

## Production Manager with Deputy Technical Manager Responsibilities

<b>Job Title</b>	: Production Manager with Deputy Technical Manager responsibilities
<b>Contract terms</b>	: 12 months (fixed-term contract), 40 hours per week
<b>Salary</b>	: £31,000 to £34,000 per annum depending on experience
<b>Notice period</b>	: 1 month
<b>References</b>	: All offers of employment are subject to the receipt of satisfactory references

### Background

We are a busy and growing team building a new theatre which opened in February 2022.

Brixton House aims to be a transformative venue. Our location on Coldharbour Lane puts us in the best place to provide an enriching variety of entertainment, activities, and opportunities for everyone. We will deliver these with care, inclusivity, and respect.

Our **vision** is to create the world we want to imagine. Brixton House will define theatre-making for a new generation of makers, artists, writers, producers, technicians, and audiences. We will support and inspire new artistic experiences that develop community solidarity and passion for social change.

Our **mission** is to create safe spaces for our community to connect, create and enjoy.

Community members and artists at various stages of their journey will join us to create and share honest, challenging, and innovative work that propels theatre towards a more inclusive global society.

Our commitment to building a strong connection with our community is reflected in our core values:

1. Always be **welcoming** to our international community
2. Be **radical** and progressive in our thinking and activities
3. Be **collaborative** in our ambitions – **nurturing** new relationships locally, and beyond Brixton
4. Most importantly, always **celebrate** our unique identity and growing accomplishments!

## **Purpose of the role**

The Production Manager plays a key role in delivering all aspects of the production process, coordinating all production activities and operations on time and within budget.

The role works closely with the Head of Technical, Production and Building services, Senior Producer, and Events team in scheduling, and delivering all technical and production services for all events and activities across Brixton House's programme.

The Production Manager engages directly with creative teams, event clients, production companies and others, and leads their teams to use their expertise collaboratively and creatively to advise, support and deliver all technical and production services.

## **Responsibilities**

### **PRODUCTION**

- Efficient and quality realisation of all Brixton House productions, Co-Productions, visiting productions and events on time and within agreed budgets
- Collaborate with directors, creative artists and colleagues across the creative process to deliver our artistic vision, and ensure this positive collaborative culture is embedded across all production departments
- Lead Brixton House's production team to deliver high quality production values across the range of the theatre's work
- Work closely with creative teams to realise their vision and designs, on time and in budget, maximising the use of Brixton House resources to ensure high production standards are always upheld
- Ensure designers are briefed on in-house creative options, budgets, staffing, licensing and health and safety requirements
- Schedule and chair all relevant production and design meetings
- Oversee an accurate costing process to ensure all shows can be delivered on budget, using the time and personnel available
- Produce production schedules and manage the production period from fit up to press night

- Ensure attendance across fit up, technical rehearsals, dress rehearsals, previews and press night, and that production notes sessions are run, and notes actioned in a timely fashion
- Ensure show risk assessments are produced prior to the start of technical rehearsals and updated as needed
- Where appropriate work with freelance Production Managers to ensure that all production elements can be delivered within agreed budgets and timeframes and within the artistic vision and values of Brixton House
- Work with the Head of Technical, Production and Building Services to inform production budgets and schedules across each season
- Deputise for the Head of Technical, Production and Building Services as required.
- Manage production budgets for the Theatre's own work, agreeing resources with the Senior Producer
- Keep accurate records and forecast against budgets
- Oversee the recruitment of freelance show staff, to ensure shows are fully staffed
- Liaison with visiting companies to ensure effective and efficient delivery of Brixton House technical services within agreed parameters and budget
- To be responsible for the organisation and recording of regular production meetings and to ensure the communication of decisions made
- To ensure production risk assessments are carried out and acted upon.
- To ensure productions comply with current licensing requirements, such as fire regulations.
- To ensure production information is disseminated to the relevant other departments and external stakeholders, such as PRS.
- To be responsible for technical and production assessments of potential touring venues, both in the UK and abroad, undertaking recce visits as necessary.
- To manage all aspects of touring logistics for Brixton House productions.
- To ensure all technical information is available for touring venues in plenty of time.
- To ensure the communication of technical and financial parameters regarding tours to Creative Teams, Technical HODs and the Senior Management Team.

