

## **PRODUCTION MANAGER**

### **Theatr Clwyd**

#### **Job Description**

Family: Theatre Making

Responsible for: Deputy Production Manager

Reports to: Head of Production

#### **Job Purpose**

The Production Manager is responsible for production managing Theatr Clwyd's in-house productions. They will actively employ their significant levels of specialist knowledge and experience to support the Head of Production in delivering the best possible service to all stakeholders.

#### **Key responsibilities**

##### **General**

- Production manage Theatr Clwyd 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.
- To be accountable for the outcomes of and make decisions on behalf of the Producing Team and technical and production teams
- To 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.
- To be responsible for finance, research management and financial reporting of Theatr Clwyd production budgets and delegating elements of production budget responsibility to colleagues as appropriate.

##### **Production Management**

- Ensure that all creative teams, visiting companies and artists feel welcome, engaged and supported in the building and receive the highest level of technical support at all times.
- Liaise with guest creative team to determine the technical needs for productions and advise on what technical possibilities Theatr Clwyd can offer.
- Support the Head of Production in liaising with freelance production managers and provide support as required.
- Manage production weeks, ensuring that rehearsals and production meetings run smoothly.
- Manage production budgets.
- Production manage Theatr Clwyd's work on tour as required.
- In the case of projects that are co-produced with Theatr Clwyd but managed by a partner theatre, to play a coordinating role between the partner theatre's production team and the Production Department at Theatr Clwyd and offer support to the partner theatre as necessary.

**Equipment**

- Hire or purchase specialist equipment and/or technical support as required for productions.
- Guide technical and production teams 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.

**Audiences and Seating**

- Work with the Head of Production and Senior Experience Manager to provide and maintain a safe environment for audiences.
- Keep the Communications and Giving team informed of seat numbers for each production and deliver accurate seating plans as soon as possible.

**Management**

- Line-manage Deputy Production Manager
- Arrange and supervise freelance, fixed term and casual staff who will be specific members of each production team, for example Stage Management.

**Other**

- Provide the highest level of audience care and service at all times.
- Represent and positively promote the organisation at all levels.
- To promote and improve environmental sustainability through effective planning and management of all productions, using the Theatre Green Book, and across all elements of the role.
- Perform any other duties as reasonably requested by the Head of Production.

## **Person Specification**

### **Essential**

- Significant depth of skill and experience in production management in a producing theatre and/or degree level / equivalent qualification in a relevant subject.
- Proven experience of managing teams.
- 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.
- Excellent knowledge of all technical theatre and production disciplines.
- Excellent drafting skills and extensive experience in the use of CAD software.
- Thorough working knowledge of licensing and Health and Safety legislation.
- A commitment to artistic excellence.
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### **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.