

National Theatre Wales

Job Description: Assistant Production Manager

Main Purpose of the Job

We are looking for an Assistant Production Manager. This role will be a crucial member of the production department, strengthening our capacity in a busy season that will span Wales and many different art forms. The Assistant Production Manager will be allocated to a number of productions including *English*, another key production in the *NHS70* Festival and also the *Tide Whisperer*.

The ideal candidate would have previous Production Management (or Assisting) experience and would have an extensive range of technical abilities in different fields. Previous work in touring and especially touring in Wales is favourable.

Reports to:

The Assistant Production Manager reports to the Head of Production

Line Management Responsibilities

The Assistant Production Manager line manages various freelance production staff

Working for NTW

Every member of staff at National Theatre Wales has a significant role to play in achieving the Company's goals. We are all advocates for the Company's work and ethos and Company Members are encouraged to go and see work, develop networks and connections, introduce new artists and community members to NTW and help develop ideas for the future. Attendance at Company meetings and Ideas meetings, and active involvement with NTW TEAM is a valued part of everyone's job. Beyond the specific tasks of each job description, these Company-wide activities are a key part of each staff member's contribution and achievement.

Key Tasks

Production Management

To assist the Head of Production, Production Manager and Production Coordinator in the management of all productions and the departments' systems.

- To be the Technical Stage Manager on *English*
- To be the Production Manager on a key *NHS70* production
- To be the Assistant Production Manager on *Tide Whisperer*
- To take responsibility for the Event Management System for one production over the season
- To take an active role in managing the store of assets that NTW has
- To supervise certain production placements
- To provide and maintain production documentation and communications
- To communicate and share information with creative and production teams
- To contribute to production meetings, minute meetings occasionally and provide

- practical support when needed
- To manage budgets and budget lines as required and complete financial procedures as required
- To represent the company in a positive and approachable manner

These tasks are not exhaustive and it is possible that the responsibilities may change or be added.

Person Specification

ESSENTIAL

Experience

- Professional experience in theatre and/or events
- Professional experience of touring
- 2 years experience in a technical role
- Experience working with Directors and Designers
- Experience of running and managing budgets and petty cash
- Experience of working with live systems, like Dropbox, Google docs, apps etc.

Knowledge and Skills

- Knowledge of H&S practice and legislation
- Full, clean Driving License held for 3 years or longer
- Excellent communications skills, both oral and written
- Proficient with Word and Excel

Personal Attributes

- Ability to problem solve in time constrained situations; aiming to implement creative solutions
- Commitment to team working (large and small)
- Ability to work independently and show initiative
- Positive work ethic; especially when working under pressure
- Highly motivated, able to manage a workload and prioritise tasks
- A proven commitment to community engagement and an enthusiasm for the arts world and theatre

DESIRABLE

- At least 3 years professional experience in theatre and/or events
- Experience managing tour logistics and liaising with venues
- Welsh Language skills
- Experience managing small teams
- Extensive multi-field technical skills
- Drawing and using CAD software (Ideally Autocad or Vectorworks)
- Experience reconciling budgets and generating Purchase orders

TERMS AND CONDITIONS

Salary: £24,300 - 28,300 depending on experience

Hours: 40 hours per week (35 hours per week with a compulsory one-hour lunch break, making it a total 40 hour week)

Holidays: 25 Days, pro rata (excluding statutory Bank Holidays)

Term: This fixed-term, full-time contract will run from 9th April to 28th September 2018

Notice: Following completion of a successful three-month probationary period, the notice period is one month on either side.

Pension: After completion of a satisfactory three-month probationary period the employer offers a stakeholder pension with Scottish Life, whereby contributions can be deducted from salary. There is a 5% contribution from the Employer at present (employee contribution is at own discretion). This employment is not contracted out of the State pension scheme.

We encourage applications from all sections of the community and in particular those which are currently under-represented at NTW, including people of colour and disabled candidates. Even if you don't meet all of the Essential criteria above, we would still like to hear from you.