



Production Manager Recruitment Information



WELCOME
FROM OUR CHIEF EXECUTIVE



Thank you for your interest in the role of Production Manager at Theatre Hullabaloo.

Since 2017 the organisation has continued to evolve. We now present the very best children's theatre from across the world and run a year-round Creative Play facility as well as a host of family participation activity at The Hullabaloo.

Outside the venue we deliver a major regional family festival and provide content to other festival events across the North East. We also make and distribute baby play packs, run artist development programmes, deliver pioneering socially prescribed creative play workshops, project manage programmes for Tees Valley Creative Education Partnership, and are now delivering a suite of creative offers in Family Hubs across the South Tees.

Following an uplift in our Arts Council England National Portfolio funding, and a series of successful developments in other areas of our work, we are set to turnover £1.4m in 2024-25 and employ more people to work on more activities than ever before.

The role of Production Manager will be central to our production team. The Production Manager

supports on all technical and production aspects for the organisation, as well as overseeing general building and equipment maintenance in collaboration with the Senior Production Manager. The role also supports on the organisation's monitoring of environmental impact and has technical oversight of all touring productions, installations and any activity that takes place in the community.

Please note that the deadline for applications is Monday 13 May 2024, 12 noon.

This application pack gives you an overview of Theatre Hullabaloo and the Job Description.

If you would like to discuss the role, please email Senior Production manager Ali Rigby-Roberts technical@theatrehullabaloo.org.uk or call us on 01325 405680.

We look forward to receiving your application.

Ben Dickenson, Chief Executive



★ ★ ★ JOB SUMMARY



Job Title	Production Manager
Reporting to	Senior Production Manager
Salary	£27,270 per annum, on a pro rata basis
Hours	30-40 hours per week
Location	The Hullabaloo, Darlington, DL1 1SG
Contract type	Permanent, part time or fixed term contract
Annual leave	35 days holiday per annum including Bank Holidays on pro rata basis
Notice period	3 months
Probationary period	6 months



Terms and conditions

Full terms and conditions, including holiday entitlement and pension arrangements, are detailed in the Staff Handbook.

Freelance and flexible working options will be considered as an alternative to PAYE employment.

Contracted hours are negotiable between 30-40 hours per week, upon completing a successful application process.

OVERVIEW

The Production Manager supports on all technical and production aspects for the organisation, as well as overseeing general building and equipment maintenance in collaboration with the Senior Production Manager. The role also supports on the organisation's monitoring of environmental impact and has technical oversight of all touring productions, installations and any activity that takes place in the community.

Led by the Senior Production Manager, the role leads the production department for the organisation, collaborating with the programming department to develop and deliver Artistic content led by the Artistic Producer internally and externally. The role reports to the Senior Production Manager and line manages and monitors the day-to-day workload of the Technical Assistant.



★ ★ ★ KEY RESPONSIBILITIES

Key responsibilities

- Support the Senior Production manager in the provision, control, maintenance and renewal of all technical and production equipment, including PAT testing in the building, festival, external sites/installations and touring productions
- Rig and operate sound, lighting and AV equipment within the building and externally
- Be proficient in the drawing of technical plans / specifications, including creating technical specifications and liaising with visiting artists/companies and touring venues as required by the Senior Production Manager
- Support the Senior Production Manager on all technical and production aspects for all Theatre Hullabaloo projects, on and off site, including external sites/installations, festival and in-house and touring productions
- Make and/or source props, costumes and items of scenery alongside the Artistic Producer
- Coordinate the maintaining of technical records, inventory of equipment and asset register
- Support the Senior Production Manager in maintaining the organisation's technical assets, sets, costumes etc in best order in the storage facilities
- Welcome and support visiting companies working in the building, assisting with all technical queries and supporting any access requirements including get-in and get-outs. Leading on access and environmental plans. Guiding them into the dock area, showing them to the dressing rooms and external accommodation as required
- Ensure the smooth installation of creative play installations, including being involved in the planning of the installations and having oversight of the risk assessments and build schedules and monitoring the safety checks and manual created by the Senior Production manager
- Lead Theatre Hullabaloo's performing companies on tour, including management of the touring teams whilst on the road, driving of vans, oversight of get-ins and get-outs and coordination of the touring accommodation and keeping to tour schedules
- Support the Senior Production Manager on development of technical plans for Theatre Hullabaloo on tour
- Support the Senior Production Manager in ensuring the smooth development of Theatre Hullabaloo's touring sets, including being involved in their planning and development and supporting freelance Designers by having oversight of risk assessments, build schedules and build outsourcing

