



## **ROLE DESCRIPTION - FREELANCE PRODUCTION MANAGER**

The Production Manager will be responsible for the realisation, to the highest possible standard, of a revival tour of SOUND SYMPHONY. The Production Manager will liaise closely with Oily Cart's producing and artistic team (Artistic Director, Executive Director, Tours Producer) and with the original creative team for this production (e.g. Designer, Lighting Designer) to ensure that the show is fit for touring with a new blended approach to live and Zoom performances.

**RESPONSIBLE TO: Artistic Director, Executive Director**

**RESPONSIBLE FOR: Design Assistants, Technical Crew and Contractors**

The postholder will:

- Ensure smooth liaison and co-ordination between all departments (i.e. the Creative Team, the Management team, the Touring Company and the venues) regarding production work to ensure it is fit to tour to each venue
- Attend a handover with the previous Production Manager of the show to ensure a smooth transition
- Organise and facilitate regular production meetings
- Liaise with the Designer and visit the production storage facilities as required to ensure the set, props and costume are in suitable condition for a revival tour, identifying any areas of concern and liaising with the full producing and artistic team to address these issues.
- Liaise with the Lighting Designer, venues and Stage Management staff as appropriate to ensure that all production equipment is sourced within time and budget, in accordance with touring plans.
- Be responsible for budgetary planning, costing, monitoring, reporting, spending and control of agreed amounts on production materials, labour and other technical items, in close liaison with the Tour Producer, Executive Director and the Creative Team
- Prepare risk assessments, including a covid risk assessment for the tour and
- other relevant H&S paperwork as required
- Liaise directly with venues, delivering risk assessments, company riders and schedules, and co-ordinating get-ins and outs of Oily Cart productions
- Schedule production work so that it is completed and ready for the specified time and within the agreed budget

- Manage the get-in, tech & get-out at Edinburgh International Children's Festival at the French Institute, Edinburgh (6 - 13 May 2022) & the first week of the English/Welsh tour (w/b 30th May 2022)
- Ensure that all relevant Health and Safety and fire regulations (including PAT testing for all production equipment) are adhered to across all production areas
- Support the touring company on the road as required
- In conjunction with the Stage Manager ensure that all hired equipment is returned as necessary, and that sets, props and costumes are cleaned, organised and stored following the tour
- Ensure that the company's van is serviced, and ready to tour
- Oversee the loading of touring vehicles, ensuring they are safely packed and within weight limits
- Deliver work in a professional manner and in accordance with Oily Cart key policies (including Safeguarding, Equal Opportunities, and the Anti-Racism Touring Rider)

## **PERSON SPECIFICATION**

### Essential:

- Full knowledge of the usual activities expected of a Production Manager of a touring company
- Demonstrable experience working in a professional theatre environment in a similar post, or as part of a production team
- Knowledge of AV and sound equipment, including live and recorded video, iPads and tablets
- Experience of drawing up plans (we currently use Vectorworks).
- Full clean driving licence and able to drive a 3.5 tonne van
- Good oral and written communication skills
- Computer literate (MS Office and email)
- Excellent attention to detail and high standards of realisation of physical production requirements
- Experience of working within agreed budgets
- Good knowledge of different media and their technical requirements for theatre
- Ability to forward plan, to work under own initiative, prioritise and multi task
- Ability to remain, calm, professional and positive when working under pressure
- A willingness to work flexible hours including occasional weekends and some evenings

### Desirable:

- Ability to undertake relights on tour, including programming and operating an ETC ION
- Experience of using Mac computers
- Programming and operation of QLab 2/3
- Experience of working in theatre for children and young people
- Experience of working with disabled audiences

Pre-production work: mid-February - mid-April 2022

Rehearsals: w/b 18th April, w/b 25th April & w/b 2nd May 2022 (potential for us to also rehearse on w/b 11th April 2022)

Get-in and tech for Edinburgh International Children's Festival: 6th & 7th May 2022

Shows at Edinburgh International Children's Festival: 9th - 12th May 2022

English and Welsh tour: 30th May - 26th June 2022

**Location:** The majority of meetings and pre-production work will happen remotely but rehearsals will take place in Scotland (likely Glasgow or Edinburgh). This post is based in Scotland but there could be some visits to tour venues in England and Wales as necessary. Accommodation and per diems for these visits will be arranged.

**Hours:** The postholder will operate on a freelance basis and set their own hours of work. We expect the engagement to be flexible and part-time, but there will be some in person p/t work at rehearsals, at EICF and during the first week of the English and Welsh tour. The majority of production meetings should take place remotely over zoom. You will be required to work some evenings and weekends.

**Fee:** £5000 plus accommodation and per diems when on tour. You will be responsible for your own tax and national insurance.

Oily Cart is an equal opportunities employer and actively seeks to employ people with disabilities and people from different backgrounds.

The successful applicant will be required to undergo an enhanced DBS check.