## **VISITING COMPANIES & EVENTS**

- To oversee the liaison between visiting companies and production departments over the provision of all technical services and facilities required.
- To be responsible for technical management and organisation of other presentations including hires and special events
- In conjunction with the Head of Technical, Production and Building Services to liaise with visiting companies to ensure the presentation of Visiting Companies work is of the highest technical quality.

## **CREATIVE ENGAGEMENT**

- To production manage the performance elements of the creative engagement programme.
- To ensure the participation of production staff in all appropriate engagement activities

## **MANAGEMENT**

- With the Head of Technical, Production and Building Services, line management of the production team including recruitment, appraisals, performance management and professional development in accordance with Brixton House's policies
- Ensure design and creative deadlines are met for in-house Productions and Co-Productions and that the Creative teams are aware of these deadlines at the start of the Design process.
- Ensure the Production Department adheres to current legislation and guidelines in respect of but not limited to, European Working Time Directive, ABTT codes of practice, CDM/HSE regulations, BECTU and Equity agreements.
- Ensure production areas are suitably maintained, managed and risk assessed
- Oversee weekly rotas ensuring full cover and cost effectiveness
- Work closely with the Creative Engagement team to support the delivery of their work on stage, and their technical training programme

## HEALTH & SAFETY

- Ensure all production activity adheres to CDM and HSE regulations and does not invalidate Brixton House's codes of practice
- Keep abreast of current developments in health and safety and ensure production team compliance with the requirements of Health & Safety legislation and Brixton House's policies

## GENERAL

- To manage time effectively meeting deadlines as directed by the Head of Technical, Production and Building Services.
- Attendance at read-throughs, rehearsals, staff meetings as required
- Maintain a working knowledge of Brixton House's wider artistic programme, including its Creative Engagement and hire activities
- Participate actively as a member of the Production Team
- Attend and contribute to staff meetings and/or training sessions
- Maintain positive and effective relationships with colleagues across the organisation
- To adhere to all Brixton House policies including Safeguarding, Health and Safety and environmental policies
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of Brixton House
- To be familiar with and abide by all Brixton House Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health & Safety Policy
- To represent the theatre at events, conferences and meetings etc
- Occasional travel to performances outside Stratford East, or rehearsals in London or elsewhere as required
- To undertake any other duties as appropriate to the post
- Self-motivated and pro-active approach
- Ability and willingness to work flexible hours
- An interest in and commitment to developing the next generation of theatre technicians

## Person Specification

### Essential

- At least three years' experience at a senior level in technical theatre
- Production Management experience
- Prior experience of coordinating professional theatre projects and delivering them to the highest artistic and technical level
- Knowledge and experience of current Health and Safety issues and legislation
- Experience of managing and leading a team
- Knowledge of production and technical techniques including stage, construction, rigging, lighting, sound and projection
- The ability to demonstrate excellent technical and financial control
- PC literate (including Word, Excel, Sharepoint)
- Proven project management, organisational and time management skills X
- Excellent communication and interpersonal skills
- Confident and proven production skills
- Ability to interpret/implement technical drawings
- Experience of costing, budgeting and financial management
- Experience of leading fit-ups, get-outs and technical rehearsals
- Experience of successfully working within teams
- Ability to work at heights

### Desirable

- CAD drafting skills (AutoCAD, Vectorworks)
- A good network of freelancers working in theatre production
- Qualifications a degree in Technical Theatre and/or equivalent professional experience within a theatre environment
- Health & Safety qualification or training
- Full clean driving license
- First aid trained

## **Basic Terms & Conditions**

Place of work will primarily be Brixton House, 385 Coldharbour Lane, Brixton, London SW9 8GL.

This document does not constitute a contract between Ovalhouse and any other party.