

Job Summary

Production Manager

Responsible to:	Technical Director
Salary:	£39,535 per annum plus overtime for Sundays, Bank Holidays and overnight calls (between 11pm and 9am).
Terms:	The Production Manager will be required to work flexible hours. The minimum hours are 35 per week, normal office hours are 10:00 - 18:00 Monday - Friday, but you will be required to work such hours as may be necessary to carry out your duties properly.
Benefits include:	Contributory pension scheme; season ticket loan scheme; training and development opportunities.
Holiday:	25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30. 3 days per annum can be specified as annual leave by Young Vic management.
Probationary period:	6 months
Notice period:	2 months during probationary period, 3 months thereafter

The Production Department:

The purpose of the Production Department is to create and run to the highest standards all the technical aspects of the Young Vic's productions and related projects, in partnerships with directors, designers and project leaders. The aim is to help creative teams achieve their artistic vision within the agreed timescales and budgets to the highest possible standards.

Job Description

Production Manager

Responsible to: Technical Director

Key Objectives:

To lead the production delivery process of allocated shows and projects in a positive, proactive and professional manner enabling creative teams to create the best version of the show possible within the agreed parameters as set by the Artistic Director, Executive Director, and Technical Director.

In collaboration with the Young Vic producers and creative teams ensure the most effective use of resources in the realisation of all production and technical elements of these productions at the Young Vic and other venues.

Key Responsibilities:

Departmental Responsibilities:

- To actively contribute to the effective operation of the Production Department's work.
- To work with the Technical Director and other HODs in the effective planning and management of Production Department operations.
- To participate in the recruitment of departmental, freelance and casual staff.
- To participate in departmental administrative and HR systems as required.
- As one of the Production Department HODs, to ensure that all production operations are carried out in compliance with relevant and applicable Health & Safety legislation and any other applicable statutory regulations or legislation.
- As one of the Production Department HODs, to help foster and maintain a positive, professional and proactive approach to work within the department.
- To remain current with industry best practice and applicable technologies.
- To attend, and contribute to, weekly Update and Production Department meetings.
- To continually seek out opportunities to adapt our working practices to make things better for team members and incoming creative teams.

Production Responsibilities:

- To work with the Producers and Technical Director on initial planning and costings of allocated productions.
- To work with the creative teams and Producers of allocated productions to realise the production within allocated resources.
- To carry out an assessment at the white card model and final design stages to ensure that the design does not exceed the agreed parameters.
- If necessary work with the creative team to bring the design within agreed parameters by the final model stage.
- To generate accurate budget forecasts in conjunction with Young Vic production staff and outside contractors, ensuring costs are controlled as per the agreed parameters.
- To produce risk assessments, construction phase plans and other relevant Health & Safety paperwork as appropriate.
- To ensure that designs and all aspects of the productions comply with Health & Safety and other applicable legislation.
- To plan construction in the Young Vic workshops in conjunction with the Head of Stage and Workshop Manager, taking into account the requirements of other productions in the schedule.
- To lead on and produce in conjunction with the Head of Stage seating plans for Young Vic productions, ensuring they meet the Technical Standards for Places of Entertainment.
- To monitor expenditure and production progress on allocated productions and communicate any areas of concern in a timely fashion.
- To plan the use of technical resources in conjunction with the Heads of Lighting, Sound, Stage & Costume.
- To attend budget and production tracking meetings to report on allocated productions.
- Contribute to sustainable initiatives and monitor the environmental impact of design and logistics around productions
- To plan and manage, in conjunction with the HODs and production team, fit ups, production periods and get outs for allocated productions.
- To call and chair production meetings for allocated productions.
- In liaison with the Technical Director to provide production support for the work of other departments, including the Taking Part and Development Departments.
- To ensure our productions are delivered in a positive, collaborative and professional manner.



General:

- To uphold and embody the Young Vic's company policies, including but not limited to our Equal Opportunities policy, Dignity at Work policy and Health & Safety policy.
- To actively participate in and support the work experience programme of the Young Vic.
- To attend Sustainability Staff Panel meetings.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.
- To sit on the Young Vic Health & Safety committee and other staff committees as appropriate.
- To actively seek out and help implement improvements in the way we work.
- To be an active and supportive member of the Young Vic staff team.
- Any other reasonable duties required to assist the Production Department or the Young Vic operation as a whole.
- From time to time you may be required to work on YV projects away from the Young Vic Theatre.

Person Specification

Production Manager

Essential Skills

- Demonstrable experience of delivering productions to the highest artistic and technical level.
- A good knowledge of production and technical techniques including stage, construction, rigging, lighting, sound and projection.
- The ability to demonstrate excellent management planning and financial control.
- The capacity to manage the delivery process of multiple productions in a clear, collaborative fashion displaying good communication skills and a rigorous attention to detail.
- The ability to manage people and nurture the skills of individuals under their supervision.
- Knowledge of Health & Safety legislation and procedures as related to the theatre industry and proven experience of implementing these legislative requirements in a positive and sympathetic manner.
- Computer literate, fluent in the use of MS Office applications.
- Ability to use AutoCAD for drafting.
- An interest in and enthusiasm for theatre.
- Ability to work well as part of a small dedicated production team and as part of the wider organisation.
- An ability to remain, calm, professional and positive when working under pressure.

Desirable Skills

- Experience of automation, particularly in relation to its use in theatre.
- Experience of touring productions.
- Full clean driving licence
- First aid training.