

JOB PROFILE	
<b>Company:</b>	Italia Conti
<b>Department:</b>	Production
<b>Role:</b>	Production Assistant
<b>Reporting to:</b>	Production Manager
<b>Location:</b>	Victoria Place, Woking
<b>Salary band:</b>	Band A

ROLE SUMMARY
<p>Reporting into the Production Manager, the Production Assistant is a key member of the small established Production Team at Italia Conti which supports the creative ambition of our stage productions. The postholder is responsible for contributing to the smooth and efficient day-to-day running of the technical aspects of the theatre and for supporting artistic teams in achieving their vision.</p>

KEY ACTIVITIES
<p><b>Productions</b></p> <ul style="list-style-type: none"> <li>• Taking a leading role in the organisation for the moving, installing, deconstructing, storing/disposing of sets for Italia Conti productions.</li> <li>• Acting in the capacity of Production Manager for individual 1<sup>st</sup>, 2<sup>nd</sup> and CertHE productions and Sharings, where required.</li> <li>• Supporting freelance set designers during pre-production and performance weeks.</li> <li>• Liaising with and supporting freelance lighting, sound and video designers during pre-production and performance weeks.</li> <li>• Operating shows as required in either sound, lighting or stage management.</li> <li>• Rigging and operating lighting systems and rigging and sound-checking and operating sound systems as necessary, making adaptations where possible or necessary to ensure efficient delivery of the programme.</li> <li>• Providing lighting, sound, and AV support on some in-house projects and events in consultation with the Production Manager and Course Leaders.</li> <li>• Working closely with other departments to ensure the building and all events operate smoothly and efficiently.</li> <li>• Liaising with venue staff for any productions that take place externally (the Rhoda McGaw, the Buzz and the New Victoria Theatres in Woking and West End theatres).</li> </ul> <p><b>Theatre/Resources Management</b></p> <ul style="list-style-type: none"> <li>• Supporting the Technical and Health &amp; Safety Manager in ensuring Italia Conti's technical, lighting, sound, video and domestic equipment is properly maintained by planning a rolling programme of work throughout the year, informing the Technical and Health &amp; Safety Manager of any maintenance or technical problems.</li> </ul>

- Assisting in maintaining an accurate record of production and technical equipment and resources (Kit List) allocated to the Production Department.
- Assisting in controlling stock, advising on the replacement of existing equipment or purchase of additional equipment and ensuring service records and manuals are retained and updated in conjunction with the Production Manager and Health & Safety Manager.
- Contributing to the Health & Safety policies and procedures in respect of the Production Department.
- Working with the Production Manager to ensure efficient and organized storage, systems of hire and student access to resources are maintained.
- Taking responsibility for maintaining the theatre, workshop, LX store, storage facilities and backstage areas at all times.
- Ensuring all theatre areas are in a presentable and safe state, that fire exits are clear, and any repairs are acted upon and reported.
- Assisting in the running and upkeep of the Italia Conti building including the props and costume stores.
- Taking responsibility for the props and furniture stores ensuring the correct procedures are followed for allocating items to productions and rehearsals.

#### **Financial Responsibilities**

- Assisting with monitoring the stock and maintenance budgets and keeping all financial records for approval by the Production Manager.
- Ensuring all financial processes are adhered to in terms of purchase orders, invoices, petty cash procurements with reference to purchases and hires.
- Evidencing petty cash advances and expenses claims according to Academy processes.
- Minimising expenditure wherever possible without jeopardizing the quality of the work or the reputation of Italia Conti.

#### **Department, Academic & Personal**

- Attending and contributing to Italia Conti boards and meetings as required to represent the department and to contribute to the enhancement processes as they affect production resources and activities.
- Providing informed departmental input into Italia Conti policies and systems.
- Engaging with CPD on an ongoing basis and keeping apprised of developments, both practical and regulatory, in technical theatre.
- Contributing to the provision of departmental information for inclusion in documents such as staff and student handbooks.
- Setting a good example in respect of Health & Safety to all permanent Italia Conti staff, casual staff and freelancers and the public.
- Ensuring the Italia Conti safeguarding policies and reporting processes are adhered to by permanent Italia Conti staff, casual staff and freelancers and the public.
- Contributing towards ensuring the safety and security of the building as required.

<b>QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• A good tertiary education or equivalent experience.</li> <li>• Formal qualification and/or professional experience in technical theatre or similar subject area.</li> </ul>	
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• A good working knowledge of a stage department and a willingness to get involved in all aspects of the work of the technical team.</li> <li>• Knowledge and experience of current rigging and working-at-height practices.</li> <li>• Excellent organisational and time-management skills with good attention to detail in respect of maintaining accurate records and reporting.</li> <li>• Experience of supervising staff and peers.</li> <li>• Excellent influencing and communication skills, an open and collaborative style and a high standard of written and spoken English.</li> <li>• Excellent team working with good time-management skills and the ability to work under pressure and to deadlines and to adapt quickly to demands.</li> <li>• Personal integrity and high standards for self and others and the ability to exercise initiative, be solutions-focused and take personal responsibility and resolve issues independently.</li> <li>• A keen interest in the performing arts and arts education and for working in a socially engaged and culturally diverse environment.</li> <li>• A good standard of IT literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification.</li> <li>• Fire Marshal qualification.</li> <li>• Construction skills.</li> <li>• Training in the safe use of pyrotechnics and other special effects.</li> <li>• Experience of using ProTools or other recording software.</li> <li>• Current, clean driving license with experience of driving vans in and around Central and Greater London and surrounding area.</li> </ul>

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Significant experience as a Technician in an arts or educational venue.</li> <li>• Significant experience of carpentry or scenic construction.</li> <li>• Experience using power and workshop tools.</li> <li>• Excellent knowledge of a range of lighting, sound and AV systems.</li> <li>• Experience of programming ETC Ion lighting desks and QLab digital sound desks.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with CAD and Vectorworks software.</li> <li>• Experience or training in scenic art techniques.</li> </ul>
<p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from the Italia Conti's strategies.</i></p> <p><i>The post involves commitment to working outside normal working hours including some evenings weekends, and Bank Holidays, commensurate with a role in the theatre, and a willingness to work flexibly is expected.</i></p> <p><i>There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.</i></p>		