

Production Manager Job Description (Production specific, not festival wide)

2023-24

About the role:

LIFT is looking for an experienced Production Manager to lead on all production elements of a newly commissioned artwork with international artist partners, for the upcoming festival in June 2024.

About the work

The production will be a multidisciplinary project that blends physical production, filmic content, soundscape, and culinary exploration. LIFT are looking for someone with experience working on ambitious live projects that span these artforms, or similar.

TIMELINE

Application Deadline: 17th November 2023

Interviews: Afternoon of 22nd November 2023

Contract Start Date ideally: 27th Nov 2023

Prior to Dec 1st: 1 x meeting with the Artistic Team, 1 x meeting with LIFT/Venue, compiling of current technical info for first draft of technical specifications to send to Venue.

Jan and May 2024, approx. once weekly: Attend and co-lead production meetings, where needed.

Jan 11th: Updated Specifications to Venue.

Feb 10th: Specification Finalised and distributed.

March: Planning and scheduling, as necessary.

April 1st -May 6th: Contracting of crew, managing set build, overseeing content creation, finalising venue equipment and hires, as necessary.

May 8-10th: Oversee management of rehearsals with Stage Management team.

May 30th – June 5th: Oversee install at production venue.

June 6th – 10th: Oversee venue rehearsals and contingency time for tech install.

June 11th – 14th: On call for Performance days.

June 16th – 19th: Oversee the get out and movement of set to storage.

21 days total. 14 x in person days (some on-call only) and 1 week remote.

Fee: £3500 (14 x days at £200/day and 1 x week at £700) inclusive of VAT if applicable

JOB DESCRIPTION

Pre-Production Period

- Liaise between the company, partner venue and LIFT to ensure the technical requirements for shows are understood, communicated to all, and executed with good planning.
- Conduct site visits where necessary.
- Attend and co-lead (with the LIFT PM) production meetings.
- Create a detailed production schedule for the effective delivery of the work at partner venue.
- Develop and distribute a risk assessment for the work to all relevant parties in good time, including method statements where necessary. Ensure that the venue has signed off on these documents when needed.
- To collate all technical and show run information and develop a technical specification for the work, including plans, when possible, to be distributed to all relevant parties including future touring venues where necessary.
- To advise on the design development of the set, technical systems (including Sound, Lighting and AV) to keep feasibility, affordability, and sustainability central to the process through to delivery.
- Working to Tier 2 of The Theatre Green Book when reasonably possible.
- Manage (in partnership with the LIFT production team) the ordering and build of all props, set pieces, and costume items where needed.
- Recruit (with the support of the LIFT team) suitable technical crew for the rehearsal, install, delivery and get out of the work.

Budgeting

- Maintain the Production budget and keep the LIFT Production Manager and Creative Producer updated on any changes and forecast variants through the regular budget check ins.
- Aid the consolidation of the budget at the end of the project, providing all relevant budget sheets, invoices, and receipts.

Delivery

- Ensure the production, technical and health & safety elements of the work are delivered to the highest standard, monitoring risk assessments with venue and LIFT team where necessary.
- Co-ordinate the hire, delivery, install and return of any additional kit required, monitoring expenditure, and chasing suppliers where needed.
- Be responsible for the health and safety for the work and ensure that all staff and external contractors follow Health & Safety rules, distributing RAMS and other documentation as required.
- Supplying any 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.

Team Relationships

- Represent LIFT to external clients, uphold LIFT's values and always acting in a professional, friendly and collaborative manner.

SKILLS & REQUIREMENTS

EXPERIENCE

- Prior Experience of Production Management for Live events &/or exhibitions- 3+ years.
- Good technical understanding of the fundamentals of lighting, sound and video equipment and a proven understanding of construction of sets and building materials.

PERSONAL

- Organised and good manager of teams.
- Good communicator.
- Calm under pressure.

DESIRABLES

- Experience of Production Management for the debut of a new work.
- AV experience including the programming and operation of QLab for sound and video.
- Coding/AV/Digital interaction experience and access to wider tech network.
- Experience of using CAD and editing digital plans.
- Good knowledge and prior experience of following The Green Theatre Book guidelines for sustainable productions and touring.

Further Information

Each application will be judged specifically against the essential and desirable criteria; please ensure you address all the mentioned points to give yourself the best chance of progression.

If you would like to have an informal, confidential conversation about aspects of the role, please contact recruitment@liftfestival.com to arrange a phone call.

LIFT is committed to being a truly inclusive organisation – from our Trustees and team members to our audience and participants. We treat all job applications equally, regardless of race, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds.

Our offices are wheelchair-accessible; please contact recruitment@liftfestival.com or 0207 968 6800 if you wish to discuss any access requirements ahead of making an application. LIFT will reimburse travel expenses up to £25 to in-person interviews for all candidates. If your travel is likely to cost more than this, please contact recruitment@liftfestival.com to discuss options.

Our organisation has a flexible and adaptive environment that allows our small, dedicated team to flourish. We are open to discussing the possibility of reduced hours, remote working, flexible start and finish times, or compressed hours. We will explore this with candidates at interview stage.