



Production Manager

Job description

Scope of post

To support the creation and touring of the company's artistic programme through overseeing, managing and coordinating all aspects of Candoco's production and technical needs.

Location

The postholder will work from the company's office base in North Islington, its current rehearsal studio and storage facility at Aspire in Stanmore, and on tour in the UK and abroad.

Working relationships

Responsible to: Programme and Touring Producer

Responsible for: Freelance technicians

Close working relationships: Assistant Producer (Programme and Touring), Artistic Co-Directors, Rehearsal Director and Tour Manager, Learning Producer, Assistant Producer (Learning), company dancers

Responsibilities

Production

- Supporting the company's commissioning and production activity, liaising with artistic collaborators to ensure work being created can both be produced within budget and recreated successfully on tour
- Supporting production designers in realising their designs, arranging for additional production support and services as may be required to ensure designs are achieved as expected and in good time for production periods, e.g. set construction, costume making
- Arranging and leading regular production meetings at mutually convenient times for choreographers, artistic collaborators and the company's producers and Artistic Co-Directors

- Preparing technical specifications for each commission or project
- As and when agreed, designing lighting plans for one-off projects or performances created by the Learning team or small projects with Candoco Artists

Touring

- Advising the company's Programme and Touring Producer on the suitability of potential tour venues, undertaking venue recces as and when required
- Technical liaison with tour venues, including issuing technical specifications, preparing LX plans, agreeing technical schedules
- Overseeing get-ins, technical sessions, the smooth running of performances and get-outs whilst on tour, acting as the lead point of contact for venue technical teams and for front of house management
- Operating sound and or LX during performances as required
- Booking freight, transport and travel as required in order to meet touring schedules, liaising with the Assistant Producer (Programme and Touring) to ensure accommodation requirements are known and touring party logistics are well coordinated
- Ensuring artistic standards are maintained at tour venues and locations through close dialogue with the company's Artistic Co-Directors and Rehearsal Director
- Advising the Assistant Producer (Programme and Touring) on call requirements for company dancers on tour so that weekly schedules issued to company dancers are comprehensive and accurate

Staff management

- Recruiting and managing the work of freelance technicians, ensuring there are a pool of technicians capable of supporting the company's production and touring requirements

Studio management and technical storage

- Managing the storage and maintenance of the company's technical equipment and production assets, including PAT testing
- Scheduling the regular testing of all equipment and fixtures at the Candoco studio, liaising with staff at Aspire as and when required
- Liaison with incoming groups, artists and companies regarding their use of the equipment and space at Aspire

Health and Safety

- Compiling risk assessments for all aspects of the company's artistic programme

- Ensuring the Health and Safety is maintained of freelance technicians, dancers and company staff during all production periods and whilst visiting touring venues and locations
- In liaison with the General Manager, ensuring the company complies with all legal requirements concerning Health and Safety, at both the Candoco studio and the company office

Financial management

- Managing designated budgets, reporting on and reconciling all expenditure against nominal ledger reports, petty cash and credit card records

Other

- Such other duties as may be directed by the Programme and Touring Producer, Executive Director or Artistic Co-Directors

Joint Team Responsibilities

- To act as an advocate for Candoco Dance Company at all times
- To give due consideration to Equal Opportunities in all aspects of work, e.g. access for disabled people, fair recruitment procedures, artistic programming etc
- To give due consideration to Environmental Sustainability in all aspects of work, e.g. ensuring minimum waste, using appropriate transport etc
- To actively contribute to generating income for Candoco Dance Company, e.g. through encouraging contacts to donate to the company, proposing new income streams or potential areas of growth etc.

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Person specification

Essential

- Proven experience as either a production manager with a touring company or a senior technical post within a venue where the performing arts are presented as a significant part of the programme
- Significant experience in liaising with creative teams and leading the realisation of production requirements
- Significant experience in managing all aspects of repertoire and production touring, ideally both within the UK and internationally
- Excellent people management skills and the ability to both motivate freelance personnel and work as part of a collaborative team
- Experience in drawing-up production schedules and running production periods
- Either a sound or lighting specialism, allied with a keen interest in all production and technical areas
- Experience using CAD and the ability to generate LX and technical plans for four venues
- An excellent understanding of current Health and Safety requirements
- The ability to manage budgets effectively, with a clear understanding of financial processes
- A full current driving licence
- A commitment to sustainability and the reduction of the company's environmental impact
- A commitment to inclusive practice and the artistic ambitions underpinning Candoco's programme

Desirable

- Experience touring with a dance company or working at a venue specialising in dance presentation
- First aid training

Production Manager

Terms and conditions

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| Annual salary | £31,000 |
| Pension | Candoco makes a 5% employer's contribution into a Qualifying Pension Workplace Scheme. Employees can make additional voluntary contributions which are deducted from salary payments. |
| Hours per week | 37.5 hours per week, to include evening and weekend working as required. Overtime is not paid, but Time Off In Lieu (TOIL) can be taken by agreement. |
| Working locations | <p>In London, the postholder will work from the company's office base at 2T Leroy House, and the company's studio at Aspire in Stanmore and such other rehearsal or performance facilities as may be arranged.</p> <p>Touring is an integral element of the Production Manager's role. This will include frequent travel to other parts of the UK and to international destinations.</p> |
| Annual leave | 25 days plus public holidays. |
| Probationary period | Appointment will be subject to a three month probationary period. |