

Application pack – Production Manager

The Royal Court Theatre 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.

The uniqueness of our environment enables writers to ask questions we don't yet know need to be asked in ways we cannot yet imagine, inspiring audiences and influencing future writers.

Through the writers we strive to constantly reinvent the theatre ecology. We seek to find, cultivate, and create tomorrow's major writers and the classic plays of the future. We seek stories from everywhere and create theatre for everyone, and we see our audience as one of our chief collaborators.

We invite and enable conversation and debate, allowing our writers and their ideas to reach and resonate beyond the stage, and the public to share in the thinking.

The Royal Court is committed to fostering an inclusive, socially just culture in which everyone feels they belong. We are an equal opportunities and disability confident employer. We seek a representative workforce for our city and we warmly welcome and commit to interview applicants with protected characteristics who meet the criteria for this role.

VALUES

ACUTE + RESTLESS

We're driven by the need to unsettle pre-conceived ideas of theatre, applying intuition and acute intelligence to every script. We involve our audience in questions about what theatre could be and how it shapes our world. We want to make theatre history now.

INTELLECT + DEMOCRACY

We're unflinching in our intellectual bite and the stringency of our thinking. We want to shatter the illusion that ideas are for the few, throwing open the best thinking and critical debate to a broad audience.

EMPATHY + DISRUPTION

We can't act alone. Together, we listen, respond and adapt, offering a sustaining and vital playground for experiment and ideas. We're bold and flexible, embracing positive disruption and the unpredictable.



ABOUT THIS ROLE

Job title: Production Manager
Line Manager: Head of Production

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 Front of House team with reference to licensing and access issues for each production.
- 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 and 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 all company policies including anti-racism, anti-oppression, representation, access, environmental sustainability and health and safety.
- 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

Knowledge/experience

- Proven production management experience at a producing theatre or for an established touring company
- 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 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.
- National and International touring experience an advantage
- Demonstrable understanding and commitment to building and contributing towards creating the best working culture for artists and staff, including advancing anti-racism and anti-oppression either in the theatre sector or more widely.

Skills/abilities

- Ability to deliver productions to the required standard, within budget and to agreed timescales.
- 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 organisational, IT and administrative skills, including the use of AutoCad
- Excellent interpersonal skills

TERMS & CONDITIONS:

Title of post: Production Manager
Hours: 40 Hours per week. Weekend and evening work will be required on a regular basis.
Contract: Permanent/Full time
Salary: £44,500 (gross) 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.
- 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.