

Theatr Clwyd
Deputy Production Manager
Job Description

Family: Theatre Making
Reporting to: Head of Production
Responsible for: N/A

Job Purpose

The Deputy Production Manager is part of the Theatre Making family and will support the Production Manager and Head of Production with the management and operational duties of Theatr Clwyd productions, taking lead responsibility of projects as appropriate.

The Deputy Production Manager will be enthusiastic about all elements of the technical process and keen to develop their skills and experience in how technical elements are brought together to turn a creative idea into a fully realised production. You will understand the importance of robust processes, timely administration and planning, and communication with various internal and external stakeholders to ensure a smooth production process.

You will also be passionate about addressing the climate emergency through practical change and solutions, advocating for the Theatre Green Book in all elements of the production process.

General

- As part of the team, to Production manage Theatr Clwyd productions as required.
- Take responsibility for Creative Engagement-led productions as required.
- To co-ordinate and oversee a high standard of delivery of scenery, props, costume, lighting, sound and all other aspects of physical production within agreed briefs, budgets and timescales.
- Support the Production Manager and employ a creative and forward-thinking approach to problem solving to ensure the team works together smoothly, effectively and supportively within the organisation as a whole.
- To manage the freelance production roles on in-house shows as required.
- On specific projects, be responsible for the finance, research management and financial reporting of Theatr Clwyd production budgets as directed by the Production Manager and Head of Production.

Production Management

- When leading on a production, ensure creative teams and artists feel welcome, engaged and supported in the building and receive the highest level of technical support at all times.
- Liaise with guest creatives to determine the technical needs for productions and advise on what technical possibilities Theatr Clwyd can offer.
- Support the Producing Team in liaising with freelance production managers and provide support as required.

- Manage production weeks, ensuring that rehearsals and production meetings run smoothly.
- As directed by the Production Manager, production manage a number of Theatr Clwyd's productions both in-house and on tour.

Equipment

- Undertake to hire or purchase specialist equipment and/or technical support as required for productions under the direction of the Production Manager and Head of Production.
- Guide crew in storing and maintaining stock items of furniture, properties and settings as required.

Safety

- Uphold and promote safe working practice in line with Health and Safety procedures.
- Complete risk assessments and method statements and comply with CDM regulations as they apply to theatre productions.

Other

- Provide the highest level of audience care and service at all times.
- Work with the Production Manager to promote and improve environmental sustainability through effective planning and management of all productions and across all elements of the role.
- Perform any other duties as reasonably requested by Production Manager and Head of Production.

Person Specification

Essential

- Experience in production management or other lead role within stage management or technical departments in a producing theatre or theatre production company, and/or degree level / equivalent qualification in a relevant subject.
- Proven experience of financial management including budget and financial reporting.
- Excellent communication and negotiation skills.
- Excellent attention to detail.
- Excellent planning and organisational skills, with the ability to manage multiple work streams and work under pressure.
- High level of knowledge of all technical theatre and production disciplines.
- Drafting skills and experience in the use of CAD software,
- Good working knowledge of licensing and Health and Safety legislation.
- A commitment to artistic excellence.

Desirable

- Good working knowledge and practical experience in Adobe CS (Photoshop, Illustrator) and an understanding of digital print.
- First Aid qualification.
- Knowledge of theatre, dance and other art forms within the UK generally and Wales specifically.
- Written and spoken Welsh.
- Full clean driving licence.