication skills (orally and in writing)</p> <p>Experience of building professional relationships with internal and external stakeholders.</p> <p>Proficient in the full Microsoft Office package, specifically, PowerPoint, Word and Excel.</p> <p>Ability to use initiative, multi-task and prioritise own workload with good attention to detail.</p> <p>Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands.</p>	<p>Ability to program on ETC Ion</p> <p>Basic knowledge of Allen and Heath SQ series</p> <p>Experience of working within an educational establishment</p> <p>IPAF 3a&3b and PAV accreditation</p> <p>Full UK Driving License</p>

	Independent, self-motivated and organised, with an ability to work as part of a team.	
Personal Attributes	High professional and personal standards Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed Commitment to the ESMS values Commitment to continuous professional development	

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post	This is a full time, permanent position available from 4 March 2024 (subject to satisfactory pre-employment checks).
Hours of Work	The hours of work will be 5 days in 7 with 45 minutes unpaid for lunch. The postholder will be contracted for a total of 36.25 hours per week. The postholder must be prepared to be flexible with regard to working hours and be capable of adjustment to events and demands. There is entitlement to a free school lunch during term time.
Salary	The salary range is between £33,020 - £35,426 on the ESMS Support Staff Scale H, and the salary appointment will be dependent upon relevant experience.
Holiday	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.
Location	The postholder will be based at Stewart's Melville College but will work across both sites.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

Staff Benefits

Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

APPLICATION PROCEDURE

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to recruitment@esms.org.uk before the closing date.

Any enquiries about this position should be directed to Vanessa Rossi, HR Assistant, at recruitment@esms.org.uk or by phone on 0131 347 5866.

The closing date is 12pm on 26th January. We anticipate interviews will be held shortly thereafter.