



2023/28 PLANNING
**A THEATRE FOR
EVERYONE**
REGISTERED CHARITY
1170429

PRODUCTION MANAGER Job Description

Reporting to: Producer/Artistic Director & Co-Producer.
Responsible for: Technicians, freelance Stage Management and other freelance production staff.

Frinton Summer Theatre (frintonsummertheatre.org) is looking for an experienced and enthusiastic Production Manager to lead the production department in our busy Summer repertory Theatre. This person will be responsible for all aspects of the physical production, management of all production and technical staff as well as the health and safety and management of the theatre and rehearsal spaces.

How to Apply

This pack contains the job description and person specification for the position of Production Manager at Frinton Summer Theatre.

To apply for the post please send your CV and covering letter to:
Emma Filby: emma@frintonsummertheatre.org
Please state *Production Manager Application* in the subject line.

Deadline for applications is **5:00pm on Monday 15th May 2023**

Interviews date TBC



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Background

“A jewel in the necklace of theatres” – Ian McKellen

Frinton Summer Theatre is the longest running professional summer repertory theatre in the UK. In 2021 it celebrated its 80th Summer Season. The theatre was registered as a charitable trust in 2016 with a Board of Trustees accountable for the provision of a summer season each year.

Each year the theatre transforms the McGrigor Hall into a professional theatre. The hall hosts 6-7 productions back-to-back.

Each Wednesday a new cast arrives, rehearses for 10 days, runs a tech and dress over 2 days and opens a new play every Tuesday night. Each play runs for one week (6-7 performances), in which time our crew changes over the set ready for the next show the following week.

Alongside our season at the McGrigor hall we also hold a number of events at the lawn tennis club during the season – AND a large-scale professional musical on the greensward inside a big top tent.

Our Artistic Director/Producer, Clive Brill is an independent producer outside of Frinton. Working for the BBC he has produced many TV and Radio productions as well as The Arkangel: Complete Works of Shakespeare. He also produces theatre under Brill Productions Limited, most recently producing the world premiere of ‘Ghosts of the Titanic’ at Park Theatre London and “David Copperfield” at The Riverside Studios.

Clive works alongside our Co-Producer, Emma Filby, who is responsible for the overall management of the operational, marketing and administration of the theatre.

The job is fast, furious and a lot of fun but requires vision and commitment.

Purpose of role:

- To head up the production department and manage production staff and their duties for all activities within the McGrigor Hall Summer Season.
- To be responsible for all physical aspects of all productions at the Frinton Summer Theatre, this includes the management of 6-7 productions back-to-back over a 7 – 8 week period. Including individual events and activities as part of the main summer season.
- To be responsible for managing the production budget. Itemizing and submitting receipts using our in-house budget coding system.

Main Duties and Responsibilities

Production Management

- To be responsible for the planning and realisation of productions, including commissioning and costing set construction, liaising with designers and contractors, coordinating and scheduling all technical aspects of the production.
- To liaise with visiting companies and artists at FST advising on and supporting their engagement.
- To liaise with and support freelance Directors, Designers, Lighting and Sound Designers engaged for productions and to advise accordingly, in consultation with the Artistic Director and Co-Producer.
- To plan and produce production schedules, in consultation with the artistic team and to manage the efficient running of production week from fit-up through to closing.
- To agree, manage and strictly control production budgets and other specified areas of expenditure, abiding by the company's financial systems.
- To consult with the Producer on any additional items of expenditure and on day-to-day matters, budget reconciliation and analysis.
- To organise and lead regular production meetings to support the productions at FST.
- To manage production staff by scheduling and overseeing their workload, ensuring protocols are complied with and relevant forms are completed, and that the production team always provide an effective and efficient service to the organisation.
- To engage and manage freelance production personnel as required.
- To ensure that appropriate production and technical support is provided for internal and external events.
- To work closely with a set builder in sourcing materials at the best prices to best reserve funds for the charity.

Health and Safety

- To ensure that Risk Assessments are regularly carried out for the building and for every production and that all necessary alterations are implemented.
- To work within company policy and agreed industry terms: abiding by, supporting, implementing and developing the theatre's Health and Safety Policy, and ensuring that all members of the company are trained in and comply with emergency and safety procedures.
- To ensure that no design obstructs permanent fire exits or passageways, that the company maintains the theatre areas in a presentable and safe state, that fire exits are kept clear, any repairs are acted upon and reported.

Building and Equipment Maintenance

- To work with the Producer on developing the organisation's equipment and maintenance infrastructure.
- To suggest upgrades and new equipment with costings where appropriate.
- To manage maintenance issues, ensuring the good repair of the theatre and backstage spaces and contribute to any upgrade works, as required.
- To ensure that all Frinton Summer Theatre equipment is kept in good repair and to lead on any replacements.
- To ensure that external FST storage spaces are kept tidy and in good condition / organized order.

General

- To establish and maintain useful and appropriate communication protocols.
- Actively develop and implement green policies and practices for the department.
- Adhere to, and actively contribute to all FST policies, including Equalities (diversity, access and equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Frinton Summer Theatre.
- To act always in the best interest of FST.
- Any other duties as reasonably required.

Person Specification:

Essential

- Experience using CAD or vector works.
- Experience of working with and managing freelance creative staff, production staff and stage managers
- Knowledge of set construction and technical equipment
- Knowledge of production related health and safety
- Excellent numerical skills and proven skills of managing budgets.
- A full clean driving license and ability to drive a van.

(All of the below are desirable as full training and induction will be provided. If you have experience as an early career production manager and your interested in establishing yourself in a regular yearly event theatre – then please apply.

- At least five years proven Professional Production Management Experience
- An affinity for the mission, vision and work of FST and a passion to help achieve the theatre's success.
- Experience in working with in a busy arts environment, with a hands-on approach and quick turnaround.
- Experience working with a demanding workload – with multiple demands and tight deadlines.
- Excellent time management and scheduling
- Proven excellent organisational skills.
- Calm under pressure and able to multitask.
- Excellent attention to detail
- Experience of theatre and building maintenance
- Proven excellent communication (both written and verbal) and interpersonal skills with people at all levels, both internally and externally
- Knowledge of sustainable working practices
- Proven IT skills
- An understanding of equal opportunity and cultural diversity issues in the delivery of our services.
- First Aid qualification – Can be supplied by our training provider.
- Fire evacuation training - Can be supplied by our training provider.
- Manual Handling and safety at work certification - Can be supplied by our training provider.

Terms

Hours:	FTE During Summer Season (7 days a week) Before season prep work required (production meetings and planning)
Project Fee:	£5,000 for the engagement - equating to 10 weeks at £500. 6 week - in venue run 2 week - in venue prep/get in 0.5 week get out - in venue 1.5 week prep – external/remote (8.5 weeks in venue with 1.5 weeks prep external)
Contract type:	Contract / Freelance (the candidate is responsible for their own tax and NI contributions)
Induction:	Full induction and training provided.
Accommodation:	Accommodation provided by theatre. Hosted accommodation in Frinton on Sea. No Subs.
Travel:	Return travel included to and from Frinton at beginning and end of the contract. A van and fuel allowance will be included whilst at Frinton.