**Production Manager (Fixed Term)**

**Applying for this post**

To apply for this post you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact jobs@dundeerep.co.uk.

The deadline for receipt of applications is Friday 21st June 2024 at midday.

If shortlisted for interview, you will hear from us by Friday 28th June 2024.

Interviews will be held at Dundee Rep Theatre on w/c 8th July 2024.

**Guidance**

Please refer to our websites, [www.dundeereptheatre.co.uk](file:///C%3A/Users/graha/OneDrive/Dundee%20Rep/Technical%20Staff/JD%20-%20Deputy%20Head%20of%20Production/www.dundeereptheatre.co.uk) and [www.scottishdancetheatre.com](file:///C%3A/Users/graha/OneDrive/Dundee%20Rep/Technical%20Staff/JD%20-%20Deputy%20Head%20of%20Production/www.scottishdancetheatre.com), to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

**Role Summary**

**Production Manager (Fixed Term)**

This role involves working with the Head of Production in the delivery process of the production output of Dundee Rep and Scottish Dance Theatre. This includes the productions of Dundee Rep Ensemble, Scottish Dance Theatre and the Creative Learning & Engagement department.

We are looking for a candidate of exceptional calibre to assist in creating an environment where world-class production output is created for local, national, and international audiences.

The role involves managing multiple complex projects on time and on budget in coordination with the Head of Production and the Producing team.

You will have proven skill in helping to design and implement production processes with attention to detail and quality, and the leadership ability to encourage others to deliver the same.

The Production Manager is line managed by the Head of Production.

This contract will be for a fixed term of one (1) year. The role will allow for hybrid working, although this will not be possible during certain phases of production. It will involve working away from Dundee on occasion to support our touring output.

**Main Duties and Responsibilities**

1. **Leadership**

**You will be responsible for:**

* Assisting in leading the production Department, helping to create the ethos, culture, and processes for production delivery across all aspects of the Organisation’s output.
* Working with the specialist Leads/Heads within the department to ensure appropriate maintenance is undertaken and the availability of technical equipment for each production across the Department.
* Deputising for the Head of Production in managing the Production Department as required.
* Acting as an ambassador for Dundee Rep and Scottish Dance Theatre within the sector.

**You will be accountable for:**

* Staff performance within the Department, specifically relating to the Organisation’s output
* Maintaining the operating culture and ethos of the Department.
* The internal and external perception and integrity of the Production Department.
1. **The Production Process of the Organisation**

**You will be responsible for:**

* Directly production managing a range of the Organisation’s projects, productions, and tours; from conception, through creation, into production, and on to presentation/ tour, or taking over from the Head of Production at any point within this process
* Liaising with all key individuals involved in the production process.
* Working with the Head of Production, creative and production teams to ensure that shows are delivered on time, on budget and within agreed parameters.
* Chairing production, parameters, and planning meetings as required for any of the organisation’s projects
* Prepare production documentation as required including schedules, project briefs, technical specifications.
* Liaise with external producing and presenting partners as required to ensure smooth production delivery, including touring venues and visiting companies.

**You will be accountable for:**

* Inputting to the design and implementation of a clear ‘Production Throughput’ model.
* Delivering projects on time.
1. **Production Budgets**

**You will be responsible for:**

* Managing elements of the Production Department budget.
* Maintaining an overview of project specific production budgets.
* Accurately projecting production related expenditure for planning purposes.

**You will be accountable for:**

* Devolved budgets and expenditure within the Production Department, generally relating to specific projects.
1. **Health and Safety / Risk Management**

**You will be responsible for:**

* Supporting the Head of Production to ensure that the Organisation’s Health and Safety Policy is fully implemented within the Production Department and that high standards are achieved.
* Ensuring Risk Assessments and Method Statements are up to date and implemented.
* Ensuring production delivery is appropriately assessed for risks, including deliverability.

**You will be accountable for:**

* Assisting in developing Health and Safety standards within the Production Department.
* Maintaining an overview of Health and Safety of productions and production staff on tour.
1. **Production Innovation**

**You will be responsible for:**

* Ensuring that we continue to innovate the production output of Dundee Rep and Scottish Dance Theatre.
* Keeping up to date with new production/creation trends across art-forms, particularly as they relate to digital and technology.
* Helping to identify new trends and improvements to ensure that Dundee Rep and Scottish Dance Theatre maintains its position as one of the UKs leading arts organisations.

