



GARSINGTON OPERA
AT WORMSLEY



Production Manager (permanent, full time)



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About Garsington Opera

Located in the stunning Chiltern hills on the Wormsley estate, Garsington Opera is a prestigious summer festival with a fast-growing international reputation. With performances in June and July we produce four productions each year, in partnership with our two resident orchestras The English Concert and the Philharmonia. We have recently opened Garsington Studios, which provides state of the art rehearsal spaces, production workshops, café, offices and a home for our acclaimed community programme and world-class Emerging Artists scheme. This is an exciting time to join an innovative and growing company.

GO Mission

- To enrich the lives of our audiences and participants by producing operas which are theatrically compelling and of exceptional musical standard
- to encourage and expand knowledge and appreciation of opera through performance and exciting life-long participatory projects with a dynamic, inclusive, outreach programme in the community, for all ages and abilities from diverse backgrounds
- to discover, encourage and nurture the best young performing talent, particularly from the UK, providing an outstanding programme of development for young professional singers
- to broaden our audience through appropriate use of digital media
- to grow our national and international reputation.



The Role

The Production Manager will be responsible for the realisation of production elements for the Garsington Studios programme, all GO Participate projects and designated seasonal productions, ensuring delivery to the highest technical and artistic standards, on time and within budget. The ideal candidate will take a hands-on approach particularly on GO Participate and Garsington Studio events. Key responsibilities include managing production budgets, managing technical elements, overseeing the build and fit-up of the set and ensuring health and safety protocols are met.



Job Specification

Post: Production Manager

Hours: Permanent, full time. Flexible working will be required.

Reporting to: Technical Director

Salary: £48,000 to £53,000

Application deadline: 9am on Monday 2 February 2026

Interview date: First round interviews will be held on Tuesday 10 and Wednesday 11 February at Garsington Studios. Second round interviews will be held at Garsington Studios week commencing Monday 23 February

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Garsington Opera is committed to providing and supporting an inclusive environment that promotes equality, diversity, and inclusion. We are aware how a diverse team enriches our culture, where all can reach their full potential and flourish whatever their background. We encourage applications from all suitably qualified persons, regardless of background, race, sex, gender, disability, sexual orientation, religion/belief or age.



Key Duties and Responsibilities

- To respond to the production elements of the annual programme of GO Participate projects and Studio events, this includes but is not limited to:
 - liaison with relevant GO team leads, creative teams and technical support staff
 - manage production budgets and ensure affordable delivery of the creative vision
 - provide production related support for in-house projects: sourcing and realising required set, props, etc. from GO stores
- take the role of Production Manager for a designated proportion of the summer festival repertoire (including new, co-produced or revival productions), accurately interpreting production designs to ensure full realisation on stage:
 - holding overall control of the production budget, whilst maintaining artistic qualities and technical practicalities
 - engage qualified and reliable set builders to build each set, and monitor progress
 - take responsibility for liaising with suppliers on the progress of manufacture and clarifying any modification throughout the process
 - ensure changeover logistics are identified and addressed in conjunction with the Technical Director and Head of Stage
 - take an active role in the management of the initial fit-up
 - revise, file and store technical and design information



- support the Technical Director in liaison with co-producers and hiring companies, providing technical information packages, technical support and hire agreement information
- alongside the Technical Director, make the production process increasingly more sustainable through research, collaboration, in-house builds and storage procedures, encompassing the Theatre Green Book guidance and criteria wherever possible
- alongside the Technical Director and Production Co-ordinator, continue to support, deliver and develop the GO Pathways Programme - an introduction to and training in the areas of production arts, design and performance:
 - provide and install technical elements required for projects and workshops
 - contribute content (where relevant) for Production Arts Discovery Workshops
 - support and contribute content for the Youth Company Production Arts Trainee Programme
 - support and mentor (where relevant) the Production Arts 18+ Traineeship and higher education placement schemes
 - contribute to the department-wide refinement and development of the Production Arts Pathway Programme
- adhere to GO procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly and cost-effective
- follow departmental and GO reporting procedures, presenting financial updates in a timely and accurate manner



- promote a positive approach to Health & Safety and safe working practices at all times:
 - ensure the highest level of health and safety management in technical operations and alongside the Technical Director ensure all seasonal staff and freelancers are adequately trained
 - ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out for each project / production
 - liaise with the Health & Safety Consultant and lead in the development of risk assessments for the production department
- contribute to the maintenance and improvement work in technical and production related areas during any out-of-season periods in conjunction with the operations teams, within the yearly schedule
- be an integral part of the GO year-round production department
- maintain a safe, supportive and collaborative working environment including safeguarding

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time. The scope of the job may change as necessitated by business demands.



Skills Required

No specific qualifications are required.

Essential

- Significant production management experience in a mid-scale theatre or opera company environment
- fluent in production methods and terminology
- demonstratable understanding of the work and operations of all technical departments including: AV, lighting, props, staging, set building, costume, sound, stage management, staging, transport, WHAM, wardrobe, logistics & storage
- strong understanding of the health and safety aspects of scenery, construction and stage practices
- proven people management and budgeting skills
- flexibility, stamina and ability to work autonomously
- strong IT skills with emphasis on SharePoint, Microsoft Office suite, and use of drawing programmes such as AutoCAD, Sketchup and Vectorworks
- ability to demonstrate a calm approach when working closely with the creative teams and other technical staff in pressured situations
- consistent performance under pressure and effective troubleshooting ability
- an excellent communicator
- resilient and with the ability to demonstrate enthusiasm and professionalism in all aspects of this highly demanding job
- flexibility to work varied hours and locations



- reliable timekeeper
- attention to detail
- ability to work as part of a close-knit team in an enclosed environment, working towards a deadline.

Desirable

- Full UK driver's license and own car
- previous experience of opera, touring and repertory theatre all an advantage
- working knowledge of delivering projects within the parameters of the Theatre Green Book
- experience working with musicians
- outdoor event experience
- valid first aid training.



Staff Benefits

Garsington Opera is committed to making sure that all our staff are supported in both their professional and personal lives. As part of this, we are able to offer members of staff a range of benefits including:

- 24 days annual leave and bank holidays
- annual leave allowance increases with length of service
- staff pension scheme
- cycle to work scheme
- death in service scheme
- tech scheme
- electric vehicle lease scheme
- enhanced maternity/adoption/shared parental leave
- employee assistance programme
- dress rehearsal tickets during the Opera Festival
- free on-site parking
- on-site EV charging available.



How to Apply

The closing date for applications is 9am on Monday 2 February 2026. Applicants should submit a cover letter and CV as PDFs via email to **admin@garsingtonopera.org**

CVs should include:

- details of relevant achievements and experience as well as educational and professional qualifications
- contact details including day and evening telephone/mobile numbers.

Your covering letter should:

- be no longer than two pages
- summarise why you are interested in this post
- highlight your relevant experience matching the criteria outlined on pages 6 - 10.

Successful applicants will be contacted and invited for interview. First round interviews will take place on Tuesday 10 and Wednesday 11 February at Garsington Studios. Second round interviews will be held at Garsington Studios week commencing Monday 23 February.



Garsington Opera

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