

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Location	The Marlowe Theatre and The Kit
Job title	Productions Assistant – Maternity Cover
Reports to	Technical Director
Salary	MTT Grade

JOB PURPOSE
To support the Technical & Production department in the planning and delivery of Marlowe Trust projects and productions.

PRINCIPAL ACCOUNTABILITIES
<ul style="list-style-type: none">• To support the Technical Director/Production Management, to co-ordinate the planning, staffing and safe operational fulfilment of Marlowe Trust projects and productions, ensuring that they are well planned, installed and de-rigged.• As required, to act as principal production contact for projects, ensuring excellent communication and understanding by all parties• To provide transport and logistical support to the technical and production team, using the Marlowe vehicles and storage facilities to ensure equipment is available for productions and events as required.• In accordance with current legislation and industry best practice, to use the theatre's stage and electrical equipment, tools and supplies, to ensure their safe and proper use, care and maintenance.• To work in a safe and legal way to comply with regulatory and legislative requirements and industry best practice.• To support the Technical Director/Production Management to ensure that production staff are effectively and efficiently scheduled and/or recruited and that they meet their production targets.• To work within agreed project budgets.• Review and monitor project progress and feedback to the Technical Director, to help ensure performance standards and production targets are being met.• Develop effective working relationships both internally and externally to ensure good communication and identify opportunities for joint working.• Help to ensure the team works in a safe and legal way to comply with

regulatory and legislative requirements.

REQUIRED ATTRIBUTES

Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do. We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Productions Assistant needs to be:</p> <ul style="list-style-type: none">• Outgoing and approachable• Collaborative and highly organised• Passionate about theatre
Knowledge	<ul style="list-style-type: none">• Some knowledge of the theatre industry• Some knowledge of theatre production including stage management techniques• Some knowledge of relevant legislation and regulations, in particular, Health and Safety legislation
Skills	<ul style="list-style-type: none">• A basic level of supervision skills• A good level of interpersonal skills• The ability to adapt• A good level of written and verbal communication skills• A good level of administrative skills• A good level of IT skills• A good level of problem solving skills• A good level of practical problem solving skills• A good level of numeracy skills• A basic level of general theatre production skills• Must have a valid driving licence
Experience	<ul style="list-style-type: none">• Evidence of having been given supervision responsibility• A basic level of relevant experience of working in the theatre industry.• Some experience of working with volunteers and/or community groups• Some experience working with Theatre creatives• Some experience of stage management
Qualifications	

JOB DIMENSIONS

Annual budgetary amounts	Direct £0 Indirect £0
Number of staff reporting to the job holder	Direct 0 Supervise <5 Indirect n/a
Any other relevant statistics/information	Is a building key holder

WORKING ENVIRONMENT

- Must be able to fulfil the physical demands of the post
- Work may be subject to Enhanced Disclosure and Barring Service (DBS) checks
- Some working at height
- Some working in confined spaces
- Some working outdoors
- Some working in high-noise environments
- Some work with controlled substances
- Regular evening and weekend working

The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

ORGANISATION CHART

See attached

May 2021