

## Job Description

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| Job Title         | <b>Production Manager</b>   |
| Department        | Production & Technical  |
| Reporting to -    | Finance & Operations Director   |
| Responsible for - | Technical Stage Manager<br>Deputy Technical Stage Manager<br>Chief Electrician<br>Deputy Chief Electrician<br>Apprentice Technicians<br>Freelance Technical Staff |

### About the Northcott

The Northcott Theatre has been attracting audiences in Exeter and the South West to the very best UK and international performing arts for over fifty years, with a current programme featuring a mix of home grown theatre productions and top quality touring drama, music, dance, comedy etc.

Last year 84,000 people attended a Northcott performance in Exeter and a further 79,527 people saw one of our productions on tour. The Northcott also delivers a lively creative learning and community engagement programme and supports the development of the next generation of theatre makers.

A massive 92% of the Northcott's income comes from ticket sales, revenue from bar and restaurant, fundraising and sponsorship. We're also supported financially by University of Exeter, Arts Council England, Exeter City Council and the Esmée Fairbairn Foundation.

### The Purpose of this Post

The Production Manager is a key member of the Exeter Northcott Theatre's management team, responsible for the smooth day-to-day running of the theatres performance space and associated spaces/activities, with a particular focus on (a) maintaining a safe working environment for staff, freelancers, visitors and the public, (b) achieving the highest possible artistic/technical standards, and (c) ensuring the most efficient use of resources.

## **Key Duties & Responsibilities**

### **1. Safety Management**

- 1.1. Overseeing the provision of a safe working environment and safe working practices for staff, freelancers, visitors and the public, both in the theatre's performance space and when involved in associated activities, including ensuring that appropriate risk assessments are in place and first aider cover is provided at all times
- 1.2. Maintaining a working knowledge of Health & Safety legislation and Licensing regulations as they pertain to the operation of the theatre's performance space and associated spaces and activities, and contributing that knowledge to the on-going development of the theatre's Health & Safety Policy & Procedures and the wider work of the theatre's Health & Safety Committee
- 1.3. Overseeing stage/technical equipment maintenance
- 1.4. Overseeing stage/technical equipment safety checks & reporting
- 1.5. Overseeing the maintenance of a clean/tidy working environment
- 1.6. Overseeing contractors working in the theatre's performance space

### **2. Staff Management**

- 2.1. Line-managing the Technical Stage Manager and Chief Electrician
- 2.2. Overseeing the recruitment/induction/performance of all casual Technical staff
- 2.3. Mentoring apprentice/trainee Technical staff
- 2.4. Overseeing the well-being of all members of the Technical team
- 2.5. Overseeing the professional development of all members of the Technical team
- 2.6. Setting clear standards of expected performance and behaviour and managing the work and conduct of all members of the Technical team to those standards
- 2.7. Ensuring Technical staff are taking TOIL and annual leave as required
- 2.8. Maintaining effective departmental communications
- 2.9. Maintaining effective inter-departmental working relationships
- 2.10. Playing an active role within the theatre's management team
- 2.11. Representing the theatre at external meetings as required

### **3. Operational Management**

- 3.1. Supporting the Artistic & Executive Director, and/or working alongside freelance Production Managers, in the planning and delivery of the production and technical elements of in-house shows
- 3.2. Liaising with the technical representatives of visiting companies to ensure the effective

delivery of the technical requirements of visiting shows, as per contract, and to agree rechargeable variations/additions

- 3.3. Liaising with colleagues to ensure the effective delivery of the technical requirements of Creative Learning and other events, within agreed budgets
- 3.4. Overseeing the scheduling of Technical staff working hours
- 3.5. Ensuring actual Technical staff working hours are as per authorised schedules
- 3.6. Ensuring actual Technical staff working hours are accurately recorded
- 3.7. Ensuring that Technical recharges are reported accurately and on time
- 3.8. Liaising with University of Exeter staff to ensure get-ins/get-outs are conducted in accordance with landlord requirements
- 3.9. Overseeing get-ins/get-outs and Techs as required
- 3.10. Undertaking key-holder duties as required
- 3.11. Attending out of hours/emergency calls as required

#### **4. Financial Management**

- 4.1. Contributing to the process of setting Technical budgets
- 4.2. Controlling/reporting expenditure against agreed Technical budgets
- 4.3. Ensuring the most cost-effective procurement of Technical equipment/resources
- 4.4. Contributing to the process of setting Technical staffing budgets
- 4.5. Controlling/reporting expenditure against agreed Technical staffing budgets
- 4.6. Ensuring the most cost effective scheduling of Technical staffing
- 4.7. Adhering to established Finance/HR reporting procedures

#### **5. General**

- 5.1. Contributing to the planning/delivery of Capital developments
- 5.2. Maintaining a working knowledge of the theatre's artistic programme
- 5.3. Attending staff meetings/training as required
- 5.4. Adhering to Exeter Northcott Theatre policies & procedures
- 5.5. Maintaining confidentiality at all times

Any other duties which may be reasonably requested by Artistic & Executive Director.

# Person Specification

Please demonstrate how you meet these criteria when applying for this role:

| <b>Personal Qualities</b>   |
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| Self-disciplined, organised and self-motivating   |
| Ability to work as part of a flexible team, responding to challenges, contributing ideas, supporting other team members and taking a lead on major projects as required |
| Adaptable and receptive to new ideas and initiatives  |
| Ability to work under pressure and manage competing deadlines   |
| Good organisational/housekeeping skills   |
| Excellent interpersonal skills with an ability to build rapport with people at all levels   |
| Creative flair  |

| <b>Professional Competencies (Essential)</b>                        |
|---|
| Professional experience managing within a producing theatre/company |
| Excellent IT, administrative and organisational skills              |
| Experience of implementing Health & Safety policy/procedures        |
| Experience of scheduling and managing the work of technical teams   |
| Experience of budgeting and financial management                    |
| Experience of delivering training/professional development          |
| Ability to interpret/implement technical drawings                   |
| Experience of using CAD   |
| Experience of fit-ups, get-outs and technical rehearsals            |

| <b>Professional Competencies (Desirable)</b> |
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| Health & Safety qualification                |
| Current knowledge of rigging techniques      |
| Current knowledge of light & sound equipment |
| Experience of touring                        |
| Full UK driving license                      |
| First Aider Qualification                    |

# Terms & Conditions

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|----------------------|--|
| Salary:              | £30,000 per annum  |
| Hours of Work:       | Full Time - contractual working hours are 39 per week.<br>Typically Monday-Friday but some flexibility to meet the needs of the job will be required, including evening and weekend work.  |
| Annual Leave:        | 24 working days (plus statutory holidays) per annum.<br>Increasing by 1 working day per completed year of service for the first 2 years of service, and then by 2 working days per completed year of service for the next 2 years, up to a maximum of 30 working days. |
| Probationary Period: | 6 months   |
| Notice Period:       | 12 weeks (2 weeks during probationary period)  |
| Pension:             | Smart Pension Ltd - employer contributes in line with statutory auto-enrolment, currently 2% increasing to 3% in April 2019.   |
| Benefits:            | An allocation of complimentary tickets per season.<br>Discounts at the theatre bar/restaurant.   |