

Production Manager - Job Description

We are looking for a Production Manager to work with us on:

- Two studio scale touring shows: **Fox** and **When We Died (WWD)**
- **Heresy** project which includes an installation in a shopping centre (of the show's set) before **The Witness** performance 3-week tour.

Fee: £4,800 plus expenses (plus VAT, if applicable)

Contract: Freelance/self-employed, mid/late-January 2023 until mid-May 2023

The Production Manager will work across **Fox** and **WWD** touring shows (re-mounts) which are both ready-to-tour shows that premiered pre-COVID plus a new show, **The Witness**, that will host an installation of the set for 3 weeks in a shopping centre before an initial short tour.

- **Fox:**
 - Rehearsals: w/c 20 February 2023
 - Touring: 24 February - 24 March 2023 and then w/c 24 April 2023.
- **When We Died:**
 - Rehearsals: 15 - 21 March 2023 (not the weekend)
 - Touring: 22 March (1 perf) then 30 March - 7 April 2023.
- **The Witness:**
 - Rehearsals: 10 January - 25 January 2023 and 6 February - 17 February 2023
 - Installation: 27 February - 18 March 2023
 - Touring: 30 March - 8 April 2023 and w/c 15 May 2023

Fox will be touring with evening performances and also morning performances for people with pre-walking babies where there will be facilitated post-show stay/play/chat sessions.

The Witness will have a special live-streamed performance on Sat 8 April from the Holy Sepulchre Church, Northampton.

Key responsibilities:

- Manage Production Management duties (general).
- Manage and liaise with the Touring Stage Manager (**Fox/WWD**) and Stage Manager (**The Witness**) on tour planning, logistics, technical set-up, technical hires and any other production needs.
- Liaise with touring venues pre-show to ensure the tour runs smoothly including communicating our technical and production needs and planning for individual spaces and technical specifications at each venue.

- Planning the touring logistics and scheduling, supporting the Producer, including van hire/production transportation.
- Liaise with design creative on *The Witness* to manage the production development including set build.

We would love to work with someone who:

- Is friendly, approachable and collaborative
- Is very organised and has good attention to detail
- Is able to be proactive in problem solving
- Is able to manage production budgets with a high standard of record keeping

Creative Content Notice:

Fox and *When We Died*: The two shows focus on sensitive subjects including post-natal depression (*Fox*), sexual assault/rape (*WWD*), dead bodies (*WWD*). We have a considered approach to working with these subjects and have been sensitive during the development and creation of the work; with considered language and a process to support team wellbeing on tour as well as resources, helplines and advice.

How to apply

Please send a CV/portfolio and short cover letter (1 page max.) to courtenay@carbontheatre.org.uk

Deadline for applications: **12pm, midday Monday 9 January 2023.**

We will then invite some applicants for a short interview. All applicants will be notified of the outcome of their application by Friday 20 January 2023

Further Information

The role is on a freelance contract and you will be responsible for your own tax and national insurance responsibilities. We encourage applications from anyone interested in being part of this project. We are committed to a policy of equal opportunities embracing diversity and inclusivity in all areas of activity.

If you require any access support in submitting an application to us or would like to submit your application in an alternative format, please email courtenay@carbontheatre.org.uk