



**JOB DESCRIPTION PRODUCTION
MANAGER**

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Job Role	Production Manager
Reporting Line	Producer/ Executive Director/Artistic Directors
Responsible for	Freelancers/consultants (as applicable)
Contract	This is a project engagement, ending on the 13 th of October 2024, possibly followed by a few months of touring (subject to a separate agreement). Preliminary rehearsals schedule: 03.06 – 25.06 (TBC) – London 20.08 – 23.09 – tech rehearsals New York 23.09 – 13.10 – performances New York (till the end of November / mid-December) – potentially on tour in the USA
Hours	The post-holder will be expected to fulfill the hours required to do the job, which will require some evening and weekend work.
Holiday	N/A
Probationary period	2 months
Notice period	1 week during probationary period, after which 1 month

Be part of *“one of the bravest and most inspired underground troupes on the planet”* (New York Times). Belarus Free Theatre is a unique theatre company highly respected in the UK and internationally. The company’s mission is to be the world’s leading campaigning theatre company, using the arts as an instrument for empowerment, human rights and social change.

Working from the offices in Somerset House, and remaining a Young Vic associate company you'll be part of a small team developing BFT's model of theatre for social transformation, creating world-class theatre productions, educating young artists/activists and activating communities for social change.

For more information on the company please visit www.belarusfreetheatre.com.

KEY OBJECTIVES OF POST

The Production Manager is primarily responsible for all the technical aspects of preparing and staging a new Production, to be premiered in New York 23.09 – 13.10.2024.

KEY RESPONSIBILITIES

- In close collaboration with the Producer, take ownership of the production of the Play, fulfilling the artistic ideas of the Directors and Artistic Directors
- Working closely with Directors and Artistic Directors, model the set and calculate all technical parameters for the show
- Develop the technical production budget including the set production budget
- Find contractors and negotiate the best deals with them
- Source the props and / or brief contractors to produce them, and oversee the production of props to make sure they are ready in time, meet the health and safety requirements of the venues, and fulfill the artistic ideas of the Directors
- Organise and oversee the logistics of the set and the props
- Find suitable rehearsal spaces and ensure it is possible to arrange the tech rehearsals in them while meeting the budget restraints
- Prepare production schedules and communicate them, as well as any changes to them, to all the crew members and freelancers
- Liaise with technical specialists of the venues at every stage of the production to ensure the artistic ideas of the Directors will be fulfilled on stage
- Suggest candidates for the Tech Crew members
- Manage the Tech Crew
- Conduct the production meetings
- Visit the rehearsals regularly to check in with the crew and the creatives
- Prepare risk assessments and health and safety documentation
- Identify any potential risk, problem, or obstacle to the production or meeting the deadlines, and creatively solve them in time
- Compose the Technical Rider of the Production that can be used for touring as soon as all the technical parameters of the show are known

PERSON SPECIFICATION

Essential Experience & Knowledge

- Professional experience in theatre/the arts with proven track record of production management in the subsidised or commercial sector
- Professional experience of U.K and international touring
- Considerable experience of budget management and financial processes
- Experience of managing people and teams
- A good all-round knowledge of technical theatre and stagecraft (Lighting, Sound, Video, Stage, and Scenery).
- Ability to read and create lighting plans and ground plans.
- Knowledge of appropriate Health & Safety rules, regulations and guidelines.

Essential Skills & Attributes

- Excellent communication skills and interpersonal skills with people at all levels.
- Experience of setting and adhering to deadlines and production timelines.
- Excellent attention to detail, planning and organisational skills.
- Excellent numerical and budget management skills.
- Self-starting, flexible, motivated, enthusiastic and calm under pressure.
- Collegiate and collaborative working style.
- Unbeatable can-do attitude

Desirable

- Experience of working with a range of Digital sound desks, Qlab and control networks.
- Experience of using CAD Software (Autocad or Vectorworks).
- Experience of workshop tools and machinery.

Other

- Willing and available to travel

HOW TO APPLY

To apply for the post, please send a copy of your CV with a covering letter (no longer than two sides of A4) explaining why you are interested in the role and how your skills and experience match the person specification.

To: info@belarusfreetheatre.com

If you have any questions or if you would like to submit your application in another format, please call the BFT office on +44 7934440990

The deadline for receipt of applications is 29/02/2024