

SCOTTISH BALLET

Job Description

Job Title	Technical Operations Coordinator
Location	Glasgow, with the requirement to travel extensively with the Company on tour in the UK & internationally.
Team	Technical
Key Relationships	
Reports to:	Technical Director
Direct Reports:	n/a
Key relationships:	<p>Will work closely with Technical Director, Head of People & Wellbeing, and liaise with all SB departments, especially the production teams.</p> <p>Requires the ability to build excellent relationships with external freelance production staff, venue technical staff, visiting creative staff, as well as suppliers and contractors.</p>
Purpose	
<p>The position plays an integral role in assisting to ensure the efficient delivery of technical operational activities. The role will act as the central point of contact and be the administrative lead and support for the Technical Director and wider team.</p> <p>The role will also provide functional support, as and where appropriate, within People & Wellbeing.</p>	

Responsibilities

- To provide first point of contact support to the Scottish Ballet business on Technical matters.
- To lead on implementing best practice processes, including but not limited to, developing a central filing system within the Technical department.
- To work collaboratively and efficiently across all SB departments regarding technical/production matters, and to maintain positive working relationships with external stakeholders such as venues, technical and production suppliers etc.

Key Functions

- Ensure a comprehensive compilation of the technical schedule for upcoming tours.
- Provide efficient admin support: including credit card management, diary management for the Technical Director and organisation of travel arrangements (outside of company touring).
- Support the Technical Director to develop and implement new policies and processes across the department, including developing and maintaining departmental documentation, applying best practice.
- Support our newly appointed Technical Apprentice in their day-to-day role.
- Assist with tour planning, admin requirements and seeking cost of effective solutions where possible.
- Assist in the delivery of our carbon tracker for the Technical Team in line with Green Action Plan.
- Log expenditure versus budget for all productions.
- Coordinate departmental meetings (Production, Union and Committee related), manage correspondence with various departments in Scottish Ballet, including preparing agendas and minutes where necessary.
- Provide functional support to People & Wellbeing, as required.
- Assist in wider SB projects, as appropriate to the role (i.e. production touring).
- Other duties as consistent with this job description or as directed by the Technical Director or Head of People & Wellbeing.

Desirable Qualifications & Experience

- Experience of touring essential.
- Comprehensive knowledge of technical theatre.
- Current knowledge of working in theatre, particularly of the production process, and have a mind for logistics, problem-solving and attention to detail.
- An awareness of how venues operate, together with an understanding of international touring.
- Proven understanding of current Health and Safety practices.
- A current passport is essential.
- Full, clean driving licence (desirable).
- PVG certificate
- Good IT skills, including Windows-based packages.
- Thorough, accurate and able to work under pressure and to tight deadlines. Demonstrates strong attention to detail, especially in written materials, contracts, etc.
- Flexibility in relation to travel, touring, attending performances and other events. Demonstrates initiative and ability to lead on timely delivery of projects and initiatives.
- Knowledge of current Union agreements and people practices (desirable).
- A good understanding of Scottish Ballet priorities, its culture and values including SB's commitment to sustainability within tour operations.

General Characteristics

- A positive, proactive, and flexible approach.
- Strong communication and interpersonal skills including the ability to maintain confidentiality. Ability to develop positive working relationships (both internal and external) and establish credibility.
- Good organisational skills and the ability to manage resources effectively.
- Comprehensive budgetary understanding.
- Ability to work both independently and as part of a team.
- A friendly disposition but with the ability to command authority, where appropriate. Representing SB in a professional manner, without exception.
- Self-motivated: including the ability to meet deadlines, to motivate freelance and temporary staff, to work calmly under pressure and to show initiative and contribute new ideas.
- Resilient with a passion and commitment for continuous improvement. Brings external best practice ideas and solutions into Scottish Ballet.
- A passionate interest in the arts and a fundamental belief in Scottish Ballet and its values and objectives.

Created By:	MS/LD	PWB:	Louise Devlin
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