

Job Summary

Deputy Production Manager

Responsible to:	Technical Director
Term:	Permanent
Salary:	£36,000
Hours:	35 hours per week. Normal office hours are 10AM to 6PM Monday to Friday. This role may require additional early morning, evening and weekend work.
Benefits include:	Contributory pension scheme; Season Ticket Loan scheme; Training and Development opportunities.
Holiday:	25 days per annum, 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:	3 months
Notice period:	1 month for either party during probationary period, 2 months thereafter

The Production Department:

The purpose of the Production Department is to deliver all the technical aspects of the Young Vic's programme - this includes our productions, projects and events, in the main house, studios, digital 'stages', and across the creative engagement and talent development departments. The Production Department builds strong relationships with freelance and in-house creative teams, and other artistic personnel to deliver their creative vision within the agreed timescales and budgets, to the highest possible standards.

Members of the Production Department work closely and collaboratively together to realise the full potential of our productions and our company. This includes upholding an inclusive, collaborative culture, committed to our journey towards becoming an actively ant-racist organisation.

About the Young Vic

The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centres across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

Our Anti-Racism Commitment

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

The Language We Use and Why

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience. When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

Our Values at the Young Vic

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

We believe theatre is at its best when everyone participates. We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

We are driven by relentless curiosity and debate. We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

We believe in pioneering and leading into the unknown. We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

We are led by the creativity of our people and the limitless possibility of imagination. We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity.

We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people

our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

We are committed to openness rooted in trust. We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

Job Description

Deputy Production Manager

Responsible to: Technical Director

Responsible for: Freelance and casual show staff and technicians

Productions

- Lead on project and production/technical management of studio productions, events and workshops as well as manage the studio spaces as required and agreed with the Technical Director
- Assist Production Managers and Technical HoD's in leading fit ups, supervising as required.
- Support and induct Production Managers, acting as their main point of contact within the Production Team.
- Support and induct Stage Management teams in all Young Vic rehearsals by being a direct contact between the rehearsal room and the production team and Young Vic wider team.
- Maintain an in-depth knowledge of all productions and act as a key point of contact both internally and externally by building relationships with creative teams, producers, production managers and other key stakeholders
- Assist Producing and Production with rehearsal room organisation and running by inducting freelance staff in the Young Vic's production processes and systems.
- Support the Technical Director to instill an excellent Health and Safety Culture - leading on the Health and Safety of Studio productions, events and workshops, and
- Ensure Production folders and Health and Safety documentation and inspections are accurate and up to date alongside the Technical Director
- Provide general production duties such as sending out plans, schedules and technical information, co-ordinating transportation and couriers (including international shipping) and book and co-ordinate meetings including taking notes/minutes.
- Support members of the production team in the planning and delivery of productions.

Finance

- Assist the Technical Director and Production Managers in budget management by managing commitment records and ensuring that all financial reporting is relevant and accurate
- Administer the department timesheets for core, fixed-term and casual technical staff including overtime and holiday payments (excludes acting companies and stage management.)
- Process all production invoices.
- Build a strong relationship with the finance team, holding regular meetings and having oversight of payroll, purchases, purchases, ordering and budgets.
- Co-ordinate transport and couriers as required
- Support the Operations and Production teams in planning and delivering Access performances

General

- Deputise for the Technical Director in the planning and administration of projects in their absence
- Assist the Technical Director and the Operations team in the management of the building and venues.
- Work with the Technical Director and production team to implement Theatre Green Book practices and improve the environmental sustainability of the production department – including leading on resale of items post-show.
- Maintain the Materials Tracker spreadsheets for all productions and support supervisors, production managers and heads of department in the use of these.
- Onboard and administer show contracts and casual worker agreements ensuring their details are kept up to date, liaising with People Team and Finance Team as appropriate
- Take on specific projects as required by the Technical Director
- Provide general administrative duties including information sharing between the Production Department and the wider building, keeping the production info charts up to date, minuting and scheduling meetings, placing stock orders, upkeep of the Production IT folders and the Production department's use of Teams
- Arrange archival photographs of all Main House productions, to ensure any future life for the show can be effectively realised.
- Administer and oversee work experience placements, interns and educational schemes within the Production Department.
- Manage the Young Vic prop store and track use of props by internal and external productions.
- Support visiting companies and colleagues in the Young Vic in becoming an actively antiracist organisation, by modelling anti-racist behaviours and encouraging others to develop their anti-racist practice.
- Uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health & Safety policy.
- Any other reasonable duties required to assist the Production Department or the Young Vic operation as a whole.

Person Specification

DEPUTY PRODUCTION MANAGER

Essential Skills

- Proven experience of working in technical theatre
- A positive and solution-oriented approach to problem solving
- Ability to work calmly in a high pressure environment
- Working knowledge of current Health and Safety legislation and its application in a theatrical setting including creating and managing risk assessments and method statements.
- Working knowledge of Construction Design Management Regulations
- Working knowledge of technical theatre disciplines.
- Good numeracy and literacy skills
- Strong administrative skills with excellent attention to detail
- Strong communication skills with the ability to communicate effectively with a wide range of people at all levels
- Strong organisational and management skills with the ability effectively prioritise and respond to quickly changing priorities.
- Empathetic approach to the creative process
- A proactive approach, forward-thinking with the ability to show initiative
- Proficiency with AutoCAD software with the ability to read and interpret plans

Desirable Skills

- Experience of working in a producing theatre environment.
- Demonstrable experience in theatre production management
- Working knowledge of COSHH, LOLER and PUWER
- A working knowledge of UK Theatre/Equity and UK Theatre/BECTU contracts.
- Proficiency with AutoCAD
- Experience in an administrative role
- A strong interest in technical and production management
- Working knowledge of the Theatre Green Book and an interest in making theatre more sustainable