



Flying Music

Employment Opportunity

Flying Music is the foremost producer of conceptual theatre shows in the UK. With productions like *Thriller Live*, *The Kite Runner*, *Rat Pack: Live from Las Vegas* and *Dancing In The Streets*, Flying Music continues to grow its theatre business, as well as remaining a key player in concert promotion, and has the following opportunity to join our busy team.

Job Title	Operations Manager
Department	Production
Reporting to	General Manager
Based at	FM House

Main Responsibilities

We are seeking a self-motivated team player with good interpersonal skills and proven knowledge of large scale UK and international touring to join our team. This position is primarily office based and will oversee the technical elements of all of our shows. The successful candidate will also be responsible for creating budgets, negotiating all supplier and crew contracts and creating production riders.

You will need to be a skilled negotiator and be fully conversant with all relevant health and safety legislation.

Please see overleaf for a more detailed description of duties applicable to this role

Planning and Pre Production

- Preparation of tour budgets
- Liaising with artistes and their managers/agents to ensure riders and production needs are met
- Selection of tour managers and other freelance crew for each tour, negotiating terms and issuing deal memos in order for the Business Affairs department to raise contracts
- Contracting all suppliers necessary for the production of tours within pre-agreed budgets and agreement of payment schedules in conjunction with the Accounts department
- Engagement of appropriate technical team to ensure smooth running of all productions
- Ensuring proper Risk Assessments are carried out in respect of each tour

Production and Post Production

- Dealing with complaints from suppliers or crew concerning production matters and resolving these issues
- Ensuring that all crew and production sub-contractors are properly carrying out their functions through briefing, training and management
- Monitoring production costs and clearing invoices prior to payment, ensuring all expenditure is within budget and checking that all recharges to third parties are completed
- Monitoring of all payments made through tour floats, checking expenses as they come in, and signing off the tour float files on a monthly basis, checking that all recharges to third parties are completed
- Monitoring of all payments made on the venue contras, approving all production costs and resolving those that are not agreed or over-charged with the venue

Other

- Supervision and training of the Assistant Production Manager, Production Co-ordinator/s and Assistant/s
- Overseeing the upkeep of the Company vehicle including services and general maintenance
- Primary responsibility for the Company owned storage and rehearsal facilities
- Assisting the Directors, General Manager and other staff members by providing a smooth flow of information on all production activity throughout the Company
- Ensuring that all current rules and regulations regarding Health and Safety are known and complied with at all times on Company premises as well as on tour
- Other ad hoc requests from management

Job Reference

JS038