

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Production Manager
Reports to	Director of Technical and Building Services
Grade	15 (£38,930 per annum)

JOB PURPOSE

To lead, develop and manage the physical production of The Marlowe Theatre's work, providing planning and physical support and to develop and operationally manage the theatre's production facility and rehearsal rooms at the Sidney Cooper Studios.

PRINCIPAL ACCOUNTABILITIES

- To manage the physical production output of The Marlowe Theatre, ensuring the delivery of all production budgets, planning and physical support for Marlowe Theatre productions, co-productions and the learning and participation programme, in order to deliver the theatre's artistic and business objectives to the highest possible standards.
- Working alongside the Executive Producer, to advise the Marlowe Theatre Executive on the development of a business model for the theatre's rehearsal and production and rehearsal facility at the Sidney Cooper Studios
- To deliver the agreed business model, pro-actively developing a new client base across regional and national technical production partners within both the subsidised and commercial sectors.
- To provide a welcoming and positive environment to creatives and production personnel and exemplary leadership to all those who work within the Marlowe Productions team
- Working closely with the Marlowe Technical Manager, lead teams of Marlowe staff and freelancers to manage the safe and effective construction, installation and facilitation of Marlowe Theatre productions, to deliver high quality outcomes.
- Working closely with The Marlowe Executive Producer and team, ensure that all productions are budgeted and scheduled accurately in order to ensure productions are achieved within agreed budget and timescale parameters.

- To manage the day to day operation of the Sidney Cooper Studios, ensuring H&S compliance on all Marlowe production work, including staff training, production of all RAMS and oversight of production and stage CDM briefings, and compliance with the Marlowe Trust's Health and Safety Policy.
- Fulfil or, subject to agreement, delegate, the role of Production Manager for each production, ensuring the teams work in a safe and legal way to comply with regulatory and legislative requirements and industry best practice both in production and whilst onstage.
- To support the Director of Technical and Building Services in ensuring that the theatre's workshops, production and rehearsal facilities are appropriately equipped and stocked and that the equipment complies with all statutory requirements.
- To inform the Director of Technical and Building Services and the Chief Operating Officer of any additional risk.

REQUIRED ATTRIBUTES

Knowledge	<ul style="list-style-type: none"> • Good knowledge of the theatre industry, including current, applicable networks within the production, technical and stage management disciplines. • In depth knowledge of theatre production planning and processes. • Knowledge of the requirements of effective scenic art wardrobe and stage management departments • In depth knowledge of scenic workshop and construction processes • Good knowledge of theatrical sound and lighting theory and practice • Good knowledge of electrical and electronic theory and practice. • Good knowledge of rigging & flying systems and practices • Good knowledge of relevant legislation and regulations, in particular, Health and Safety legislation, in particular compliance requirements both in the workshop and on stage. • Practical knowledge of UK Theatre/BECTU agreements • IOSH safety qualification or similar higher-level safety qualification or be willing to engage with this standard of training when in role.
Skills	<ul style="list-style-type: none"> • Great interpersonal and diplomacy skills. • Good numeracy and budget management skills. • Great ability to analyse, adapt, improvise and problem solve. • A good understanding and drawing ability in CAD and of the application of CAD within a production workshop environment including hanging plots, ground plans, working drawings etc.

	<ul style="list-style-type: none"> • A good level of written and verbal communication skills. • A good level of people management skills. • A good level of administrative skills. • Must hold a clean UK driving licence.
Experience	<ul style="list-style-type: none"> • Extensive Experience of working as a production manager in the theatre industry. • In depth relevant experience of theatre production planning and execution. • Broad experience of running production teams both throughout pre-production and during fit-up. • A good level of experience of staff management. • A good level of experience of delivering practical skills training. • Knowledge of the requirements of touring theatre • Experience of working within producing and presenting theatre venues • A good level of experience running a scenic workshop or similar facility
Qualifications	<ul style="list-style-type: none"> • GCSE in Maths and English (language) to grade C or above or equivalent qualification. • IOSH or relevant higher-level safety qualification (or willing to work towards).

JOB DIMENSIONS	
Annual budgetary amounts	TBC
Number of staff reporting to the job holder	Direct 1 permanent Indirect 0 Freelance <20
Any other relevant statistics/information	Is a building key holder

WORKING ENVIRONMENT
<ul style="list-style-type: none"> • Should expect weekend and evening working and out of hours working. • Some working at height. • Should be able to fulfil the physical demands of the role.

ORGANISATION CHART
See attached

July 2019