



Job Description and Person Specification

Job title	Production Manager
Department	Production & Technical
Responsible to	Technical Director
Responsible for	Assistant Production Manager (shared with other PMs)

Job Purpose

To lead the delivery of the artistic team's vision for RSC productions and events.

RSC Vision, Mission and Values

VISION

To inspire deeper human understanding through the power of theatre.

MISSION

Redefine how Shakespeare and great storytelling connects us, creates opportunities and brings joy.

VALUES

Creative: We apply bold and imaginative thinking to any challenge and find new ways of building a dynamic future together.

Inclusive: We are consciously inclusive, respectful and equitable through the words we use and the actions we take.

Sustainable: We make sustainable choices for the environment, our financial health and our wellbeing.

Collaborative: We believe in the power of working together to achieve a greater impact. We work with generosity and respect with our teams, partners and allies.

Accountable: We use data to inform our decisions and strategy. We challenge practice and empower people to achieve our charitable aims.

Expectations of all staff

All staff are expected to play an active role in the promotion, in its broadest sense, of the RSC and its charitable objectives, acting as an advocate and helping to contribute to the positive external reputation of the company.

Audience focussed/customer/supplier – builds and maintains satisfaction with the productions and services offered/procured by the RSC

Getting things done – is outcome focused, knows the RSC, strategy and their part to play in how all parts of the organisation work together to drive success.

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Professional standards – exhibit high standards which promote the RSC values.

To support the **RSC’s fundraising objectives** as a charity by working with the Development department to ensure professional and effective engagement with RSC stakeholders, supporters and funders.

A commitment to inclusive practice - Commitment to self-education and to the principle of inclusion. Supporting an environment that embraces and appreciates diversity and inclusion.

Living the **Respect at work** policy – the RSC is committed to creating a work environment that is free from harassment, intimidation, and other forms of bullying at work, everyone must be treated with dignity, respect and professional courtesy whilst at work.

Ensuring **Health and Safety** – adheres to all safety laws, regulations, standards and practices.

Dress code – no formal code except where uniform and/or protective clothing is required.

Main activities and responsibilities

Production Responsibilities

- Manage the production process from design through to delivery on stage.
- Contribute to design briefs and ensure clear communication of key milestones.
- Ensure productions meet Theatre Green Book baseline standards - actively contributing to the delivery of the RSC’s environmental goals.
- Liaise with Sales, Ticketing, and Producers on design implications (e.g. sightlines).
- Work with technical teams to ensure staffing and specialist skills are identified and planned for early.
- Oversee efficient management of fit-ups, technical rehearsals, and touring logistics.
- Recce venues and prepare technical riders for tours and transfers.
- Manage outsourced production work when commercially appropriate.

Communication

- Build strong working relationships with creative, production, and producing teams across all stages of a project.
- Ensure departments are fully briefed on designs, deadlines, resources, and schedules.
- Lead and chair key production meetings and ensure technical plans are distributed.
- Maintain a collaborative approach to problem-solving and foster strong union relations by applying relevant agreements and best practices.
- Actively contribute as part of the Leadership Group.

Financial

- Ensure productions are delivered within budget and resource constraints, considering factors like staffing, changeovers, and future life.
- Monitor costs, flag deviations early, and ensure timely communication with Finance and Producers.
- Oversee procurement and timely delivery of production materials and services.

Health & Safety and Training

- Promote a safe working culture by ensuring compliance with CDM, risk assessments, and safe working practices.

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- Actively leading on H&S on each production and promoting a psychologically safe work environment
- Support and champion the development of team members, especially the Assistant Production Manager role.
- Ensure adherence to all relevant Health & Safety policies and legislation.

Any other duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Person Specification

Essential Criteria

Production Management Experience

- Proven track record of managing productions at the high artistic and technical level, delivering on time and within budget.
- Experience in budget setting, monitoring, and controlling expenditure with clear reporting of variances.
- Skilled in planning and managing production schedules based on artistic and operational requirements.
- Demonstrated ability to resolve short and long-term production issues effectively.

Technical Skills & Qualifications

- Proficient in CAD with the ability to draw and interpret ground plans and sections across multiple venues, including touring partners.
- Strong IT skills, including confident use of MS 365.
- Experience in writing and overseeing risk assessments and committed to maintaining safe working environments.

Communication & Collaboration

- Excellent communication skills, able to engage effectively with a wide range of stakeholders and adapt style to different situations.
- Ability to work independently and manage complex, fluid workloads while demonstrating resilience and initiative.
- Experience leading and motivating teams, even without direct line management authority.
- Strong collaborative working style, especially under pressure and tight deadlines.

Values & Culture

- Commitment to fostering an inclusive culture and respect in the workplace.

Desirable Criteria

- IOSH qualification or willingness to undertake this training.

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- Experience implementing and developing environmental (Green Book) standards with measurable impact.
- Evidence of a learning mindset, actively seeking to improve processes and professional skills.

Role Specific Requirements/Further useful information
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| <ul style="list-style-type: none"> • Stratford-upon-Avon based, with UK travel as required • Full-time (up to a maximum of 44 hours per week averaged over the year) reflecting the programme of activity which will include some evenings and weekends • We are committed to a culture of flexible working. This role will provide the opportunity for some flexibility in hours and location of work, ensuring that the specific remit of the role is delivered. |
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The Royal Shakespeare Company is a registered charity (no.212481)