



Royal Court Theatre
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The Jerwood Theatres at the Royal Court Theatre
The English Stage Company Limited at the Royal Court Theatre
Registered in England & Wales company number 539332
Registered charity number 231242 VAT number 238 9311 47

The Royal Court is the writers' theatre. It is the leading force in World theatre for vigorously cultivating writers – undiscovered, new and established. Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. We seek stories from everywhere and create theatre for everyone and we see our audience as one of our chief collaborators.

Applications are invited for the post of: PRODUCTION MANAGER
Responsible to: HEAD OF PRODUCTION

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK's leading theatre dedicated to new writing.

Up to 16 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court's home on Sloane Square. Over 100,000 people visit the Royal Court every year and over 100,000 more see our work elsewhere, including transfers to the West End and New York, National and International touring, online projects and London residencies in Tottenham and Pimlico.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers' attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre.

The ESC is an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, civil status, class, colour, disability, ethnic or national origins, gender identity, marital status, nationality, race, religious belief or sexual orientation. Applications from Deaf and disabled people are welcome.

The English Stage Company (no. 231242) is a publicly funded registered charity

MAIN PURPOSE:

The primary role of the Production Manager is the production management of shows in both spaces at the Royal Court as well as tours, transfers and shows outside the building as required. A key member of the Royal Court's Production team, the Production Manager will also support the Head of Production in managing the technical Heads of Department (Stage, Lighting, Sound and Costume)

The Production Manager will also assist the Head of Production in the operation, management, maintenance and development of all aspects of the fabric, plant, fixtures, fittings and technical elements of the company's building and storage facilities and promote the highest standards of health and safety throughout the building.

The Production Manager will deputise for the Head of Production, when required.



RESPONSIBILITIES:

PRODUCTIONS

- Production Managing ESC shows at the Royal Court Theatre and elsewhere
- Working closely with writers, designers and directors, making effective use of the available physical, financial and human resources and delivering the highest production values.
- Costing models and advising on alternative methods of achieving designs within budgets.
- Working with Production HODs to ensure that fit ups, technical and preview periods and get outs are properly staffed and kept within allocated budgets.
- Conducting risk assessments for all aspects of the physical production and ensuring the highest health and safety standards are maintained on all productions.
- Ensuring CDM regulations and processes are upheld during all fit ups and technical rehearsal periods.
- Scheduling and leading Production Meetings
- Managing all aspects of the production budget pertaining to each show, in liaison with the Finance Director and discussing all potential issues, as they arise with the Finance Director, Head of Production and the producing team.
- Assisting the Company Manager in supporting the stage management teams through rehearsals, making them aware of all Royal Court facilities and procedures including awareness of the Health and Safety policy.
- Ensure the smooth running of rehearsals and technical rehearsals in the theatre.
- Liaise with the General Manager and the Front of House team with reference to licensing and access issues for each productions.
- Liaison with Kensington and Chelsea Environmental Health on licensing issues for productions, when required.
- Arranging the most economical and sustainable solutions for the disposal and / or storage of sets and props.

BUILDING AND FACILITIES

- Supporting the Head of Production in managing the various maintenance contractors for the building, monitoring the system via the BMS and responding promptly to maintenance issues which may arise.
- Assisting the Head of Production in managing the department and production stores.

GENERAL

- Deputising for the Head of Production in all matters when necessary and agreed.
- Welcoming visiting companies and supporting co productions as required
- Play an active part in development, promotion and implementation of company policies: access, sustainability, health and safety and equality and diversity.
- Attend company and departmental meetings as required.

This job description is a guide to the nature of the work required by the Production Manager and the post holder may be required to undertake other duties appropriate to the nature of the post.



PERSON SPECIFICATION

- Proven production management experience at a producing theatre or for an established touring company
- Ability to deliver productions to the required standard, within budget and to agreed timescales
- Good knowledge of the production process and excellent working relationships with a wide range of directors, designers and other creatives.
- Extensive budget management experience and negotiating skills
- Excellent management skills and proven ability to lead and motivate a team
- Ability to communicate and negotiate effectively at all levels, both internally and externally
- Excellent knowledge of health and safety legislation and practice
- Good working knowledge of SOLT/ Equity, UK Theatre / Equity and SOLT/ BECTU agreements
- Some working knowledge of building services and systems and a willingness to participate in the management of the building facilities
- Excellent organisational, IT and administrative skills, including the use of AutoCad
- Excellent interpersonal skills
- National and International touring experience an advantage

TERMS & CONDITIONS:

Title of post: PRODUCTION MANAGER
Hours: 40 Hours per week.
Week end and evening work will be required on a regular basis.
Contract: Permanent
Salary: £36,000 - £40,000 per annum.

Pension:

The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:

- Complimentary tickets for preview performances, subject to availability and the Royal Court's staff ticket policy.
- Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes.
- Discount on meals and drinks in the Royal Courts bar and Kitchen.
- Discount on all purchases in the theatre's Bookshop, subject to discount policy.



Application Procedures:

Please note that only applications submitted on the Royal Court's standard Application Form can be considered, CVs are not accepted. Application Forms can be downloaded from:

<https://royalcourttheatre.com/about/jobs/>

Once the Application and Equal Opportunities Forms are completed please return, by the closing date below, to:

Email: recruitment@royalcourttheatre.com

By post: Recruitment, English Stage Company, Royal Court Theatre, Sloane Square, London SW1 8AS

Closing date for applications: 6PM FRIDAY 24th MAY 2019

Interviews to be held: w/c 3 June 2019