

JOB DESCRIPTION



Job Title:	Planning Manager
Responsible to:	Director of Planning
Location:	Elmbank Crescent, Glasgow

Main purpose of job:

Take overall responsibility for the accurate scheduling of forward activity and for the co-ordination and planning of, scheduling and budgeting of artistic activities and special projects.

This is a key role that requires working collaboratively with all departments, to ensure effective communication and delivery of the Scottish Opera master planning schedule.

Key areas of responsibility:

- To prepare in advance, in a timeous manner, the master week-by-week schedule and to co-ordinate the scheduling committee.
- In liaison with Director of Planning draw up and control budgets for all guest artists, creative teams, actors, dancers, children, animals and audio describers, and oversee the budgets drawn up by the Company Manager.
- To prepare schedules for individual operas including coordination of artist and creative team non-availabilities, liaising internally and with guest directors and conductors, if requested to do so by the Director of Planning.
- In consultation with all other departments, ensure an efficient and cost effective master schedule, taking account of contractual arrangements of staff including that of the Orchestra, Chorus, and Technical department.
- To produce, collate and update specific production information for all scales of company activity.
- In liaison with the Director of Planning, Director of Finance, and other departments at Scottish Opera, draw up and monitor budgets and arrangements for: special projects, foreign touring, cross-border touring, concerts, concert performances of operas, special events, projects with commercial and/ or other managements, Edinburgh Festival, radio and television and other media.
- To manage arrangements for special projects, foreign and cross border tours where required.

Key areas of responsibility /continued

- To ensure that all payments made to composers, librettist, publishers, translators, guest artists, creative teams, actors, dancers, children, chaperones, animal handlers, audio describers and surtitle providers are properly authorised and administered in a timely manner adhering to contractual obligations.
- To ensure ongoing effectiveness in the communication and dissemination of the company's schedules and plans and to recommend ongoing improvements and changes to existing systems, as appropriate and in consultation with colleagues.
- To ensure that Scottish Opera's planning and scheduling system is fit for purpose to operate efficiently within a 21st century organisation and to contribute to discussions on, and future development and implementation of, new systems, as required.
- To respond to the needs of the department in relation to workload and be available to assist with rehearsal and performance duties as required, for all levels of company activity.

Person specification

The ideal candidate for this role must be able to demonstrate;

- Good knowledge of arts administration gained through direct work experience
- Good knowledge and experience of the operatic process
- Experience of analysing, setting and presenting budgets
- Ability to produce a systematic and logical analysis of information
- Comfortable working with data, and dealing with practical and numerical problems
- First class planning and organising capability
- An orderly and methodical approach, whilst working accurately with complex information
- Excellent IT skills including a comprehensive working knowledge of Microsoft Office
- An insistence on accuracy and the completion of all tasks
- A high level of articulacy and strong communication skills

Other desirable skills;

- Ideally educated to degree level in either arts administration or a business qualification involving finance or logistics
- Is inquisitive, seeks out information from a range of sources
- Comfortable managing risk
- Has a flexible approach to getting things done
- Demonstrates energy, enthusiasm, resilience and diplomacy
- A passion for the arts

General Terms & Conditions:

Hours:	Standard office hours are 35 hours, 9.30am to 5.30pm, Monday to Friday. The post holder is required to work such reasonable additional hours as the needs of the post demands, which includes attendance at evening and weekend performances and meetings when necessary.
Salary:	£28,076 - £34,456 depending on experience
Holidays:	25 days per annum plus 10 public holidays
Probationary period:	3 months
Pension:	Enrolment in a 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, but can choose to opt-out if you wish.