

TEMPORARY PRODUCTION MANAGER
from mid / late January to the 7th April 2018



The Everyman & Playhouse

The E&P is a local artistic force with national significance and an international reputation. Our two theatres are united by our passion for our art-form, our love of our city and our unwavering belief that theatre at its best can transform lives.

Our mission is to reflect the aspirations and concerns of our audiences, to dazzle and inspire them, welcome and connect with them, nurture the artists within them and fuel their civic pride. Wherever these connections happen – whether in our theatres, in the community, in schools, or outside Liverpool – we hope to ignite the imagination, explore what it is to be human and always to exceed expectation.

“The Everyman provided me and many others with the courage to follow our dreams and pursue a career in theatre. Now it can do the same for a whole new generation and act as a creative heart in the city.”

David Morrissey

Our Work

The opening of the new Everyman in 2014 propelled us into a new and exciting era. The new theatre opened up many possibilities for artistic development and experience; for participation and involvement, and for building our relationship with a wide range of audiences. With the two theatres now reunited, there is an opportunity for the programme at each venue to complement the other in new ways, and across the two very different theatres – one a 400-seat thrust, the other a 670-seat proscenium – for us to produce and present the richest range of work for the widest audience.

Our Young Everyman Playhouse programme (YEP) is much more than a youth theatre, it is a ground-breaking, multi-disciplinary talent development programme. We have profound relationships in the communities of Merseyside, nurtured through an extensive and innovative outreach and education programme, and believe passionately that the creation, delivery and experience of the highest quality theatre must be open to all.

The Future

As both theatres embark on an exciting new chapter in their illustrious histories, we intend to build on the exceptional track record of recent years, seize the possibilities we have created, and build a dazzling future for these theatres, their artists and their audiences.

With an eye on the changing landscape of theatre, we are delivering a new artistic model that will increase our creative autonomy, connect even more strongly with audiences and, as part of the holistic development of our overall business model, enhance the E&P’s financial resilience.

The season of productions to be performed by the resident acting company at the Everyman in 2018 has been announced. The Company will comprise of 14 actors, performing in 4 productions over five months. Building on the success of *Fiddler on the Roof*, we’ll open the 2018 season with another classic Broadway show: Lerner and Loewe’s musical *Paint Your Wagon*.

There’ll also be an adaptation of Anthony Burgess’ dystopian novel *A Clockwork Orange*, a contemporary production of Shakespeare’s *Othello* and a re-imagining of Henrik Ibsen’s *Peer Gynt*, relocated to 20th Century Liverpool by writer Robert Farquhar. At the Playhouse, high quality visiting work will take to the stage to bring some of the finest storytellers and theatre – makers to visit the city as part of our residencies’ programme.

The Role



We seek a Production Manager with strong technical stage skills to assist the Theatres' resident Production Manager with the delivery of the initial stages of the Everyman Company Season, and as required, with the delivery of the Playhouse Residencies in Spring 2018.

The contract will run from mid / late January to the 7th April 2018, and the role may be offered as a fixed term, full time employment contract, or as an engagement on a self-employed basis.

The Production Manager will report to the E&P resident Production Manager and will assist with the coordination and delivery of productions throughout the Company, Residencies and YEP programmes. They will support the efficient delivery of events and hires throughout the theatres' commercial programme and ensure the highest level of health and safety applies across all technical activities. Main Duties will include:

Artistic Programme

- Supporting the resident Production Manager to facilitate the vision of the creative teams within existing resources
- Ensuring that technical liaison with Company co-producing partners and Residencies partners facilitates high quality delivery and effective use of resources
- Supporting the delivery of the YEP programme and productions, working collaboratively to ensure that learning opportunities for skills development programme participants are fully integrated into the delivery of the artistic programme

Commercial Programme

- Facilitating the delivery of events and hires
- Providing technical advice to commercial clients to ensure highest production standards
- Planning deployment of resources to ensure the most cost effective delivery of clients requirements

Production Management

- Supporting the resident Production Manager to co-ordinate the activities of all technical departments in the delivery of the production programme, to ensure that all rehearsal and performance requirements are met
- Ensuring stringent cost control of production budgets at all times
- Producing technical design information, CAD plans and 3D visualisations for distribution to creative teams and LMTT departments
- Assisting with the effective deployment of in-house and casual staff to realise the production programme
- In agreement with the resident Production Manager, procuring high quality and cost-effective services from external suppliers and supervising and monitoring the work of suppliers during the production process

Health and Safety

- Ensuring all production related activities comply with all relevant regulatory or licencing requirements and ensuring that the requirements of the CDM 2015 regulations are fully met for all phases of the production process
- Proactively monitoring all production related activities and reporting any safety or performance issues in line with the Theatres' policies and procedures
- Maintaining high levels of health and safety at all times and ensuring all relevant Health and Safety documentation for artistic and commercial programme activities has been completed in good time and are regularly reviewed as required

The successful applicant will have:-

- Extensive experience of production management in theatre.
- Be able to demonstrate a broad knowledge of technical theatre and technical skills.
- An excellent working knowledge of current Health and Safety legislation and best practice.
- Proven ability to manage several projects simultaneously, meeting artistic and financial targets and deadlines.
- Proven production budgeting and financial management skills.
- High standard of verbal and written communication skills.
- Excellent I.T. and administrative skills, including the use of CAD to generate production, construction and working drawings and 3D visualisations
- Understanding of stage installation and scenic construction

The Theatres are committed to the safeguarding of children and people to whom we have an enhanced duty of care, and therefore may at their discretion require any member of staff to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS), depending on the activities they are carrying out.

Remuneration

The fee or salary will be dependent on experience, but will be equivalent to between £25 000 – £30 000 per annum, pro rata; where relevant, expenses / subsistence will be payable.

To apply

Please send a current CV, with a covering email recruitment@everymanplayhouse.com to tell us your reasons for applying for the post; how your experience and skills support your application and any other information you believe is relevant, by 9.00am on Friday 12th January 2018.

If you would like to have an informal conversation about the role, please call Victoria Adlard, Head of Administration on 0151 706 9113.

For more information about the organisation please visit www.everymanplayhouse.com



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