KEY RESPONSIBILITIES



Building management

- Support the General Manager in ensuring the actions of the team are safe, secure, and compliant with all relevant legislation including the buildings Health and Safety policy, to minimise risk to the public, staff, volunteers, and contractors
- Act as deputy for the Senior Production manager, ensuring the smooth operation of all public performances within the building including leading on staff management on Saturdays and to liaise with visiting artists/ companies alongside the Programme Officer
- Support the General Manager with liaising with Hippodrome staff around maintenance of the building by reporting any repairs or maintenance needed to the Senior Programme Manager
- In line with Hippodrome Duty Management, where necessary act as Fire Marshall and carry out all relevant fire safety procedures and measures relating to the licensing of the building
- Be an accredited First Aider

Strategic development

- Contribute to the delivery of Theatre Hullabaloo's business plan, including implementation of the strategic plan and regular review in light of its artistic goals, financial objectives, industry trends, the market environment, and performance of the organisation
- Work with the senior leadership team to develop, deliver and monitor the Environmental impact and organisational policy/influence
- Support commissioned artists to assess the environmental impact of making and encourage sustainable procurement. Implementing the green book across all departments within the organisation
- Act as Environmental Champion for the organisation, supporting the monitoring and reporting against the environmental sustainability objectives (overseen by the Chief Executive Officer)
- Organisational lead for the production department in organisational meetings and any external meetings with partners and artists/companies

RESPONSIBILITIES OF THE ROLE

Operational & staffing

- Be proficient in using Artifax or a similar system and lead on the input of relevant technical information including get-in and get-out timings for the Production department, in line with the Hippodrome's policies and procedures
- Support on the negotiations and completion of the production deal sheet for any activities/events/shows for visiting artists/companies and Festival content supported by the Senior Production Manager
- Line Management and monitoring of workload of the Technical Assistant

Manual handling and driving requirements

- Must have a current and valid UK driving license
- Driving a van as required to go to external venues/storage (such as when on tour or for external installations)
- Heavy lifting may be required as part of this role

General

- Act as an advocate for the company, communicating enthusiastically and confidently about our work
- Work in line with the company's mission, vision and values
- Offer a high level of customer and audience care at all times
- Be available to work occasional evenings and weekends when required along with a handful of meetings and company commitments throughout the year
- Adhere to Safeguarding and Health and Safety procedures at all times
- Carry out all other duties as reasonably requested to help the company achieve its objectives

Additional

Theatre Hullabaloo is an equal opportunities employer and we are committed to attracting and recruiting candidates from all communities

- As a family-friendly organisation, working hours can be flexible
- Holiday entitlement: 35 days per annum (including public holidays) pro rata
- No overtime is payable but Flexi/TOIL may be taken in agreement with your line manager

All other duties as reasonably requested by the Senior Team and the Board of Trustees

PERSON SPECIFICATION

Essential Criteria

	Application	Interview
Approx. 3 years' experience working in a venue/theatre, technical/production department/touring company or similar	✓	✓
Experience of working under your own initiative, as part of as team, to deliver theatre or other arts-based production and technical projects from start to finish.	✓	✓
Demonstrable hands-on technical experience in the safe operation of rigging, hoists, building and striking sets, staging and preparing theatre spaces for performances and events	✓	✓
Demonstrable knowledge of sound and lighting systems including rigging and operating AV equipment	✓	✓
Demonstrable Health and Safety Knowledge and experience of protocols	✓	✓
Experience of interpreting technical guidance, legislation, policy or procedures to give recommendations and advice	✓	✓
Demonstratable experience in provision, control, maintenance and renewal of technical and production equipment	✓	✓
Experience leading a theatre or similar arts-based production on tour and the management staff members / artists	✓	✓
Experience in building management and Health and Safety expectations	✓	✓
Current UK driving license	✓	
Experience in manual handling (heavy lifting)	✓	
Have an Enhanced DBS (we will process this for you if you do not have one)	✓	

PERSON SPECIFICATION

Desirable Criteria

	Application	Interview
Experience of working within the arts/theatre sector and with children and young people	✓	
Experience of meeting and greeting artists and liaising with visiting companies on technical plans	✓	
Experience in sourcing materials for theatre productions or installations and advising on their suitability with technical / production knowledge	✓	
Experience in lighting, sound or production design, or of working in close collaboration with designers	✓	✓
Technical / Production experience in managing / working on a Festival or similar outdoor event / activity	✓	✓
Experience in the installation of exhibitions, or similar site-based installations, such as creative play spaces, including the management and oversight of the installations	✓	✓
Experience of budget management	✓	
Experience in Line Management	✓	✓
Be proficient in the drawing of technical plans / specification (training can be provided)	✓	
Accredited first aider (training can be provided)	✓	
Fire Marshall experience (training can be provided)	✓	
PAT test qualification or experience (training can be provided)		
Knowledge and experience in strategic development of an NPO or similar charity		✓
Knowledge and interest in environmental impact and sustainability		✓
Knowledge of Artifax or similar system		✓
Knowledge of Theatre Hullabaloo	✓	✓
Knowledge of safeguarding and child protection		✓

MISSION, VISION & VALUES



Our Vision:

A world where art and creativity for children is as brilliant and inspiring as they are and is a fundamental part of everybody's childhood.



