

LA MONNAIE / DE MUNT

PRODUCTION MANAGER (M/F)

La Monnaie is the Royal Opera House of Belgium, and a federal institution, situated in Brussels, the capital of the European Union. It has an internationally acclaimed artistic programme, which includes opera, contemporary dance, concerts and recitals.

Reporting to the technical director, the production manager plays the lead role in the development and facilitation of the design of a production. The production manager is responsible and accountable for managing the physical elements of a production from inception, to staging, and finally to storage. He/she has overall control of the production budget, while maintaining artistic qualities and technical practicalities. When onstage he/she will work closely with the technical supervisors to ensure the smooth running of all technical elements and to fulfil the artistic requirements of the production team.

Key responsibilities

To project manage the physical and logistic elements of a production from inception through to staging and storage, ensuring high standards and deadlines are maintained within the budgets and practical restraints;

To work closely on a production or project with the designer and director/choreographer to ensure the artistic and practical requirements are met;

To ensure co-ordination on a production between the production team and other technical departments;

To specify, plan and organise in liaison with the drawing office and head of workshops, (or outside contractors and suppliers), the construction of the set and props, ensuring that the productions can be run efficiently and stored within the confines of La Monnaie's stage and container system, or other theatres as required;

To engage and monitor the work of outside contractors, as required;

To visit other theatres as required and write a technical report on co-productions or rentals, regarding the state of the production, feasibility, and inherent risks or problems for la Monnaie;

On revival productions and rentals, to undertake and supervise refurbishments, alterations, repairs and maintenance including the supervision and monitoring of costs, standards and deadlines, as required;

To create and lead an efficient core team, with the technical supervisors and stage manager, to ensure a high technical and artistic quality and the smooth running of the production;

To plan and liaise with the technical supervisors, head of transport and head of workshops the most productive schedule and staffing levels for the get-in and get-out, creating and distributing the schedule when agreed;

During rehearsals, to liaise closely with the technical supervisors, the stage manager and other heads of department to ensure all daily technical and artistic requirements are covered;

To liaise closely with the technical supervisors organising together the daily work schedules for the most efficient and productive use of stage time, informing any relevant persons;

To participate in note sessions, before or after rehearsals, informing all departments of the required tasks, supervising and following-up as necessary;

During the performance period to monitor the production and ensure that the set is maintained correctly, keeping to the original technical and artistic standard;

To organise and participate in planning, technical, model, or production meetings ensuring that all information is distributed, as necessary;

To document and collate all technical aspects of the production;

To deputise or cover other production managers as necessary;

To create, oversee and control production budgets, informing the technical director of any deviations in a timely manner;

To ensure that La Monnaie's health and safety procedures and safe working practices are followed at all times.



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Candidate profile

Proven production management experience in a producing theatre or opera house
In-depth knowledge of the production process of a theatre;
A good working knowledge of theatre equipment, machinery and technical terminology;
A good working knowledge of methods, techniques and materials of scenery construction, including paint and finishing processes;
Ability to read theatre plans and construction drawings;
A good knowledge of health and safety procedures and safe working practices in a theatre environment, including the creating of risk assessments;
Good general computer skills, including AutoCAD;
Proven experience in people management;
Excellent organisational ability and communication skills;
Ability to create and manage budgets;
You speak fluent French or Dutch, with a good knowledge of English.

Offer

A full time contract till the end of June 2021;
A dynamic cultural environment.

Interested?

Please send your **CV & cover letter** before 25 of March to jobs@lamonnaie.be, marked “**vacancy – production manager**”.

