



Production Manager

Maddermarket Theatre Trust Ltd

Purpose of the job

The Production Manager is responsible for the set build and production coordination of all in-house productions at The Maddermarket Theatre produced by The Norwich Players and Mad Red Theatre School, and for the production supervision of productions by visiting and/or co-producing community companies. Training and coordination of volunteers is a key aspect of this role.

Duties and responsibilities

Set Build

- To take the lead on all set construction for in the in-house programme, working within set budgets and timelines and demonstrating competency and innovation.
- To work closely with directors and designers to effectively and accurately translate ideas into build processes.
- To coordinate and supervise volunteers to assist the set build process wherever appropriate.
- In agreement with the Artistic Director and General Manager to identify exceptional productions where additional professional set building support is required, and to delegate and supervise accordingly.
- Responsible for supervising the set building processes of visiting community groups/companies using the theatre's workshop and equipment.

Production Coordination

- To effectively monitor, record and report on production expenditure for all in-house work.
- To organise purchases and/or hires, deliveries and returns for all set build materials and production resources.
- To work in partnership with the Artistic Director and Technical Manager to appropriately staff volunteer production roles within the in-house programme.
- To coordinate with the Artistic Director over the creation of production schedules including the arrangement and chairing of production meetings.
- To work in partnership with the Artistic Director to advise volunteer directors/designers on set design ideas and to help develop them to their best potential.
- To take responsibility for the coordination, management and supervision of volunteers in production arts roles within the in-house programme.
- To coordinate with the Technical Manager over the timely and efficient enacting of production schedules.
- To work in partnership with the Technical Manager to ensure the balance of needs between the visiting and programme and in-house programme is effectively maintained.
- To work in partnership with the Head of Wardrobe to ensure costume design and provision is effectively supported within the production process.



- To work in partnership with the Education Manager to ensure the production needs of Mad Red Theatre School are effectively met.

Training & Development

- To take responsibility for the training and development of volunteers in production arts roles and in coordination with the Artistic Director to design and implement training programmes.
- To lead on the coordination of training strategies for both production arts and technical roles and to work in partnership with the Technical Manager to this end.
- To work in partnership with the Artistic Director to promote and develop a high standard of design language within the in-house programme.
- Responsible for inducting new production volunteers into the building and for ensuring this strand of the theatre's volunteer community is welcoming, accessible and stimulating.
- Working closely with the Artistic Director and in partnership with the Technical Manager and Head of Wardrobe to develop the skill-set and capability of the theatre's existing volunteer community.
- Working closely with the Artistic Director and in partnership with the Technical Manager and Head of Wardrobe to grow the theatre's volunteer community through the development of new links, pathways and partnerships.

Health & Safety

- To act as the theatre's appointed health and safety officer and to lead on the maintenance and development of all health and safety systems across the building.

Maintenance and Production Stock

- To take responsibility for the maintenance and daily usage of the workshop and backstage areas.
- To take responsibility for the effective storage and usage of all production stock and for the creation and monitoring of associated systems.
- To coordinate the annual maintenance period in partnership with the Technical Manager and in liaison with the Artistic Director.
- Responsible for the ordering of rolling production stock within agreed budgets and for recommending specific investments to the Artistic Director as appropriate.

General

- To carry out all duties in such a way as to proactively promote diversity, equality, inclusivity and accessibility across the organisation and its staff and volunteer community.
- To carry out all duties in such a way as to proactively promote a culture of learning, growth and self-development within the theatre.
- To be a reliable, flexible, supportive and dynamic colleague within a small staff team.



Person Specification

ESSENTIAL	DESIRABLE
<p>Qualifications</p> <ul style="list-style-type: none"> • A recognised UK qualification in theatre production arts, or equivalent several years' experience in a relevant production management and/or set construction role within a theatre or training organisation 	<p>Qualifications</p> <ul style="list-style-type: none"> • Current First aid certificate • Current driving License
<p>Experience</p> <ul style="list-style-type: none"> • A minimum of 2yrs professional experience working in residential production roles within theatres, which must have included elements of set construction • Experience of working closely with volunteers/non-professionals within a theatre, community or drama training setting • Experience of managing budgets and coordinating schedules within a theatre or drama training organisation 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of leading on set construction within a small-scale producing theatre or drama training organisation • Experience of training non-professionals in production arts and/or teaching production arts • Experience of leading on oversight of health and safety procedures with a theatre or drama training organisation
<p>Skills</p> <ul style="list-style-type: none"> • Excellent coordination and delegating skills • Excellent planning and organisation skills • Excellent multi-tasking and time-management skills • Excellent team-working skills • Ability to communicate effectively with a wide variety of people, including theatre professionals, volunteers and young people • Strong leadership skills and the ability to motivate and manage • Teaching, training and mentoring skills • Ability to create, monitor and sustain systems and protocols • An advanced level of understanding and capability across all aspects of production arts with set construction a particular strength • • Ability to deliver production processes within tight budgets, showing flexibility and innovation as required • Strong proficiency in Outlook, Word and Excel & Qlab 	<p>Skills</p> <ul style="list-style-type: none"> • Strategic skills with the ability to proactively identify potential for production arts development within the theatre • The ability to identify training needs and proactively develop schemes and manuals • The ability to deliver training to a wide age and experience demographic and to those with particular learning needs • The ability to demonstrate an informed understanding of how to mentor and manage vulnerable people • The ability to bring creative and innovative and contemporary ideas to set design • Proficiency in CAD software • Proficiency in model box making



Profile <ul style="list-style-type: none">• An interest in working within a community venue and theatre as a means of improving health and wellbeing• An interest in accessible production arts training	Profile <ul style="list-style-type: none">• An interest in contributing to a theatre's progression towards a more environmentally sustainable operating model• An interest in working in partnership with other local training organisations
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Terms of Employment

Reporting to: General Manager and Artistic Director

Hours: 25 hours/week on average. Monthly working pattern will be variable with some working weeks more than 25 hours, and some less.

Salary: £15,424.50 (£21,840 pro rata)

Holidays: Up to 20 days per annum pro rata plus Bank Holidays

Contract type: Permanent

Probation: Three months

Notice period: Three months

Key Relationships

- Reporting directly to the Artistic Director and The General Manager.
- Regularly working closely with and managing production volunteers.
- Regularly working in partnership with the Technical Manager
- Regularly working in partnerships with and/or supervising external contractors and suppliers
- Periodically supervising production volunteers and/or professionals from visiting companies
- Periodically supervising professional set builders on freelance contracts for in-house productions