Our Mission:

Theatre Hullabaloo champions the rights of children to art and creativity as an irreducible part of child development.

We do this by making, presenting and advocating an inspiring and ambitious programme of theatre and play which is accessible to all children and families and speaks to all stakeholders in childhood.

Our Values: Theatre Hullabaloo is...



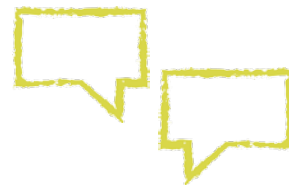
Bold

We are artistically ambitious for our audiences and take risks in the ideas, stories and forms that we use to make meaning of our world.



Imaginative

We celebrate the power of the imagination to make positive change. Imagination is magical, it stimulates creativity and innovation.



Collaborative

We believe that we can achieve more when we develop ideas collaboratively, engage with a broad range of voices and make space for everyone to contribute.



Accessible

We are passionate about the rights of all children and families to have the best possible experience of our work, to feel invited and able to participate and to be fully represented in that work.



Child-Centred

Children are at the heart of everything we do.

*** EQUALITIES STATEMENT

Theatre Hullabaloo is committed to promoting equity and inclusion in all areas of our work; from the way we deliver our activities to the recruitment and support of the people we work with. We aim to treat people fairly and work hard to address and eliminate all forms of discrimination.

Our work reaches a wide range of children and families from diverse ethnic and socio-economic backgrounds, who are both disabled and non-disabled, and who have a range of lived experiences. We seek to reflect this diversity within our staff team.

We welcome applications from people from the widest possible diversity of background, culture and experience.

Potential applicants are welcome to contact us for an informal conversation regarding any access needs related to the application process.



APPLICATION PROCESS

To apply please complete the online application form found via the **Airtable** link below:

<https://airtable.com/appdgEioBusgqEMqg/shrf4MzvmLLd2tbcF>

A downloadable Word document is also available on our website - if using the word document, please email this to info@theatrehullabaloo.org.uk

We want to help applicants to fully represent what they can offer the organisation, so if you feel our application form isn't the best format for you, please contact us so that we can give you access to what you need to apply or attend for an interview.

We will also accept video applications (no longer than 2 minutes) or an audio file (no longer than 2 minutes). Please answer the questions on the application form in your video or audio file and send it to info@theatrehullabaloo.org.uk

Theatre Hullabaloo is an Equal Opportunities Employer and recognises the importance and advantages of diverse workplaces and communities. In order to address under-representation and diversity in our staff team and Board, we particularly welcome applications from those who identify as being from an alternative background to White British, for example those who identify as global majority, those who identify as LGBTQIA+, or are d/Deaf or have a disability.

Any candidates who fulfil the essential criteria as specified in the role description and who have a disability will be guaranteed an interview for the position.

Please note that CVs will not be accepted, and we cannot accept physical copies of applications.



Equal Opportunities Monitoring Form:

<https://airtable.com/appUf4EggtZH0FMpA/shrXPTOGhSdBooYdO>

Application deadline: Monday 13 May, 12 midday

Interview date: Wednesday 22 May


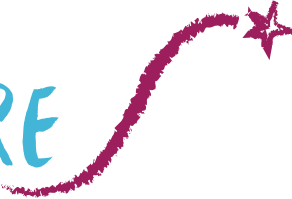
Successful shortlisted candidates will be invited to attend an interview on Wednesday 22 May 2024. This will be in person at The Hullabaloo in Darlington.

Reasonable travel expenses will be reimbursed.
Please request these ahead of interview.

If you would like further information or an informal chat about this role, please contact Senior Production Manager Ali Rigby-Roberts technical@theatrehullabaloo.org.uk or call us on 01325 405680.

Privacy notice

Theatre Hullabaloo will collect and maintain some personal information about you throughout the recruitment and selection process. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The full applicant privacy policy is on our website alongside the application pack.

 **FIND OUT MORE** 

You can find out more about Theatre Hullabaloo by visiting theatrehullabaloo.org.uk

Facebook: @TheatreHullabaloo / @HullabalooHome

Twitter: @HullabalooTweet / @HullabalooHome

Instagram: @TheatreHullabaloo

THEATRE
Hullabaloo



Supported using public funding by
**ARTS COUNCIL
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Theatre Hullabaloo is a trading name of Cleveland Independent Theatre Company
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