

National Theatre

Deputy Production
Manager

Production

22-Months Fixed Term Contract



Our Purpose

The National Theatre (NT) makes theatre that entertains and inspires using its creativity, expertise and unique reach.

We believe great theatre sparks imagination and brings people together. We share big stories in bold ways that reach millions of audience members globally and nationally – on our own stages, on tour, in schools, on cinema screens and streaming at home.

We strive to bring the world to the National and the National to the world. Internationally pioneering artists make their best work at the NT, bringing world-class theatre to the UK. Work made on the South Bank achieves a global impact through our market-leading digital platforms and international transfers, reaching audiences across 184 countries worldwide.

We take seriously our role as the nation's theatre. We have partnerships with theatres in every English region and we tour work to theatres and schools across the UK. Our sector-leading Learning programmes are active in more than half of all UK local authorities and our digital educational platform reaches 94% of state secondary schools.

A registered charity with deeply embedded social purpose, we invest in talent and innovation on stage and off. Our Skills Centre offers the widest range of workplace-delivered placement, training and apprenticeship opportunities of any organisation in the creative arts, as part of our commitment to training the next generation of theatre makers.

Our key objectives as we look to the next five years are towards economic, environmental and social sustainability, upholding a culture that aims to take care of our people, our sector and the wider world.

Our Values

The values that guide us.

01 Make a positive **impact**

Striving to make the world a better place through theatre.

02 Bring your **passion**

Applying energy and expertise to achieve the highest standards.

03 **Collaborate** to create

Bringing ideas to life through teamwork and forging connection.

04 **Empower** each other

Working to build and uphold an inclusive and equitable culture.

05 Act with **confidence**

With the courage to make clear, intentional decisions that support our shared vision.



About the Production Department

The Production Office is at the heart of the National Theatre, co-ordinating the production process for a diverse programme across our theatres, foyers, and outside spaces.

As a department, we work on shows from earliest concept, through rehearsals and opening to the final get out, working with the production and technical teams to deliver the physical elements of productions.

Inclusion, safety, and environmentalism are at the forefront of our work and there is opportunity to affect real change in all of these aspects. The National Theatre is aligned with the Theatre Green Book and we have set ambitious targets for ourselves, including ensuring all productions meet the Theatre Green Book baseline standard.

Job Description

Contract Type:

22- Months Fixed Term Contract

Salary:

£41,647.48 per annum

Hours:

35 hours per week, although additional hours may be necessary in order to fulfil the post's requirements.

We would be open to a discussion and requests for alternative, part-time hours and work patterns as well a potential job share. Please do state in your application if this would be something you would like us to consider for you.

Responsible to:

Production Managers

Purpose of the Role

As part of the Production Management team, Deputy Production Managers support Production Managers with the smooth delivery of NT productions at the Southbank site and beyond. Deputy Production Managers are assigned to shows lead by the NT's permanent and show specific Production Management team and will support the shows Production Manager through the process.

At the NT, we are committed to widening opportunities to develop skills and career pathways in theatre. This role provides unique professional development training for those in their early to mid-careers who are seeking to strengthen their skills, knowledge and practical experience in Production Management. Over the course of 22-months, Deputy Production Managers are supported to develop their skills through exposure to a wide range of creative, production and technical experts on productions of the highest standard and increased scale and complexity. There will also be opportunities to lead on smaller projects and events at the NT. By the end of the contract, Deputy Production Managers will be equipped for roles on productions sector-wide that would previously have been beyond the scope of their professional experience.

Duties and Responsibilities

- To work alongside the Production Managers to support Designers, ensuring the design process from Draft to Final model delivers a design that is within the parameters set for the project. To work with Production Managers to produce detailed, deliverable budgets, risk assessments and schedules using NT documentation and templates.
- To ensure the distribution of relevant and accurate technical and design information to Designers, NT departments and external contractors.
- To assist in monitoring the expenditure and progression of the manufactured elements of productions, clarifying and communicating any approved modifications of the design to the relevant stakeholders.
- To attend production, technical, workshop, safety, finance, feasibility and design meetings, producing minutes/notes as required by Production Managers.
- To attend technical and other rehearsals as required.
- To take an active role in the management of fit-ups.
- To liaise with staff, external contractors and Designers ensuring the accurate and timely flow of information.
- To work with the Production Managers and Designers to achieve Theatre Green Book standards.
- To research new materials, suppliers and production techniques that will contribute to the realisation of a design and reduce the environmental impact of NT productions.
- To contribute to the NTs environmental impact reporting for productions, including data and narratives, using NT systems.
- To deputise for Production Managers during times of absence or on specific production elements, as delegated or required.
- To fulfil the role of "Production Manager" on allocated projects as determined by the Director of Production and Technical.
- To identify and communicate timely information from rehearsal notes, meetings, changeovers or show reports.
- To carry out model showings as required to different audiences.
- To contribute to and help maintain accurate records of productions to support future life.
- To engage with a variety of NT systems including safety, finance, and administration.
- To participate in training as part of the NTs mandatory programme and personal professional development.
- To comply with the NT's policies and procedures.

