



**Production Manager
Close To Home: The Mass Dance Event
London Borough of Culture**

**Recruitment Pack
July 2022**

Main Terms

Job role / Title:	Production Manager, Close To Home: The Mass Dance Event
Responsible to:	Administrative Producer and Head of Operations and Production
Key Relationships:	(Internal) Administrative Producer, Head of Operations and Production (External) Creative and Production Team
Fee:	£700 p/w
Contract:	4 weeks across 8, freelance, fixed-term (9 weeks), beginning mid-August 2022, concluding end of w/c 24 October 2022
Hours:	Part time, total of 24 days, flexible hours Some weekend and evening work will be required
Location:	A combination of remote and on-site working with meetings and visits across Lewisham/London for production delivery, with reasonable adjustments to be made depending on the needs of the project.

About the role

We are looking for a highly committed and diligent individual with a proven track record in delivering high quality technical aspects for theatre production projects, in partnership with directors, designers and project leaders, with the ability to facilitate creative teams to deliver their artistic visions within the agreed timescales and budgets to the highest possible standards.

You will support the Head of Operations and Production to ensure that the artistic and technical objectives are achieved to an exceptional standard.

Role Profile

Line Manager: The Production Manager is accountable to the Administrative Producer and Head of Operations and Production

Line Management: The Production Manager has line management responsibility for the Company Manager and Stage Management Team.

Main Duties

- To deliver the Close To Home production to the highest standard within the parameters and resources set by the Administrative Producer, Choreographers and Head of Operations and Production
- In collaboration with the Head of Operations and Production, ensure the most effective use of resources in the realisation of all production and technical elements of the production
- To be the lead Production Team contract for the life of the production, ensuring that the activities of the production are planned, supervised and delivered to the highest standard
- To work with the Head of Operations and Production in the effective planning and management of the production
- To ensure that the production operation is carried out in compliance with relevant and applicable Health & Safety legislation and any other applicable statutory regulations or legislation
- To remain current with industry best practise and applicable technologies relevant for this production
- To attend and contribute to relevant Health & Safety group/production meetings

Production Responsibilities

- To work with the Administrative Producer, Creative Team and Head of Operations and Production on planning and costings for the production
- To work with the Creative Team and Administrative Producer to realise the production within allocated resources
- To ensure that resources and parameters are clearly defined and agreed with the Administrative Producer and Head of Operations and Production, and Creative Team where required

- To carry out an assessment at the white card model and final design stages to ensure that the design does not exceed the agreed parameters, and to collaboratively find ways to bring any overshoot back within the parameters.
- To generate accurate budget forecasts in conjunction with production staff and outside contractors.
- To produce risk assessments and other relevant Health & Safety paperwork as appropriate.
- To ensure that designs and all aspects of the productions comply with Health & Safety and other applicable legislation.
- To plan construction in conjunction with the Head of Operations and Production
- To engage and manage external contractors to deliver elements of productions as required.
- To monitor expenditure and production progress on the production and communicate any areas of concern in a timely fashion.
- To plan the use of technical resources in conjunction with the Head of Operations and Production
- To plan and manage, in conjunction with the Head of Operations and Production and production team, fit ups, production periods and get outs for allocated productions.
- To call and chair production meetings for allocated productions.
- On occasion to provide production support for the work of other departments, including the Development, Marketing and Press Departments – ensuring a smooth flow of information
- To ensure the production is delivered in a positive, collaborative and professional manner
- To liaise with the Company Manager on the recruitment of the stage management team for the production.

General

- Any other reasonable duties required to assist the production as a whole
- To be familiar with and be personally responsible for acting within Albanys inclusion and diversity, safeguarding, and health and safety policies.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Close To Home production team.
- To participate in departmental administrative and HR systems as required.
- To ensure the backstage areas of the production is kept in a safe and presentable state at all times.

Essential Skills

- Prior experience of coordinating professional theatre projects and delivering them to the highest artistic and technical level.
- A good knowledge of production and technical techniques including stage, construction, rigging, lighting, sound and projection.
- The ability to demonstrate excellent technical and financial control.
- Proven project management, organisational and time management skills.
- The ability to lead a project in a calm, clear and professional manner.
- The ability to nurture the skills of individuals under their supervision.
- Knowledge of Health & Safety legislation and procedures as related to the theatre industry and proven experience of implementing these legislative requirements in a positive and sympathetic manner.
- Computer literate, fluent in the use of Office 365 applications.
- An interest in and enthusiasm for theatre.
- Ability to work well within a small dedicated production team.
- Ability to work with and support all other departments.
- An ability to remain, calm, professional and positive when working under pressure.

Desirable Skills

- CAD drafting skills (AutoCAD)
- Production Management experience
- Health & Safety qualification or training
- Full clean driving licence
- First aid training
- Experience of working with young people and community groups