

RECRUITMENT PACK

FREELANCE PRODUCTION MANAGER

FEBRUARY 2023



**LONDON
INTERNATIONAL
FESTIVAL OF
THEATRE**

ABOUT LIFT

LIFT, London's international festival of theatre, takes place every two years. At LIFT we understand that difference makes us stronger, so we work to share diverse and international perspectives. We bring artists and audiences together for necessary conversations and essential cultural experiences. The theatre we offer is compelling, meaningful, provocative, excellent, topical, and unlike anything you will find elsewhere. We take risks, introduce new artistic forms and ideas, and offer new ways of experiencing art.

Every two years, LIFT presents a festival full of daring and relevant culture, international voices, and unforgettable theatre. LIFT is the essential link between leading international artists, London, and the UK. We create communities around ideas and projects, and we connect leading artists to locals, at home and abroad. Together, we make incredible art happen.

We are full of ambition, joy, and thoughtfulness, and we love London. LIFT is a charity based in Toynbee Studios in East London with an average two-year turnover of £2 million.



FREELANCE PRODUCTION MANAGER

Job title:	Freelance Production Manager
Reports to:	Artistic Director/CEO
Working relationships:	Creative Producer, Executive Director, Head of Finance, General Manager
Fee:	£19,525 (£275/day).
Contract:	18 Months distributed across 2023 and 2024 in a freelance contract worth £19,525. You will be expected to deliver this work in a hybrid fashion, working at times remotely, in office and on site. Phase 1 Planning and Budgeting 6 days during April-July 2023 Fee: £1,650 Phase 2 Pre- Festival Production Sept 2023 – Dec 2023 10 days Fee: £2,750 Phase 3 Production 55 days full time between April – June 2024 inclusive (5 days a week) Fee: £15,215
Location:	London - LIFT HQ is based at Toynbee Studios .
Closing date:	5 March 2023
Interview date:	Week commencing 13th March (exact date to be decided)
Anticipated start date:	April 2023

ABOUT THE ROLE

The freelance Production Manager will have overall responsibility for planning and execution of production and technical elements of LIFT's activity of work over the next 18 months. We expect 2 live projects in 2023, with preparation and planning for up to 15 productions for LIFT 2024, which is due to take place over 4 weeks in June 2024.

LIFT produces events in venues and outdoor spaces ranging in capacity from 50 – 6,000 in iconic locations, site specific and found spaces across London. You will support with everything from venue-finding, site design to council liaison, procurement, and on-site production management.

The Production Manager will work collaboratively and strategically with other functions at LIFT (artistic, producing, finance and general management) to ensure the successful delivery of high-quality work that reflects and promotes the industry-leading standard of the festival production work at LIFT.

You will build and hold production budgets for the emerging LIFT 2024 festival productions including equipment and staffing, maintaining the account ledger for the production department, and effectively reporting as required at production meetings and with LIFT team members.

You will work with visiting companies on the technical requirements for shows, and working closely with venue production staff for shows taking place within partner venues. You will take the lead on all aspects of the production install, de-rig and technical management of any planned outdoor performance spaces.

We hope you will support the running of regular production and planning meetings and take ownership of the schedules for the festival to ensure the smooth running of all events taking place.

ROLE DESCRIPTION

Festival Delivery

- Ensure the production, technical and health & safety elements of LIFT 2024 are delivered to the highest standard, producing and monitoring risk assessments with LIFT producers
- Co-ordinate the hire, delivery, install and return of any additional kit required, monitoring expenditure, and chasing suppliers where required
- Be responsible for the health and safety for the festival and ensure that all staff and external contractors follow Health & Safety rules and provide RAMS and other documentation as required
- Interrogate production and operational processes and implement sustainable improvements, in line with LIFT's Environmental Policy to achieve a positive environmental impact
- Support the General Manager in monitoring of environmental data for LIFT submission to Julie's Bicycle, Arts Council and for internal measuring
- Manage a team of freelance production crew and work effectively and considerately with local crew
- Support the creative producer on live event design, in consultation with the Artistic Director and Exec Director and to prepare and maintain accurate and up-to-date scale site maps (using CAD)
- Lead on appropriate contingency and weather management plans of the festival

Pre-Production

- Offer appropriate production and technical support to visiting artists & companies, acting as the first point of contact for artists' technical queries
- Liaise between visiting companies, technical departments, and external contractors to ensure technical requirements for shows are understood, communicated to all, and executed with good planning
- Carry out 'recces' of incoming performances at other venues
- Attend and co-lead (with the Creative Producer) production meetings
- Attend artist works and productions, occasionally abroad to better understand the work before it comes to LIFT
- Attend LIFT organisation meetings such as team meetings, Greenlighting, Timing and Scheduling as and when required

Budgeting

- Maintain the Production budget and keep the Creative Producer updated on any changes and forecast variants through the regular budget reports
- Work closely with the Head of Finance and General Manager to reconcile and finalise all production budgets post festival

Team Relationships

- Work closely with the Creative Producer on production planning, budgeting, infrastructural management and health and safety procedures
- Work closely with the General Manager who holds the store inventory, and will support on admin around licensing applications, travel, and visa requirements
- Work closely with the Artistic Director CEO and Exec Director to ensure projects are delivered in line with LIFT's artistic and strategic visions
- Work closely with on the ground production crews, technicians and staff in the context of live productions

Any other duties as reasonably required.