Person Specification

- Previous experience in theatre as part of a production management team, or as a Production Manager on smaller-scale productions.
- Project management skills and a proven ability to work on several projects simultaneously.
- The ability to demonstrate and communicate enthusiasm and professionalism in all aspects of this highly demanding job.
- A good working knowledge of Health and Safety regulations and their application to the theatre production process.
- Demonstrable interest and experience in new theatre technologies and production techniques.
- Interest in sustainability and understanding of the Theatre Green Book.
- An excellent and confident communicator, comfortable working with creative and technical teams.

Recruitment Process

Link to apply: <https://jobs.nationaltheatre.org.uk/>

Closing date: Thursday 15 October 2026 at 12pm

Interview dates: Week Commencing 26 October

Further queries: email recruitment@nationaltheatre.org.uk

We want to understand each candidates skills, experience, and perspectives, so we encourage you to complete your application using your own words. While generative Artificial Intelligence (AI) can be a useful tool for exploring ideas or structuring responses, applications that rely heavily on AI-generated content can appear generic and make it difficult for us to assess your individual experience.

If you choose to use AI during the application process, please use it only as a tool to help draft and structure your ideas, check your spelling and grammar, and guide your writing, while ensuring the personal experiences are entirely your own words. Responses that do not demonstrate your own voice may affect how your application is assessed and could result in it not being progressed.

Benefits

- ✓ Complimentary staff tickets for shows and guided tours, subject to availability and policy
- ✓ 25 days annual leave increasing up to 32 with length of service (plus bank holidays)
- ✓ Development Programmes via e-learning platform, and specialist in-person training relating to role
- ✓ Flexible working, subject to agreement and policy
- ✓ Access to interest-free season ticket loan and cycle scheme partnership
- ✓ Enhanced sick pay
- ✓ Family Friendly policies with paid leave available from day 1 of employment
- ✓ Family-friendly employer – we are a member of Parents and Carers in the Performing Arts (PiPA)
- ✓ Pension schemes with Legal & General and NEST
- ✓ Sabbatical option, subject to agreement and policy
- ✓ On-site staff canteen and social facilities
- ✓ On-site occupational health support
- ✓ In-house mental health and wellbeing advisors providing workplace counselling and support
- ✓ Wellbeing programme of events, including mental health awareness, financial wellbeing, skills sharing and opportunities to get active
- ✓ Exclusive staff talks to hear more about NT productions, past and present, from leading practitioners
- ✓ Discounted access to National Theatre at Home
- ✓ Volunteer leave – one paid day per year to volunteer for your chosen charity
- ✓ Discounts in the NT's bars, cafés, restaurants, and bookshop, as well as in local businesses (from Wagamama to gyms), on and around the South Bank
- ✓ Access to retailer discounted gift cards and a cash-back-on-spending card

Staff networks and communities:

The National Theatre has five Staff Networks:

- Disability Network
- LGBTQ+ Network
- Amplified: Network for the Global Majority
- Women's Network
- Parents and Carer's Network

The networks are run voluntarily by our staff.



Sustainability

We are committed to promoting a sustainable future and improving the social, economic, and environmental well-being of the communities in which we work. The National Theatre has set ambitious aims to reach Net Zero, which requires collaboration across the whole organisation and is the responsibility of every member of staff. Therefore, we expect everyone to integrate sustainability considerations into their job.

Our Culture, Support and Adjustments

At the National Theatre (NT), we support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do.

We're proud to be a London Living Wage employer: <https://www.livingwage.org.uk/>

In line with our commitment to Equity, Diversity and Inclusion (EDI), we recognise that we need to address underrepresentation in our organisation. We actively welcome applications from individuals who are part of global majority, disabled and LGBTQ+ communities, and are committed to creating an environment where everyone can thrive.

We strive to promote inclusive and equitable practices in all areas of the NT. Candidates who declare a disability, opt into the Disability Confident Scheme in their application and meet the minimum criteria are offered an interview in line with the scheme, subject to its documented exceptions.

If you would like to speak to someone about any adjustments or have any questions about the recruitment process, you can email recruitment@nationaltheatre.org.uk or call us on 02074523834.

Data Protection

As part of our recruitment process, we collect and process personal data relating to job applicants. We are committed to protecting your privacy and handling your personal information in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Your personal information will only be accessed by individuals involved in the recruitment process. If your application is unsuccessful, we will retain your personal data for up to 6 months after the recruitment process has ended, unless a longer retention period is required by law. If you are successful, your recruitment information will become part of your employment record and will be retained in accordance with our employee privacy notice.

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