

Production Manager Job Description

Responsibilities Pre-Production

- Liaise with creative team members regarding technical requirements, equipment, music, set, props and costumes
- Visit venues to establish stage set ups and available equipment
- Point of contact for venue production staff
- Oversee set building and costume / prop making and purchasing
- Manage budget for tech/props/costumes in liaison with Artistic Director
- Manage PRS rights applications
- Inform the Associate Producer of any equipment or travel insurance requirements.
- Create detailed tech schedules for venue bookings, allowing sufficient time for get-ins, get-outs and performances
- Liaise with venues to ensure all tour and technical information is communicated.
- Work with the Artistic Director and Associate Producer on the recruitment of additional production team members
- Book van hires

Production

- Co-ordinate the production process, including day-to-day management of the production and technical budgets
- Manage the communication process between the rehearsal room, designers and others as required
- Manage and support any additional members of the Stage Management/Technical Team
- Ensure the rehearsal room and store areas are prepared, stocked and maintained, including marking out and putting the setup, buying refreshments etc
- Create Production Week schedules in liaison with the Director and creative team
- Run Technical Rehearsals, as necessary
- Inform the Artistic Director of any holiday pay, overtime and extra payments due to production team members, on completion of contracted dates
- Manage and co-ordinate the get-ins and get-outs at venues
- Ensure that all returns are completed, and paperwork filed at the end of the production's run and the set, costumes and props are either returned, recycled, stored or sold, as directed

K N I G H T S
T H E A T R E

- Drive company van and/or hire vehicles and be responsible for ensuring they are maintained whilst on tour
- Manage and be responsible for the safe transport of the set, props, costumes and any technical equipment necessary for the show, including responsibility for the van pack, loading and unloading, etc
- Manage and maintain stock levels of consumables and be responsible for the maintenance of set, props, costumes, and any technical equipment on tour and organize the completion of any specialist repairs as required
- Complete weekly time sheets
- Manage touring petty cash and reconcile receipts with the Artistic Director/General Manager
- Operating lights, AV and sound for each performance, where applicable
- Liaise with the Artistic Director/General Manager on production risk assessments
- Take the appropriate actions required to minimise risk for all aspects of the production from the R&D and rehearsals to the production on tour. Report accidents and incidents as appropriate
- Be responsible for implementing the company's Health and Safety policy for all productions
- Organise company storeroom, & set store, in liaison with staff team

KNIGHTS
THEATRE