ABOUT YOU

We are looking for a skilled production manager who can manage people, work across cultures and deliver LIFT's ambitious and high-quality presentations and commissions. You'll hit the ground running over the next 18 months in a freelance capacity, with structured engagement that increases as LIFT 2024 approaches.

This role is ideal for an experienced production professional with technical knowledge; someone who loves the dynamic and varied environment of live events and festivals. The role will see you working in a huge variety of spaces both indoors and outdoors. This is an exciting opportunity to work in a stimulating, dynamic environment, engaging in a high-profile festival delivered in partnership with international artists and companies and with London's leading cultural partner organisations.

We actively encourage you to apply if you are female or ethnically diverse, D/deaf, disabled, neurodivergent and/or working class.

PERSON SPECIFICATION

Essential

- A proactive leader with demonstrable experience of production management of temporary venues, outdoor spaces, festival, theatre, or event environments
- Excellent project management skills and experience coordinating of several projects simultaneously
- A passion for developing and enabling complex and unique live theatre projects
- Budgeting experience and the ability to demonstrate excellent financial control.
- Ability to interpret, understand and explain technical plans and diagrams, including CAD
- Knowledge of Health & Safety legislation and procedures in an outdoor performance context
- Experience of writing RAM's and license applications
- Knowledge and understanding of rigging and operating lighting, sound, and AV equipment
- Ability to interact, liaise, negotiate, and communicate with a broad range of people, both internal and external, in a professional and ethical manner
- Experience of leading and managing a technical team
- Dedicated and committed with excellent focus and organisational skills, including attention to detail.
- Ability to create detailed schedules for technical rehearsals, performances, and staffing.
- Excellent communicator with the ability to demonstrate and communicate enthusiasm and professionalism in all aspects of the role.
- A proven track record of a high level of credibility within the industry that includes a good reliable network of contacts in terms of suppliers, crew, technicians and more.
- Experience working with artists to deliver commissions and world premieres.

Desirable

- A knowledge of and interest in environmental practices & sustainability, e.g., Theatre Green Book standards
- Technical skills enabling set up of event infrastructure when working closely with crew
- First Aid qualification.
- Familiar with the latest relevant regulations regarding the preparation and staging of outdoor events.
- Experience of touring work to other locations or welcoming artists into venues or festivals here in the UK and/or internationally.
- A second language is an asset, but not a necessity.

Personal aptitude

- The ability to be solutions focused and solve challenges calmly in high pressure situations
- An interest in people and the ability to connect and work with a wide range of people, both in terms of artists, partners, and audiences
- The ability to work productively and empathetically across cultural difference. LIFT works with artists around the world and often production processes differ from those that are commonplace in the UK
- A communicative and collaborative worker
- The ability to multi-task and to work flexibly within an often-changeable environment

HOW TO APPLY

To apply for the post, please send:

- an up-to-date CV
- a cover letter of no more than one page, or a video of no more than two minutes, explaining why you are excited about this role, why you are excited to work with LIFT, and why you as a person and your skills are a good fit for this role
- a completed [Equal Opportunities Monitoring Form](#)

...to recruitment@liftfestival.com with 'Production Manager' in the subject line.

Timeline Reminders

Closing date:	5th March
Interview date:	Week commencing 13 March (exact dates to be decided)
Anticipated start date:	April 2023 - please indicate whether you have any availability issues in the desired work periods

We will review all applications and ask short-listed applicants to complete a task before attending a video call interview with two members of the LIFT team. We will respond to all applicants to let you know if you have been successful or not.

LIFT is committed to be a truly inclusive organisation - from our Trustees and team members to our audience and participants.

We are actively engaged in inclusion, diversity, intersectionality, and anti-racism training and planning. Our ambition is to work together to promote a more inclusive environment, attracting the diverse pool of talent and experience we want to see in our organisation, on our Board, in our work and across the cultural and creative sector.

We strive to treat all job applications equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexuality, or any other equality characteristic.

During recruitment, the selection panel will be short-listing based on what qualities, skills and experience you may bring to the role. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010.

Your personal data will be removed from your application documents before the panel reviews them.

LIFT offers expenses for any travel required for in-person interviews.



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