



## **PRODUCTION MANAGER**

£35 – 38K per annum – full time (with flexibility for part-time/job share)  
Cardiff-based (staff are currently working remotely due to Coronavirus)

National Theatre Wales is fuelled by the pursuit of connection. We see theatre as a tool to bring people together to reflect, explore and be inspired by the stories of our nation. We want everyone in Wales to see themselves, their communities, their experiences and their futures imagined in the work we make. Our staff are at the heart of us fulfilling that purpose.

### **ABOUT THE ROLE**

The Production Manager is a key role within the Production Team, working closely with the Head of Production, Executive Producer, Production Coordinator and Producer to support the creation and delivery of NTW productions, events, and activities.

Working closely with the Head of Production and members of the wider team, the Production Manager will lead on processes that ensure the delivery of productions of the highest technical and artistic standards, while prioritising staff welfare, health and safety and risk management. This includes supporting theatre makers and creative teams in the realisation of their vision and work; liaison and support to show-specific production managers and producing teams; coordinating regular production meetings, and managing show budgets, as well as identifying and managing opportunities for training and work experience within the production process. The Production Manager is also responsible for the management of the NTW store, ensuring its assets are available to other Wales based theatre makers.

This role will support the Head of Production to deliver on NTW's strategic commitment to place environmental sustainability at the heart of its productions, working in collaboration with Production and Producing staff to develop an Event Management System that serves the strategic aims of the organisation with regards to sustainability; whilst optimising opportunities to share knowledge and skills in this area with the wider sector.

The Production Manager will also participate in a range of initiatives aimed at advancing Welsh theatre and live event makers and the development of potential, profile, opportunity and power for individuals, companies and collaborative partnerships in Wales. In line with NTWs' Strategic Aims and Objectives, this will include, but not be limited to, working with individuals who experience racism, ableism and poverty and removing barriers to professional employment across the sector.

The role will require some evening and weekend work, including overnight stays away from home, for which toil will be accrued.

## **A DAY IN THE LIFE AS PRODUCTION MANAGER AT NTW**

On any given day, this role might see you running a fit-up in a theatre, or overseeing the installation of a generator in a site specific location. You could be liaising with lighting, audio suppliers or set builders, or meeting with the designer of our next show. You will regularly be reviewing risk assessments and analysing flex within budgets. A lot of time will be show-focused, both current and future. This includes supporting TEAM community collaboration activities by giving advice and working on a TEAM show or project. Alongside show focused work, you may find yourself in a meeting with colleagues from different departments, contributing ideas or support to future planning and activity. You may find yourself at an industry event in North Wales or further afield representing the Company, or you may find yourself writing a schedule at your desk in the office in Castle Arcade. Each day is different, exciting and satisfying.

### **RESPONSIBLE TO**

Head of Production

### **RESPONSIBLE FOR**

Freelance technical and production teams (e.g. stage management, lighting, sound, audio-visual and other specialist technicians, front of house staff)

### **WHO WE THINK YOU MIGHT BE?**

You will have experience of Production Managing within a live event environment. You will be confident leading teams and managing budgets and have a good working knowledge of technical theatre equipment. You will also have a good working knowledge of Health and Safety in a backstage environment.

We need a workforce that represents an entire spectrum of lived experience. The more diverse the perspectives we have influencing what we do, the stronger and more meaningful our work will be. We encourage applications from all communities, faiths, backgrounds and from anyone who experiences racism, or ableism. We recognise the social model of disability and are committed to working with our employees to remove barriers to inclusion. We also seek to overcome the barriers faced by applicants with caring responsibilities through a flexible working culture.

### **WORKING FOR NTW**

Every member of staff at NTW has an important role to play in achieving the Company's ambitions. We are all advocates for NTW's work and values, and we are encouraged to go and see work, develop networks and connections, introduce new artists, communities and audiences to the company, and help develop ideas for the future. Being present at Company meetings and getting involved with NTW TEAM (our programme involving a wide range of communities in everything we do) are important and valued parts of everyone's job. We have recently developed our 2022-2025 Strategic Plan and are working towards playing a major role in the next phase of Wales' theatrical journey, with a strong emphasis on building a more equal, sustainable and environmentally just Wales.

### **KEY RESPONSIBILITIES OF THE ROLE**

#### **Production Delivery**

To deliver assigned productions to the highest standard within the parameters and resources set by the Artistic Director, Executive Producer and Head of Production.

- Work with the Executive Producer and Head of Production on initial planning and costings of allocated productions.
- Ensure that resources and parameters are clearly defined and agreed with creative teams.
- Carry out an assessment at the white/green card model and final design stages to ensure that the design does not exceed the agreed parameters.
- Work, if necessary, with the creative team to bring the design within agreed parameters by the final model stage.
- Work within the parameters of “The Theatre Green Book” [theatregreenbook.com](http://theatregreenbook.com) and prioritise a circular approach to delivering productions.
- Generate accurate budget forecasts.
- Monitor expenditure and production progress on allocated productions and communicate any areas of concern in a timely fashion.
- Work with the Head of Production, Executive Producer and Producer to reconcile final expenditure.
- Forecast overtime and technical crew requirements.
- Commission the services of scenic contractors, technical service providers, builders, makers, traffic management providers, front of house staff and any other providers associated with major site-specific events.
- Coordinate all meetings necessary to share information and ensure everyone, including the NTW team, is updated on the progress of the show.
- Attend production meet and greets and any key community meetings.
- Organise the safe and appropriate storage and archiving of live shows.
- Work with the Production Coordinator to support the Audiences team with arrangements for filming and photographing rehearsals and productions.
- Work with the Production Coordinator to support the Audiences team with arrangements for access performances and provisions.
- Ensure NTW maintains a reputation for best practice and excellence within the sector.

