

Apprentice Production Manager

Responsible to: Head of Stage and Technical

Contract: Full time, Fixed Term 24 Months

Salary: National Minimum Wage (not apprentice wage)
45 hours per week

Job Purpose

To assist the Technical Director and individual Production Managers in the technical delivery of shows and events, and to learn and apply the skills of a Production Manager, including technical realisation of creative concepts, management of onstage work, procurement, budget management and team collaboration, whilst studying a higher apprenticeship qualification with Chichester College

This is a CPD opportunity for an existing professional in technical production to move into a production Management role, or a recent graduate who has the required experience. The role is for a fixed term of 24 months.

Key Responsibilities

- Assist the Technical Director with the production of drawings, paperwork and specifications and such other tasks as may be required
- Support visiting production managers with technical information, processing of orders and payments, collections and deliveries of materials and equipment and undertaking on stage fit up work as required
- Work collaboratively alongside the technical departments at CFT to assist in their work to develop and maintain production and technical skills required to work as a Production Manager
- Where opportunity arises take on the role of Assistant Production Manager to visiting production managers, managing tasks nominated by them and deputising for them when required
- Take on the role of Production Manager on a nominated project or production in order to complete the requirements of the apprenticeship program
- To undertake work experience and/or placements with other theatres and organisations across the country
- Produce and distribute technical design documentation and information to theatre departments, creative team members, external and specialist contractors
- Assist stage management teams on individual shows with preparation for rehearsals including plans, materials, mark outs, vehicle loading and transport requirements
- Prepare and maintain model boxes, and organise their delivery and collection to creative team members
- Undertake technical drawing tasks for various departments, including undertaking surveys and measurements, developing existing plans, creating plan, section and 3D views
- Assist in the safe and effective management of theatre stores, maintain storage systems and keep a tidy workspace
- When required work on live performances developing and undertaking site management, show operation roles, creating and working to a cue sheet and performing day-to-day pre-show maintenance and checks

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- Collaborate on the ongoing development of Theatre Greenbook practices and advocate for sustainability in theatre productions
- Attend Chichester College seminar online regularly to complete a higher Apprenticeship
- To complete coursework as set out by the College and submit these in a timely manner as requested
- Collect evidence of your work in the form of photographs, videos, notes, paperwork and plans to form a professional portfolio for submission at the end point assessment
- Undertake an end point assessment at the end of the Apprenticeship.
- If required, undertake a re-sit exam for end point assessment if you are unsuccessful at first attempt

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Technical Director.

This job will at times require unsociable working hours.

Key Apprenticeship Outcomes

- Learn theatre production processes including design and costing stages, model presentations, rehearsals, fit up, technical rehearsals, performance and get out
- Develop an understanding of construction methods and materials in scenic creation as well as learning about whole life cost, sustainability and carbon budgeting
- Learn to carry out technical surveys of buildings, read and develop plans and technical specifications
- Be able to draw technical drawings both by hand and using CAD
- Learn about tender processes both for construction as well as hires and procurement
- Learn how to manage delivery of all the physical aspects of a production or event from design through to press night and then maintaining a production through performance to get out and disposal
- Develop the necessary practical skills to be able to analyse and interpret a creative brief into a production schedule and budget
- Learn the organisational structure and hierarchies of a production and creative team and the reporting structures within them
- Gain an understanding of legal, ethical, environmental and financial policies relating to production management
- Learn to manage and lead a production team including developing and delegating tasks and responsibilities, setting goals and managing performance
- Develop the skills and knowledge to set budgets, develop financial controls, communicate financial changes including negotiating overspends with producers or financial controllers
- Be able to manage the day-to-day running of production schedules with all production and venue staff, ensuring deadlines are met whilst maintaining standards and ensuring adherence to health and safety protocols
- Apply HSAW and CDM legislation and regulations to events and live performance to meet the requirements of licencing and local authorities
- Be able to ensure Health and Safety legislation and organisational policies are adhered to, and help develop and manage the application of risk assessments, method statements, permit to work systems and security policies
- Learn to work in hazardous locations using appropriate PPE as required and instructed
- Develop and manage a program of personal CPD, including developing networks and relationship management
- Learn about the wider theatre and live events industry, including relevant legislation, unions and industry bodies

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- Keep up to date with technical and production developments in the live arts through independent reading and research

Responsibilities of all staff members

- Be aware of the work of the other departments in the achievement of CFT's objectives
- Take an active part in communicating and co-operating with other staff and departments
- Follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
- Work in accordance with CFT's Equal Opportunities policy
- Be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental and/or CFT's objectives
- Be an active ambassador for CFT, its aims, objectives and values
- Maintain a clean and safe working environment at all times
- Commit to CFT's environmental policies to reach net zero and collaborate with us in finding innovative solutions towards more sustainable theatre-making

Person Specification

Essential Criteria

- At least three years' experience of professional work, or Higher Education training, in theatre or live events in a technical or stage management role but not in Production Management
- Excellent communication and organisational skills
- A positive and willing attitude to learning and to attending college to achieve an apprenticeship standard
- An enthusiastic, committed and flexible attitude to work, including the ability to work anti-social hours
- A positive, professional and presentable demeanor, and confidence communicating with people at all levels
- Have experience of working independently and carrying out independent research
- Excellent punctuality and good time management
- Computer literate with experience of using CAD packages for viewing of documentation, and use of Word and Excel or similar
- Demonstrable ability to read plans, understand scale and extract basic information contained within them
- Experience in the use of measuring equipment and basic hand tools

Qualifications Desirable

- GCSE Grade C/4 or above (or equivalent), in English and Mathematics
- ICT qualification or experience is desirable

Desirable Criteria

- A university degree or formal training in Technical Theatre or Stage Management
- Ability to draft from scratch in CAD or Vectorworks
- Experience in using 3D modelling software such as Unreal Engine, 3DS, Fusion, Blender etc

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- Lighting, Sound or scenic engineering skills
- A driving licence and car is very desirable

A few more things...

We're an Equal Opportunities employer. We embrace and celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives and skillsets. We passionately believe that the more diverse and inclusive we are, the better we'll be as a company, an employer, a community hub and a theatre. We actively encourage applications from people that have been traditionally under-represented in the arts.

We really value people who will bring unique perspectives and will add new knowledge to our team. The Theatre has an equality of opportunity approach and aspires to give everyone the chance to achieve their potential.

This post is part of Chichester Festival Theatre's Production department and is based at Chichester. Flexible working will be required according to workload and will include regular evening and weekend working. There will be some travel outside of Chichester, mainly to London.

You may already have seen that CFT are Disability Confident and are committed to creating a diverse and inclusive culture.

CFT have a range of policies and procedures in place which promote safeguarding and safer practice across our organisation.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.