



## JOB DESCRIPTION

**ROLE:** Production Manager

**SALARY:** £38,005 per annum

**HOURS:** 40 hours per week

**RESPONSIBLE TO:** Director of Production

**RESPONSIBLE FOR:** In-house and freelance production staff

**CONTRACT:** 18-Months Fixed-term (Negotiable)

**AREA:** Production

## JOB OVERVIEW

The Production Manager is an integral part of the Royal Exchange team taking productions and projects from initial design discussions through to realisation, continuing to monitor them through the run and get-out. This may include theatre programme, studio work, Creative Engagement projects, off-site work, transfers or other partnership involvement.

Working from RET's Production office with the Director of Production and Producing team, the Production Manager will collaborate with the Creative Director, freelance directors, creatives and our specialist in-house staff. Together, they will create exciting and innovative theatre in the Royal Exchange's unique in-the-round theatre.

The role ensures that all projects and collaborations enjoy a process rich with imagination and innovation resulting in the highest technical and artistic standards whilst working within agreed parameters.

Holding the production schedule and budgets, the Production Manager will work to find creative solutions to production challenges within the available resources.

## RESPONSIBILITIES

### PROJECTS AND PRODUCTIONS

- Work on initial planning and costing of productions and projects, setting resource parameters and communicating these to the teams
- Work closely with the creative team to achieve the highest production standards within available resources by supporting the effective execution of designs with regard to ideas and production needs
- Managing relationships around the scenic construction process, be that at RET's scenic workshop or with third-party contractors

- Organise, set-up and run design and production meetings in collaboration with the Producer, ensuring that all relevant issues are addressed
- Supervise all activities and budgets across production teams during the build, fit up, production period, technical rehearsals and get-outs
- Consult with the Production and Producing teams to create production schedules and ensure that they are communicated and updated as necessary
- Ensure that all production paperwork is in place, including risk assessments, method statements, show documentation and schedules
- Work with the Production and Producing teams to ensure that Access provision is adequately embedded in the production process
- Take part in evaluation and reflection of our work
- Support the Royal Exchange teams on work across all our spaces both on and off-site if required
- Advise as required on how to improve our practices, installation and delivery of projects
- Support and facilitate the recruitment of show running staff, working with the relevant RET staff to ensure appropriate procedures are adhered to
- Recognising the unique architecture of the Royal Exchange, that our backstage & FOH share the same space and ensuring that the highest production values are achieved and maintained across all areas of the building
- Creation of show bibles to ensure productions are adequately prepared for transfer or tour as and when necessary
- Deputise for the Director of Production when necessary and agreed

#### HEALTH, SAFETY, TRAINING & SUSTAINABILITY

- Working with the Production teams to ensure the highest H&S standards are maintained on all productions, including conducting RAs, ensuring CDM regulations and processes are upheld throughout fit-up and technical rehearsals
- Work with the Director of Production towards embedding Green Book practices into RET's artistic activity and monitor any environmental impact including energy use, procurement, travel and waste.

#### FINANCIAL

- To ensure that project budgets are kept accurate and up to date and to produce reports as requested
- To take part in work which relates to longer term investment and capital planning

The duties and responsibilities set out should not be regarded as exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role.

## RESPONSIBILITIES OF ALL TEAM MEMBERS

- Be aware of other teams' work, to help achieve RET's aims. Work well with colleagues across the organisation.
- Engage with projects and events led by other teams (such as fundraising events).
- Work to the Equality and Diversity policy of the RET and help to achieve the theatre's diversity action plan.
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy.
- Work to other guidelines, procedures and policies provided by the company.
- Take part in working groups and training sessions as required.
- Take part in ongoing evaluation and reflection of our work.
- As required, attend art and script meetings, as an engaged member of the team.
- Support RET's sustainability aims.
- Develop learning around different cultures and be conscious of the barriers people face coming to the theatre. Aim to provide a considered experience for all RET visitors.

## PERSON SPECIFICATION

### ESSENTIAL

- Extensive budget management experience
- Proven production management experience at a producing theatre
- Good knowledge of the production process and excellent working relationships with a range of Directors, Designers and other creatives
- Well-rounded experience of collaborating with Stage, Lighting, Sound, Costume, Wigs, Hair & Makeup and Scenic Construction teams
- Good working knowledge of scale drawings and plans, including ability to create technical drawings using CAD software
- IT literacy
- Excellent knowledge of health and safety legislation and practice
- Experience of producing production documentation, including schedules, technical specifications and briefs
- Excellent interpersonal skills with ability to communicate and negotiate effectively, both internally and externally
- A positive, hands-on approach and desire to collaborate in a creative working environment

### DESIRABLE

- Experience working in the round
- Relevant H&S qualification such as IOSH or NEBOSH General Certificate
- Full Clean Driving License
- Experience of working with a wide variety of artists and participants
- First Aid qualification
- Knowledge and experience of working sustainably in theatre
- Experience and understanding of Stage Automation
- An understanding of the needs of supporting the entire programme of a busy theatre or events venue
- Industry and Greater Manchester links

## WHAT WE WILL PROVIDE

- A supportive, inclusive, and collaborative working environment. We will consider everyone's needs and improve where we can.
- Safe routes and structures to report anything that has a negative impact. We'll keep learning and growing.
- Personal and professional development opportunities
- Ongoing training such as inclusivity, anti-racism, unconscious bias, mental health, and wellbeing
- A stimulating and creative workplace where everyone's opinions and ideas can be shared
- Competitive salaries and opportunities to contribute to pensions
- Access to mental health and wellbeing services

## RET VALUES AND BEHAVIOURS

We are invested in the people we work with and their values and behaviours. We want all our team to display and live by the following principles:

### ACCOUNTABLE

- We take ownership of our own part and are accountable for our own decisions.
- We trust others to be responsible for what they do, and how they do it, to drive the aims of RET and its future.
- We will challenge people and practice, as well as support them, to achieve our aims especially in our active commitment to removing discrimination.

### HONEST

- We will ask difficult questions, feel empowered to do so and give and receive feedback, even if it is difficult to say or hear. This is vital for equality, diversity, and inclusion.
- We will be empathetic and demonstrate emotional intelligence.
- We apologise if we have done something wrong - and move on.

### OPEN

- We will develop the appetite to learn and grow, so that we can be truly open to anyone and everyone.
- We will be collaborative, flexible and adaptable in how we do things and get "stuck in" if we see others need help.
- We will welcome innovation and show entrepreneurship where we can.