

**Role:** Technical Production Manager (Citizens Learning)

**Fee:** £27,300 per annum pro rata

**Contract:** Fixed term

**Duration:** November 2013 to March 2015

**Purpose:**

To lead and contribute towards a variety of different projects across the range of work offered by the Citizens Theatre.

Primary responsibility will be to deliver, with the Project and Creative Team, all production and technical aspects of Citizens Theatre's production of Theresa Breslin's *Divided City*, including a series of participatory performances and workshops delivered across a series of primary schools in North Lanarkshire with full production support. The ideal candidate will have a minimum of 3 years experience of technical and production management of theatre productions, touring and events, and a proven commitment to arts in participatory settings. They will have the ability to self-organise and be a confident communicator and will hold a full driver's licence.

**Reporting to:**

Head of Production (Citizens Theatre)

**Accountable to:**

Executive Director, Associate Director (Citizens Learning), Producer (Citizens Learning), Artistic Director (all at Citizens Theatre)

**Main Duties**

- To work closely with creative and production teams to ensure the safe and smooth delivery of performances including *Divided City* across a series of schools in North Lanarkshire from January 2013 till June 2015.
- To assume overall responsibility for the Health and Safety of performances, rehearsals, workshops and technical work.
- To assume overall responsibility for technical and site management of performances, rehearsals, workshops and technical work.
- To manage programme activities within an agreed production budget.
- To contribute towards Citizens Theatre's overall project aims and objectives.
- To liaise with the creative teams, artists, schools and statutory authorities to ensure the necessary technical, site and production specifications are in place.
- To ensure all required documentation is in place including event safety manuals and appropriate risk assessments.
- To determine use of the project Production Budget to ensure effective delivery of the programme, in liaison with creative teams.

- To manage and report on the budget for the Productions in collaboration with the Head of Production and Producers.
- To oversee the recruitment of, and contracts for, production and operational staff required for the performance, rehearsals and technical work.
- To oversee, as required, the engagement of all sub-contractors required for all elements of the performance, rehearsals and technical aspects of the project.
- To develop and procure the technical infrastructure required to be able to quickly fit up and strike a production complete with sound, AV, lighting and staging.
- To liaise where necessary with schools, local authority staff, Citizens' technical and operational staff and project staff.
- To apply for event licences where necessary.
- To ensure adequate event insurance is in place in liaison with the Head of Production.
- To ensure effective and safe working practices at all times.
- With the Head of Production, to ensure working practice is in line with Citizens Theatre and local authority core policies, safeguarding children, equal opportunities, health and safety, equalities and diversity policies.
- To contribute and manage project evaluation.
- To deputise for and assist the Head of Production as required.
- To carry out any other duties commensurate with the role, as required by the Head of Production.
- To act as an excellent advocate for the Citizen Theatre and its projects.

## **Person Specification**

### **Essential**

- Education to degree level or equivalent vocational experience.
- Experience of technical and production management of theatre productions, touring and events.
- Significant experience of and proven commitment to arts in participatory settings
- Minimum 3 years' experience, working in production management and /or events management.
- Minimum 3 years' experience budget and cash flow management skills.
- Excellent organisational and administrative skills.
- Demonstrable experience of responsibility for Health and Safety management of theatre events and touring.
- Experience of working successfully at all levels with an artistic team.
- Ability to self-organise and take initiative.
- Ability to prioritise workload and time manage to multiple deadlines.
- Ability to remain calm in periods of hectic activity.
- Personable and confident communicator.
- Flexible and ready to contribute to other jobs as required.
- Full drivers licence.

**Desirable**

- Minimum 3 years' experience working in theatre, touring or events.
- 5 years' experience at senior management level, working in production management and /or events management.
- 5 years' experience budget and cash flow management.
- Knowledge of digital control systems for lighting, sound and AV including ETC lighting desks and QLab.
- Knowledge of theatrical rigging.
- Knowledge of live sound and amplification.
- Experience of electrical wiring/mains/DMX/CAT 5 etc.
- Organisational/management qualification.
- Health and Safety qualification.
- Knowledge of Citizens Theatre and the Gorbals.
- A positive approach to sustainability.
- Own transport.

**Terms And Conditions:**

Employer – Citizens Theatre

Salary - £27,300 per annum

Length of Contract – 17 months

Holidays – 4 weeks per annum plus statutory holidays

Hours – An average of 42 hours per week

Pension Scheme – A voluntary pension scheme is available

Probationary Period – 6 weeks

Notice Period – 2 months

For further information about the project please see the attached document and visit [citz.co.uk](http://citz.co.uk)