JOB DESCRIPTION

Job Title:	Technical Co-production and Hire Coordinator
Responsible to	Technical Director
Location:	Scottish Opera Production Studios, Edington Street

Main purpose of job

To provide proactive and professional administrative support to the Technical Director, and Technical Heads of Departments by coordinating and managing co-productions with partner organisations and production hires to clients. This will include preparing, coordinating, and maintaining the technical information required for co-productions and production hires within the technical department and shared throughout the Company.

To respond to clients / potential clients' production hire enquiries and coordinate information across departments in order to answer requests about rentals of specific productions. This includes confirming availability, providing archive recordings, technical information for scenery, costumes, props and production documentation.

To coordinate and monitor production hires from the preparation of contracts, customs documentation, organising transport and shipping arrangements, to over-seeing the dispatch and return of hired productions at Scottish Opera premises.

Key accountabilities

Organise and coordinate the flow of technical co-production and production hire information and documentation within the planning and technical departments.

Work closely with the planning department to co-ordinate dates of production rental enquiries to identify and monitor any possible schedule clashes.

Maintain and update the Co-production and Hire tracker that is shared between the planning and technical departments.

Co-ordinate the preparation, authorisation and distribution of production hire contract paperwork, instructing the finance department on contract details and invoicing requirements and, where necessary, provide effective liaison with co-producers and other Scottish Opera departments.

Organise and prepare customs documentation for co-productions and production rentals being shipped world-wide to other opera companies.

Organise all transport logistics and shipping requirements for the delivery and collection of productions to co-producers and rental clients.

To be the principal point of contact within the technical department for co-productions and production rentals from the initial enquiry to the completion of the co-production / rental period.

Monitor production hire emails and respond to enquiries and related requests for information.

Coordinate archiving of technical information for new productions including the preparation of Technical Hire Information packs and carnet lists.

Keep information on Scottish Opera productions available for hire up to date on the Company website in conjunction with the Communications and Marketing department.

Support and deputise for the Technical Administrator when required.

Health and Safety

Document all Technical Department health and safety information, keeping records of RA's, expectant mothers' RA's (in consultation with HR), workplace inspections etc.; review and update these in accordance with requirements.

Store all health and safety documentation in a format and location accessible to all members of technical staff, using clear and understandable referencing that aids easy retrieval of information when needed.

Attend monthly Health and Safety Action Group meetings and act as the representative for the Technical Department. Report to the Technical Director and Technical Heads of Department as required. Participate in the work identified by the agenda of the Health and Safety Action Group.

Person Specification

The post holder will be expected to have the following essential skills:

- At least 2 years' experience in a general or technical administration role
- Experience of working in a production support or stage management role would be advantageous.
- Be computer literate to at least intermediate standard in the use of Microsoft Office, including Outlook, Teams, Word, Excel and OneDrive
- Have experience in preparing reports and spreadsheets, with the ability to analyse and interpret data.
- Excellent interpersonal, oral and written communication skills are required.
- A positive, proactive and flexible approach to work is necessary.
- Anticipate, understand and respond to the needs of managers within the department as well as changing circumstances within a fast-paced environment.
- Possess excellent time management skills; display attention to detail, whilst assessing the urgency of requirements
- Demonstrate the ability to plan, organise and prioritise your workload, whilst remaining calm under pressure
- Possess a relevant Health and Safety qualification (e.g. IOSH Managing Safely) would be desirable, and /or training will be provided.

General Terms and Conditions

This is a permanent post:

Hours:	28 hours per week, to be worked over four week days from 9.30 a.m. to 5.30 p.m. with 1 hour unpaid for lunch.
Probationary period:	1 month
Holiday entitlement:	25 days annual leave pro-rata
Annual salary:	Admin Grade 2 £25,481.39 – £31,145.65 (pro rata) depending on experience
Pension:	Enrolment in the qualifying workplace pension scheme (QWPS), within three months of commencement. You will contribute 4% of your salary the company contributes 8%. You are not obliged to join the Pension Scheme and can choose to opt-out if you wish.