

ERSKINE STEWART'S MELVILLE SCHOOLS



PRODUCTION MANAGER

Purpose of Job

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 and Direct Reports

The Production Manager has authority as delegated by the Head of Production.

Key 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.

The Post:

Key Responsibilities

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities

- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Duties and 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.

Person Specification

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

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening and authenticity
- The highest level of personal integrity
- Ability to deliver constructive feedback.

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 permanent, full-time position available immediately (subject to satisfactory pre-employment checks).
Hours	The hours of work will 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 for this position is on the ESMS Support Staff Salary Scales on point H28 which is £34,083 per annum.
Holiday	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday when the schools are closed. The Schools holiday year runs from January to December
Location	The postholder will be based across the Ravelston and Queensferry Road Sites.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.

Pension Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

The closing date for applications is 6 May 2025. We anticipate interviews will be held week commencing 12 May 2025.