

LIPA

Job Description

Job Title	Productions Assistant
Salary Scale	LIPA Scale 5 Pro-rata for term time, circa 34 weeks
Responsible To	Head of Productions
Responsible For	N/A
Number in Post	1
Date Revised	Sept 2022

Job Purpose

To support Theatre Performance Technology and Design staff in the preparation of teaching sessions and materials and to work with teaching staff in ensuring that teaching rooms and associated communal spaces are maintained to a professional standard. Furthermore, the postholder will assist the work of the Head of Productions and the wider Productions team as necessary and will assist with departmental administration and management of the in-house props store.

Major Tasks

1. Provide technical assistance to teaching staff in the preparation for taught workshop sessions and clearing of those spaces afterwards. Including the storage, distribution and maintenance of equipment.
2. Support and assist the work of the Head of Productions and the wider Productions team.
3. Assist with budget preparations and the ordering of supplies and materials.
4. Be the primary point of contact for access to Props and Furniture stores.
5. Undertake duties common to all LIPA staff.

Job Activities

Major Task 1: Provide technical assistance to teaching staff in the preparation for taught workshop sessions

- 1.1 Ensure equipment and materials are stored in a safe, secure, and tidy manner.
- 1.2 Ensure equipment and materials are itemised and recorded in accordance with Institute stock control procedures.
- 1.3 Maintain a schedule of planned activities to ensure the equipment required for teaching are available to meet the demands of the curriculum.
- 1.4 Liaise with lecturing staff to ensure the appropriate materials and technical resources are made available as required.

<p>1.5 Ensure equipment within area of responsibility is serviced and maintained in accordance with manufacturer's recommendations and is therefore available for use daily.</p> <p>1.6 Assist teaching staff in the practical preparation of taught workshop sessions, including those that relate to scenic art, prop making, some lighting and stage management practical sessions.</p> <p>1.7 Ensure Institute Health and Safety policy is implemented within areas of responsibility.</p>
<p>Major Task 2: Support and assist the work of the Head of Productions and the wider Productions team.</p>
<p>2.1 Assist in administration and management of the production and technical operations of LIPA.</p> <p>2.2 Use and timetabling of Productions Department resources and Production venues.</p> <p>2.3 Support and update departmental documentation, including risk assessments, codes of practice and procedures.</p> <p>2.4 Manage online documentation library and enquiries.</p> <p>2.5 Assist in the management of departmental maintenance schedules and inspections.</p> <p>2.6 Assist in attending project meetings and briefings.</p> <p>2.7 Assist with the module project management and co-ordination of specific productions, events and projects. If this includes off-site activity, to be responsible for driving set and props items to other locations, as needed.</p>
<p>Major Task 3: Assist with budget preparations and the ordering of supplies and materials.</p>
<p>3.1 Assist in the management and monitoring of specific project and departmental budgets in order to ensure best value for money, avoidance of overspending and compliance with LIPA's financial provisions.</p> <p>3.2 Provide support for monthly reconciliations of departmental credit and prepaid cards.</p> <p>3.3 Support for departmental buying and expenditure and assists with orders for materials and equipment as directed.</p> <p>3.4 Support capital expenditure process and the disposal of assets.</p> <p>3.5 Assist in the preparation of annual estimates and budgeting.</p>
<p>Major Task 4: Be the primary point of contact for access to Props and Furniture stores.</p>
<p>4.1 Issue and book in loaned props and furniture.</p> <p>4.2 Be responsible for scheduling appointments with staff and students.</p> <p>4.3 Ensure that the props and furniture stores are kept clean and tidy.</p> <p>4.4 Carry out regular clearing out checks.</p>

4.5 Maintain a catalogue of props and furniture.

Major Task 5:

Undertake duties common to all LIPA staff.

- 5.1 Works flexibly including contributing to Institute projects of a general nature and providing cover for other staff.
- 5.2 Participates in staff appraisals and training programmes as required.
- 5.3 Carries out duties at all times with due regard to Equal Opportunities, Health and Safety and other Institute policies as agreed and revised from time to time.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

Average 37.5 hrs per week, Monday to Friday, pro-rata, circa 34 weeks per year