



Deputy Production Manager Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

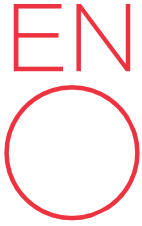
We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

**English National
Opera is founded
on the belief
that opera of
the highest
quality should
be accessible
to anyone.**



Deputy Production Manager

SUMMARY

The Deputy Production Manager is a key role within the English National Opera Production Team and will work with the Production Managers to ensure the smooth delivery of ENO productions to high standards both at the Coliseum and on tour. Working on a wide variety of projects, you will ensure best use of the ENO's systems and resources for the realisation of the technical elements of allocated shows. You may be required to "act up" as Production Manager as required and when mutually agreed, on projects specifically identified by the Production Managers.

Please note that this is an 18-month Fixed Term Contract.

Reports to

Director of Production

Salary

£39,700 per annum

Location

London Coliseum and other locations as required

Hours

44 hours per week averaged annually

Deputy Production Manager

Key Accountabilities

- Assisting the Production Managers in managing the development and costing of new designs and revivals
- Liaising with the drawing office on the production of season plans and hanging and storage plans whilst in rep
- Liaising with specialist contractors and/or relevant ENO departments as required to refurbish/rebuild existing scenery for revivals
- Effectively communicating technical guidelines from departments
- Attending design and technical meetings and feeding in when needed and appropriate
- Producing and distributing technical design information to departments and contractors
- Ensuring changeover and touring issues are identified and addressed
- Working with the Production Manager to produce detailed, fully deliverable budgets, risk assessments and schedules for ENO productions
- Using generic budget sheets and finance systems and attending budget meetings as required
- Assisting the production manager in producing all H&S documentation required for ENO activities, including CDM documentation
- Assisting in monitoring expenditure, following progress with the manufacturer, and clarifying any modifications of all areas of the design
- Identifying critical issues through rehearsal notes, workshop meeting etc.
- Attending production meetings and production office meetings to review and control critical issues
- Creating and distributing minutes and schedules from production meetings and notes sessions
- Taking an active role in the management of fit-ups, attending technical and other rehearsals at the Coliseum and other venues as required
- Helping oversee the fit-up of scenery, and all contractors related to scenery
- Assisting the Production Manager in problem solving onstage, and managing how shows will be stored as part of the rep alongside each other

Deputy Production Manager

Key Accountabilities

- Liaising with the artistic team, Stage Manager, Health and Safety Manager, contractors and Heads of Departments
- At the conclusion of show runs, assisting in writing and maintaining show bibles and achieving Theatre Green Book standards in relation to environmental sustainability
- Helping to create and amend show bibles, suitable for international touring and hire of shows
- Helping to research and develop a list of suppliers, products and working techniques that improve ENO's overall carbon impact
- Fulfilling the role of "Production Manager" on allocated projects when it has been mutually agreed with the Production Managers that it would be appropriate
- Deputising for the Production Manager in areas of technical responsibility
- Undertake any training deemed necessary by management
- Supporting ENO's communications objectives by sharing information with your manager, teams/colleagues as appropriate, whilst respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties to a high standard
- Complying with the ENO's Equal Opportunities and Health and Safety policies
- Carrying out allocated production work as agreed
- Attending ENO weekly meetings as required
- Carrying out small model showings to a variety of audiences
- Carrying out 'recces' and surveys of various venues
- Ensuring all systems and procedure relating to health and safety, administration and general housekeeping in respect of the production office are carried out
- Collaborating with colleagues to update the accurate technical information of ENO venues
- Revising filing and storing technical and design information

Deputy Production Manager

Person Specification

Required:

- A demonstrable record in the delivery of productions at a high artistic and technical level including experience as a Production Manager or Deputy Production Manager
- A dedicated and committed attitude with excellent focus and organisational skills, with the ability to demonstrate the application of excellent project management skills across several projects simultaneously
- A good working knowledge of Health and Safety regulations and their application to the theatre and Opera production process
- Demonstrable experience in budget management with an awareness of latest manufacturing techniques and relevant regulations as applied to the preparation and staging of major productions in repertoire
- Excellent communication skills and be comfortable working with both creative and technical teams
- Resilient with the ability to demonstrate and communicate enthusiasm and professionalism
- Experience of repertoire and/or touring theatre or opera

Desirable:

- Interest and knowledge in sustainability and awareness of the Theatre Green Book
- Ability to demonstrate a recognisable level of credibility within the industry
- Microsoft 365, Google Docs and AutoCAD proficient
- A degree in Technical Theatre and/or equivalent professional experience within a theatre environment

Deputy Production Manager

To Apply

Please send the following to workwithus@eno.org:

- CV (Please do **not** include a headshot in your CV)
- Covering letter (500 words maximum) **or** video (2 minutes maximum) detailing your interest and suitability for the role, referencing previous projects and experience which demonstrate this

Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

Please note that all applicants must have the right to work in the UK.

Application Deadline

10am, Monday 28 July 2025

1st Interviews

w/c 4 August 2025

2nd Interviews

w/c 11 August 2025



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.



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