

JOB DESCRIPTION

Post:	HEAD OF PRODUCTION
Reporting to:	Artistic Director / CEO (Artistic) and Executive Director (Operational)
Line manages:	Technical Manager, Head of Electrics, Head of Stage, Head of Construction, Seasonal CSM and Seasonal Wardrobe Supervisor
	Line manages any other technical, freelance or casual staff within the production team as necessary.

Main Purpose of the Post

This post oversees the technical co-ordination of all in-house productions, touring shows, hires, and learning and participation projects. The post holder is responsible for the smooth running of the backstage operation and scenic construction workshop, and for overseeing the management of Health & Safety within all production activities. To lead, alongside the Artistic Director, WPT's a culture of supporting and enabling the work of creative and technical teams, to support the ambition of the project or production within the financial, human, physical and time resources allocated to it.

Principal duties and responsibilities

1. Production

For all Palace productions, whether produced in-house or an incoming show, and whether professional or community-led:

- 1.1 Be responsible for the technical aspects of performances and presentations. Ensure that in-house productions are delivered on time and on budget, and for incoming shows ensure that all contractual requirements are met by the Palace and the external organisation.

- 1.2 Oversee the work of the Production department in the production process, and take specific responsibility for the delivery of the departments output.
- 1.3 Be available for production meetings, fit-ups, rehearsal and technical rehearsals as required.
- 1.4 Communicate effectively with everyone involved in the physical aspects of each production as required, including Palace colleagues and external creative teams and collaborators, and community partners.
- 1.5 Play an active role in the scheduling and management of each production, working closely with the Artistic Director, Executive Director, and Producer as well as co-producing partners where relevant.
- 1.6 To work in collaboration with the Head of Construction to project manage all internal and outside commissions undertaken by the Production Scenic Construction Workshop.
- 1.7 To work in collaboration with the festival team to undertake responsibility for the production management elements of the Imagine Watford Outdoor festival.

2. Health & Safety

- 2.1 Lead a culture of effective Health & Safety management across the Production department. Take responsibility for, ensuring that every HoD understands and fulfils their responsibilities, and that the team works closely with the Buildings Facilities Manager to ensure best practice in Health & Safety management. The collaborative relationship with the Building Facilities Manager is a key aspect for ensuring Health & Safety best practice at the venue.
- 2.2 Take particular responsibility for all Health & Safety requirements relating to each production. Conduct timely risk assessments for every in-house production, and implement the requirements that they highlight.
- 2.3 Ensure that hiring companies and visiting productions meet the Theatre's Health & Safety requirements.

3. Management

- 3.1 Manage the department's staff, maintaining an effective team and ensuring that the department's work is delivered to high standards and meets required deadlines.

3.2 Ensure adequate staffing levels on all shows, including recruiting freelance staff to work on individual productions and projects as required.

3.3 Undertake any necessary departmental recruitment, induction and staff development reviews, and liaise with the Executive Director about any training needs that are identified.

4. Financial management and development

4.1 Take responsibility for the financial planning and management of the department in liaison with the Head of Finance, ensuring operation within agreed budgets.

4.2 Actively promote the theatre's workshop as a facility to external companies, seeking to maximise income from external set-building contracts.

4.3 Agree and work to achieve income targets where appropriate, for example in relation to contracted set-building, and sales of Palace sets and costumes.

5. General

5.1 Lead a cross organisational party that monitors the organisation's progress in becoming a greener and more sustainable Theatre. This includes supporting the Building Facilities Manager in reporting this progress to Julie's Bicycle.

5.2 Play an active role in the strategic development of the organisation as a member of the Senior Management Team.

5.3 As a member of the Senior Management Team play an active role in theatre-wide activities, such as attending press nights and other PR events.

5.4 Ensure that WPT policies and corporate styles are observed in every area of the department's work.

5.5 Actively engage with the Theatre's Learning and Participation programme, subject to appropriate vetting in relation to Child Protection.

5.6 To keep abreast of developments in contemporary theatre practice in relationship to Technical/Production.

5.7 To undertake any other duties as agreed with the Executive Director as is appropriate to the post.

Job description is subject to review.

PERSON SPECIFICATION

Essential Experience

- At least three years' relevant experience at a senior level in theatre production, including experience of: text based, musical and site specific theatre; and of touring and transferring productions.
- At least two years' experience of line managing staff and managing budgets.
- A strong professional background in at least one of the fields of: production management, technical theatre or theatre construction.
- Experience of risk assessments and managing Health and Safety compliance.

Essential Skills

- Ability to work with creative teams and to pragmatically realise artistic aspirations.
- Ability to problem solve, apply creative solutions and be resourceful.
- Ability to work on own initiative, prioritise and organise workload, and meet deadlines.
- Excellent attention to detail.
- Excellent team working, listening, patience, collaborative, leadership and motivational skills.
- Excellent numeracy skills including the ability to set and monitor budgets.
- Excellent personal communication skills.
- IT literacy including the ability to use Microsoft Office.
- Ability to use CAD software.
- Understanding of theatre production and technical processes.
- Understanding of Health and Safety best practice and legislation.
- Understanding of Union agreements and theatre employment issues.
- Understanding of budgeting and scheduling productions, including co-productions and tours.
- Knowledge of theatre licensing and statutory requirements.

Desirable

- Experience of theatre capital projects.
- Experience managing or working with an in-house Scenic workshop team.
- Experience of working with students, community and young companies in productions.
- Understanding of 'Greener' Theatre initiatives and sustainability within the Technical Theatre areas
- Experience of the Technical management of outdoor performance events or festivals.
- A relevant qualification in Health and Safety and training in any of: First Aid, Manual Handling, and Working at Height.
- An understanding of diversity and engagement issues for theatre.
- A current driving license.

TERMS OF EMPLOYMENT

- **Salary:** up to £30,000 per annum depending on experience
- **Period of contract:** Permanent, including a three month probationary period during which time the notice period required by either party is two weeks.
- **Notice Period:** Subsequent to satisfactory review, the notice period is increased to 3 months.
- **Holiday:** 21 days per annum plus bank holidays (increasing to 25 days pro rata after 5 years of continuous service)
- **Hours:** 40 hours per week. The post holder will be required to work evenings and weekends (an informal TOIL system operates).

Tickets: All WPT Staff are entitled to complimentary tickets for some productions taking place at the Palace Theatre. If appointed please see the staff handbook for the latest details.