### **Production Department**

To actively contribute to the effective operation of the production department.

- Work with the Head of Production and Production Coordinator in the effective planning and management of Production operations.
- Participate in the recruitment of departmental, freelance and casual staff.
- Remain abreast of new production approaches, equipment, practice, and suppliers nationwide.

- Build and manage external relationships, for example with venues, suppliers and partner companies.
- Actively develop the skills and opportunities for Welsh and Welsh based technicians and stage managers.
- Oversee the company's storage space, ensuring it is kept in an orderly and secure fashion.
- Oversee the maintenance of the Company technical equipment including PAT testing.
- Source and purchase new equipment as appropriate.

#### **Working Practice including Health & Safety**

To be familiar with, and personally responsible for, acting within the Health & Safety Policy of NTW and furthering the objectives of the Company's Strategic Plan including the Strategic Equalities Plan and Climate Emergency Plan.

- Support the development of the NTW Health & Safety Policy and other staff working groups.
- Ensure that all production operations are carried out in compliance with relevant and applicable Health & Safety legislation and any other applicable statutory regulations or legislation.
- Produce risk assessments and other relevant Health & Safety paperwork as appropriate.
- Plan and manage fit ups, production periods and get outs for productions.
- Liaise with local councils and emergency services regarding the delivery of site-specific events.
- Ensure our productions are delivered in a positive, collaborative and professional manner.
- Continually seek out opportunities to adapt and improve our working practices.
- Schedule all activities mindful of the welfare of everyone involved.
- Participate in NTW activities including meetings, planning and training.

#### **TEAM and Creative Development**

To work with the Director of Collaboration and Artistic Director in the development of theatre makers and theatre making in Wales.

- Provide support, advice and training to TEAM members and early career artists.
- Supervise/facilitate TEAM placements within the capacity of the production department.

- Production manage TEAM activities when there is capacity.

#### PERSON SPECIFICATION

	Essential * (see below)	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing staff</li> <li>• Experience running projects</li> <li>• Experience at a management level delivering live events</li> </ul>	<ul style="list-style-type: none"> <li>• At least two years production management experience</li> <li>• Experience of managing access provision such as provision for individuals who are mobility impaired, captioning and sign language</li> <li>• Experience of working on site-specific productions or productions in non-traditional venues</li> <li>• Experience of working with and managing freelance creative staff, production staff and stage managers</li> <li>• Experience of managing multiple projects at different stages of completion at the same time</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Strong scheduling skills</li> <li>• Knowledge of production related health and safety and risk assessment methods</li> <li>• Good IT skills</li> <li>• Ability to anticipate and resolve problems and be a creative thinker</li> </ul>	<ul style="list-style-type: none"> <li>• Welsh Speaker</li> <li>• First aid qualification</li> <li>• Full driving licence</li> <li>• Knowledge in a specialist technical area</li> <li>• Knowledge of CAD</li> <li>• Knowledge of sustainable working practices in theatre and events management</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Strong interpersonal skills</li> <li>• Ability to work in busy environments in a calm, clear and professional manner</li> <li>• Ability to work to deadlines and manage time effectively</li> <li>• Confident decision maker</li> <li>• Self-starter</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to nurture the skill of individuals under your supervision</li> <li>• Interest in theatre and a commitment to working in ways that make theatre more accessible and fairer</li> </ul>

\*NTW is always open to considering investing in someone who can show us development potential in this role, even though they may not be able to demonstrate all of the essential criteria listed above.

#### TERMS & CONDITIONS

Salary: £35-38K per annum depending on experience

**Hours:** 5 days per week (a minimum of 35 hours, to include a compulsory one-hour lunch break, taking it to a total of 40 hours). We will consider flexible working arrangements, including part-time and job share, for the right candidate.

**Holidays:** 25 days, pro rata (excluding statutory Bank Holidays)

**Term:** This is a permanent role

**Notice:** Following completion of a successful three-month probationary period, the notice period is three months.

**Pension:** We offer a stakeholder pension scheme with Royal London for all our employees. Monthly contributions are deducted from your salary; you can contribute a minimum of 3% - more if you choose to – and we contribute 5%. Once you've completed your probationary period and you know you want to stay, you will be automatically signed up to the scheme, and we will backdate our Company contributions to your start date.

### **HOW TO APPLY**

You can either write a cover letter of no more than 2 pages OR film a video of yourself lasting no more than 5 minutes - either format is equally acceptable, and neither is preferable so choose what suits you best. In your cover letter or video, tell us about you, your experiences, skills and attributes relevant to the job, and your professional aspirations. Where would you like to be in 3 years-time? What changes would you like to make to our society? What do you enjoy doing? Send your cover letter or video with a completed application form and your CV, of no more than 3 pages including references, to: [work@nationaltheatrewales.org](mailto:work@nationaltheatrewales.org) by 5.00 pm on Friday 26 November, 2021.

If you are shortlisted, we'll invite you to interview over zoom, likely in the week starting Monday 6 December 2021. These are friendly, largely informal 45-minute conversations with approximately three people including NTWs' Executive Producer & Deputy CEO, Head of Production and a TEAM panel member. We'll send you a rough outline of the questions we'll ask you, any details of a task we might set, and short biographies of the above in advance.

If you have any questions about the role or the process, email [work@nationaltheatrewales.org](mailto:work@nationaltheatrewales.org).