**You will be accountable for:**

* Advising the Head of Production of investment in staff, equipment and technology to support innovation.
1. **General Responsibilities**

**You will be expected to:**

* Adhere to and implement the guidelines, procedures and policies of the Organisation as detailed in the staff policies.
* Play a role in the life of the Organisation and work across departments to develop a positive and engaged organisational culture.
* Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and abide by the procedures set in place.
* Be aware of, and comply with, rules and legislation pertaining to GDPR and abide by the procedures set in place.
* All staff are expected to demonstrate an understanding of, and adherence to, the Organisation’s safeguarding policy, including a duty to report any issues of concern.
1. **Any Other Duties**

The duties and responsibilities set out should not be regarded as exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role.

The post-holder may also be required, from time to time, to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement. The post-holder would be given appropriate training and equipment to perform any duties of this kind.

**Key Relationships**

The role of Production Manager leads the production Department in the delivery of projects in conjunction with the Head of Production. The post-holder will be managed by the Head of Production.

Along with the Head of Production, you will be responsible for supervising and managing the workflow and output of:

* Head of Lighting
* Head of Scenic Design
* Head of Sound & Video
* Head of Stage
* Head of Wardrobe
* Head of Workshop
* Stage Manager

This structure may change from time to time based on business needs but reflects the broad areas of responsibility and is indicative of the number of direct reports.

**Internal Relationships**

* Head of Production
* Production Department Staff
* Joint Chief Executives
* Artistic Director, Scottish Dance Theatre
* Members of the Leadership Team
* Creative Teams
* Freelance Production Staff

**External Relationships**

* Visiting Companies
* Production staff in other theatres
* Production Suppliers
* Industry Bodies

**Person Specification**

**Production Manager (Fixed Term)**

**Essential**

If you do not demonstrate that you meet all the below criteria in your application, you may not be shortlisted.

1. Have worked at a senior level in a producing organisation or have comparable experience as a freelance practitioner for at least three years.
2. Proven project/production management skills within theatre and/or dance.
3. Excellent communication skills.
4. Robust Microsoft Office
5. Robust budgeting skills.
6. Have experience of working with theatre, dance, and community work.
7. A high degree of accuracy and attention to detail.
8. Robust knowledge of Health and Safety.
9. Ability to work across organisational and cultural boundaries.
10. Ability to manage multiple projects with competing priorities and demands.
11. Knowledge of trends and current practice in production.

**Desirable**

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

* A full Class B driving licence.
* Demonstrable AutoCAD, and/or Vectorworks experience
* Experience of international working/touring.
* Experience with digital/new production technologies.
* Experience in the developing strategies and processes to reduce the environmental impact of theatre and dance production.
* Knowledge of other languages.

**Terms and Conditions**

**Production Manager (Fixed Term)**

**Period of work**

This is a fixed term contract for one year, subject to successful completion of a probationary period of three months.

**Pay**

The salary range for the post is £30,000 to £33,000 per annum dependant on experience., Flexible working is available.

**Hours**

37.5 hours per week across 5 days. Some evening and weekend work will be required.

**Holidays**

29 days per year inclusive of Public Holidays, rising with service. The holiday year runs from 1 April to 31 March each year.

**Notice period**

The notice period will be two months, or within the probationary period one months.

**Location of work**

Your main place of work will be Dundee Rep. You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

**Other benefits**

* Contributory staff pension
* Hybrid/Flexible Working
* Competitive relocation allowance

**Non-contractual benefits**

* Staff tickets to Dundee Rep Ensemble and Scottish Dance Theatre ensemble shows.
* Staff discount in Rep restaurant.

Dundee Rep and Scottish Dance Theatre Limited strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

**Equal Opportunities**

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

**Safeguarding**

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

**Offers**

Any job offer we make is subject to:

* Receipt of two satisfactory references.
* Proof of eligibility to work in the UK.