



## Production Manager Job Description

**Responsible to:** Artistic Director

**Responsible for:** Production creative team tech or stage management members (freelance and casual employees)

### **Purpose of Role:**

The Production Manager is responsible for the safe and effective operation of the Travelling Light programme, which could include national and international touring, schools and rural touring, and technical support to participation and community projects.

### **Key accountabilities:**

#### **Pre-production and Production**

##### Pre-production

- Book external rehearsal space (if needed) and liaise with the venue.
- Draw up the rehearsal schedule, in liaison with the Director, and ensure company are informed of call times, and company and production meetings etc.
- Liaise with creative team members regarding technical requirements, equipment, music, set, props and costumes. Oversee set building and costume / prop making and purchasing. Manage budget for tech/props/costumes in liaison with Artistic Director.
- Manage PRS rights applications.
- Inform the General Manager of any equipment, travel insurance or visa requirements.
- Create detailed tech schedules for school and venue bookings, allowing sufficient time for get-ins, get-outs and performances.
- Liaise with venues to ensure all tour and technical information is communicated.
- Liaise with the Artistic Director and Creative Learning Officer regarding tour booking schedules in line with ITC contracts.
- Liaise with the Creative Learning Officer regarding the scheduling of any education work at venues or schools.
- Lead on the recruitment of additional tech team members for each production as required.

##### Production

- Co-ordinate the production process, including day to day management of the production and technical budgets.
- Manage the communication process between the rehearsal room, designers and others as required.
- Manage and support any additional members of the Stage Management/Technical Team.
- Ensure the rehearsal room and store areas are prepared, stocked and maintained, including marking out and putting the set up, buying refreshments etc.
- Create Production Week schedules in liaison with the Director and creative team.
- Run Technical Rehearsals, as necessary.
- Where necessary create the Prompt Copy during plotting, technical and dress rehearsals.
- Inform the General Manager of any holiday pay, overtime and extra payments due to creative team members, on completion of contracted dates.

- Ensure that all returns are completed and paperwork filed at the end of the production's run and the set, costumes and props are either returned, recycled, stored or sold, as directed

### **Touring SM for autumn tour 2021**

- Act as an ambassador for Travelling Light on tour, being a positive front-face for the organisation when dealing with venue and schools personnel.
- Create a Technical Specifications document for each production.
- Draw up relight plans for each venue.
- Research and book travel and accommodation for touring company.
- Liaise with schools and venue personnel over their/our technical requirements.
- Make any necessary arrangements for costume laundering when the company is at base
- Book extra technical support where needed, eg for technical rehearsals & difficult get-ins
- Liaise with General Manager re actors' subsistence and touring allowances.
- Running the Get-in and Get-out (including set fit-up / strike, LX / Sound / AV rigging, focusing, and plotting etc) or assisting with the set fit-up and strike in schools.
- Operating lights, AV and sound for each performance, where applicable.
- Managing each performance, ensuring the performers have warm-up time, the stage is set before opening the house and giving appropriate backstage and FOH calls.
- Liaise with FOH at each venue as necessary including show times, programmes and late comers.
- Drive company van and/or hire vehicles and be responsible for ensuring they are maintained whilst on tour.
- Manage and be responsible for the safe transport of the set, props, costumes and any technical equipment necessary for the show, including responsibility for the van pack, loading and unloading, etc.
- Manage and maintain stock levels of consumables and be responsible for the maintenance of set, props, costumes, and any technical equipment on tour and organise the completion of any specialist repairs as required.
- Complete venue / show reports and weekly time sheets and arrange Company Meetings as required.
- Manage touring petty cash and reconcile receipts with the General Manager.

### **Health & Safety**

- Liaise with the General Manager on production risk assessments. Take the appropriate actions required to minimise risk for all aspects of the production from the R&D and rehearsals to the production on tour. Report accidents and incidents as appropriate.
- Be responsible for implementing the company's Health and Safety policy for all productions.
- Maintain COSHH records, ensuring correct use of electrical and other technical equipment; First Aid and, where appropriate, giving instruction in Manual Handling.
- Ensure all physical elements of the productions comply with current Health and Safety legislation, including fire-proofing. Inform venues of any activity that may require licensing by the Local Authority. Report any Health & Safety concerns to the General Manager.
- Undertake Health and Safety instruction for the creative team.
- Act as First Aider at base and on tour (training provided, as necessary).
- Attend Health & Safety meetings as required.
- Leading on COVID secure working practices for each production.

## **Equipment**

- Arrange hire or purchase of equipment & vehicles as necessary within the agreed budget.
- Organise company storeroom, & set store, in liaison with staff team.
- Maintain stocks of consumable equipment for touring.
- Maintain & store all company equipment, ready for use.
- Maintain company van arranging servicing and MOTs, cleaning etc.
- Liaise with General Manager over external hires of company van, assisting with hand over at start of hire & check in on return.

## **General**

- Provide administrative assistance to the Artistic Director as required, in particular logistics planning on future productions.
- Keeping up to date with developments in the technical and production areas of theatre as it relates to the company.
- Keeping up to date with the activities of the organisation.
- Contribute to production evaluation reports.
- Operating in accordance with the Travelling Light's employment, Health and Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures.



## Person Specification

### Skills and Experience

#### \*Essential:

- Significant experience in a production management/stage management role for a theatre venue or theatre company. (A)
- Significant experience of touring to theatres. (A)
- A thorough working knowledge of Production and all technical aspects of theatre. (I)
- Experience of managing individuals or a team (e.g. a stage management team, a fit-up crew, etc). (A)
- Experience of rigging, focusing and plotting for lighting, sound and AV. (A)
- Proficiency with a range of IT systems, including knowledge of Mac and PC computers, including MS Office applications. (A)
- Current valid driving licence. (A)

#### Desirable

- Experience of relighting. (A)
- Experience of driving vans. (A)
- Experience of using QLab software. (A)
- Experience of touring to schools, community settings and rural venues. (A)
- Health & Safety qualification or training. (A)
- First Aid qualification. (A)
- CAD drafting skills. (A)
- Experience of creating digital productions e.g. film/live-streaming/web (A)

#### Abilities/attributes

- Excellent interpersonal skills, able to form professional relationships with a range of stakeholders. (I)
- Able to work independently and as part of a team. (I)
- The ability to represent the company, especially when on tour. (I)
- Excellent attention to detail. (I)
- Well organised with the ability to prioritise time and manage multiple tasks with competing deadlines. (I)
- A strong interest in creating work for children and young people (I)
- Commitment to inclusion and diversity. (I)

*\*Please address all Essential criteria marked A on your application form*

A- Assessed at application form stage, I- assessed at interview