

JOB DESCRIPTION



Job Title:	Producer
Responsible to:	Education Manager
Location:	Production Studios, Edington Street, Glasgow

Main Purpose of Job

Responsible for overseeing a variety of education and outreach projects constituting the core activities of the Education & Outreach department at Scottish Opera. The team includes the Director of Outreach & Education, Executive Producer, Head of Outreach and two Producers. Additionally, freelance project managers may be engaged on a temporary basis to handle extra projects.

The department's workload typically ranges from twelve to sixteen distinct projects annually. The Producer will primarily handle four to five projects, adapting as necessary based on project size and complexity. Furthermore, they will maintain a comprehensive understanding of all projects to offer support as needed to colleagues. Project allocation will be determined through team deliberation overseen by the Director of Outreach & Education, with ongoing evaluation of workload distribution.

Project management responsibilities includes, but is not limited to, the following main areas of delivery:

1. Pre-project tasks, commencing 9-12 months before project commencement.
2. Short – medium term, spanning from 6 months to 6 weeks prior to project commencement.
3. Operational phase, covering the project's duration, which can range from single workshops/performances and up to 6 months continuous delivery on a daily or weekly basis.
4. Post-project analysis, involving reviewing activities and collecting participant and project facilitator data.

The producer will also undertake administrative duties in support of the program and provide coverage for each other during absences due to sickness or leave. These tasks include:

- Assisting with departmental meetings minute taking.
- Managing monthly credit card statements, ensuring accurate record keeping and forwarding to Finance.
- Compiling weekly and monthly fee remittances for freelance artists and submitting them to Finance for processing.

Key Responsibilities

Project Management

- Conduct availability checks for artists, rehearsal spaces and performance venues and liaise with partners such as schools, colleges, charities, arts organisations, higher education institutions among others.
- Issue contracts and relevant contractual paperwork, maintaining up-to-date records of employment details for each individual using the designated systems, including the tracker spreadsheets and payment schedules.
- Manage employee paperwork tasks, encompassing activities such as handling new hire and termination documentation, contract paperwork and right to work checks ensuring all relevant information is forwarded to the Finance and People and Culture departments as necessary.
- Update and maintain effective filing systems (electronically and hard copy where necessary).
- Coordinate with the Education Manager regarding the establishment of systems to gather all project statistics for incorporation into reports for Senior Management, the Scottish Government, Scottish Opera's Fundraising Department and any other external entities as needed.
- Collate the logistics, timings and personnel details for ongoing activities to be included in the Company's weekly call sheet.
- Conduct routine visits to the workshop, performance and event sites to meet with staff and participants involved in the projects under your management.
- Liaise with other Company departments (Marketing, Music, Fundraising and Planning) to share information and highlight key aspects of the work of the Education & Outreach team internally and externally and to complete reporting requirements.
- To maintain close communication with People & Culture and Finance teams to ensure information flows efficiently and in a timely fashion.

Person Specification

The ideal candidate should possess the following qualifications and attributes:

- Minimum of two years' experience in project management within a dynamic and diverse arts education environment.
- Strong interpersonal and communication abilities.
- Proficiency in multitasking is crucial, along with the capability to prioritise tasks effectively while maintaining a healthy work-life balance perspective.
- Confidence and self-awareness to recognise when assistance from colleagues may be necessary to fulfil responsibilities and to actively seek support.
- Proficient IT skills, including a solid understanding of Microsoft Office.

- Ability to maintain a high level of accuracy and attention to detail.
- Exceptional organisational skills and self-initiative to meet deadlines independently.
- A positive, adaptable approach to work and a proactive attitude toward contributing to a cohesive and supportive team environment.
- Demonstrated diplomacy and initiative.