



Theatre Alibi

PRODUCTION MANAGER INFORMATION PACK

Theatre Alibi

Thank you for your interest in the post of Production Manager at Theatre Alibi.

This application pack includes:

- information about the company
- a job description
- a person specification
- terms and conditions

To apply, download the application form from www.theatrealibi.co.uk.

If you haven't seen much or any of Theatre Alibi's work, please get in touch for access to archive recordings by emailing ruth@theatrealibi.co.uk.

The closing date for applications is **2pm on Wednesday March 22nd**. Please don't send CVs.

Completed application forms should be emailed to mary@theatrealibi.co.uk or sent to Mary Attewell, Theatre Alibi, Emmanuel Hall, Emmanuel Road, Exeter EX4 1EJ. Please mark your application CONFIDENTIAL.

Interviews will be held on **Monday April 3rd**. Ideally, we hope to appoint someone to start by mid-May at the latest.

If you are thinking of applying and have any queries, or would like an informal chat, please phone 01392 217315 or email ruth@theatrealibi.co.uk.

We look forward to receiving your application.



Theatre Alibi is a Registered Charity No 299565. Registered Company 2265919

Theatre Alibi

“One of Britain’s most inventive companies” THE GUARDIAN

Theatre Alibi creates outstanding theatre for audiences of all ages, touring to a vast range of venues from the tiniest of village schools to prestigious theatres throughout the country. At our core is the belief that a story of searing relevance told with the wealth of means that live theatre has to offer – bold, physical, emotionally truthful performance, exquisite live music, intensely beautiful visuals – has the power to allow audiences to see a particular aspect of their world with startling clarity.

Our determination to maintain the quality of our work remains steadfast, whether we’re performing to a group of five year olds in their school hall who are seeing a piece of theatre for the very first time or taking a show to the West End. Our vision is to create theatre for the many, not just the few. We place enormous emphasis on how well we engage with others. This fundamentally affects the nature of the theatre we produce, the way we communicate with the public, where we choose to perform, our management structures, how we relate to staff, sell to venues, connect with other arts organisations and support emerging artists.



Falling publicity image

Past productions include **Goucher’s War** “As always with this company, the telling is an inventive delight” ★★★★★ THE GUARDIAN, **The Crowstarver** “Truly faultless theatre” ★★★★★ WHAT’S ON STAGE, **Mucky Pup** “Rarely does a show seem so perfectly formed” ★★★★★ CHILDREN’S THEATRE MAGAZINE, **Bonjour Bob** (shortlisted for the Brian Way Award for new writing), **Cobbo** “Casts a considerable spell” ★★★★★ THE GUARDIAN and **The Ministry of Fear** “A deft and fast moving stage interpretation” ★★★★★ THE SCOTSMAN. Our adaptation of Michael Morpurgo’s **Why the Whales Came** played in the West End to great critical acclaim “This is not just a great piece of children’s theatre, it is a great piece of theatre full stop” ★★★★★ DAILY TELEGRAPH.



Goucher’s War production photo

Our recent production, an adaptation of Michael Morpurgo’s **I Believe in Unicorns** was selected to be performed at the prestigious IPAY Showcase in Philadelphia.

Theatre Alibi currently creates at least two shows each year. One tours predominantly to primary schools and another tours to small or mid-scale venues nationally. We’ve co-produced with Oxford Playhouse, the Lowry, Polka Theatre, Exeter Northcott Theatre, Exeter Phoenix and Theatre Royal Winchester in recent years. All our work is

new but some shows, particularly those created for the mid-scale, are adaptations of the work of well-known writers. Much of our work is written or adapted by Theatre Alibi's Associate Writer, Daniel Jamieson.

FORTHCOMING WORK

After a five week rehearsal process at our base in Exeter this autumn we're touring **Apple John**, a new non-verbal piece integrating both Deaf and hearing performers. Created for five to eleven year olds, it will tour south west primary schools and be seen by more than 10,000 children, many of whom have no other access to theatre because of their parents' circumstances, or where they live. We're also planning performances for families at the Drum Plymouth, The Egg Bath and Exeter Phoenix.

In spring 2018 we're remounting **The Boy Who Climbed Into The Moon**, based on a story by award-winning writer David Almond, for a mid-scale national tour to families opening at Exeter Northcott in February Half term.

Possibilities for the near future include touring internationally following Theatre Alibi's success at the IPAY Festival in Philadelphia.

For more information about the company's work please visit www.theatrealibi.co.uk.

If you not seen a Theatre Alibi production, please get in touch for access to archive recordings – ruth@theatrealibi.co.uk

COMPANY BASE

We're based at Emmanuel Hall in Exeter where we have rehearsal, office, workshop and storage space. A wonderful regional resource, Emmanuel Hall also offers much-needed rehearsal and making space to other artists and arts organisations.



Cobbo publicity image

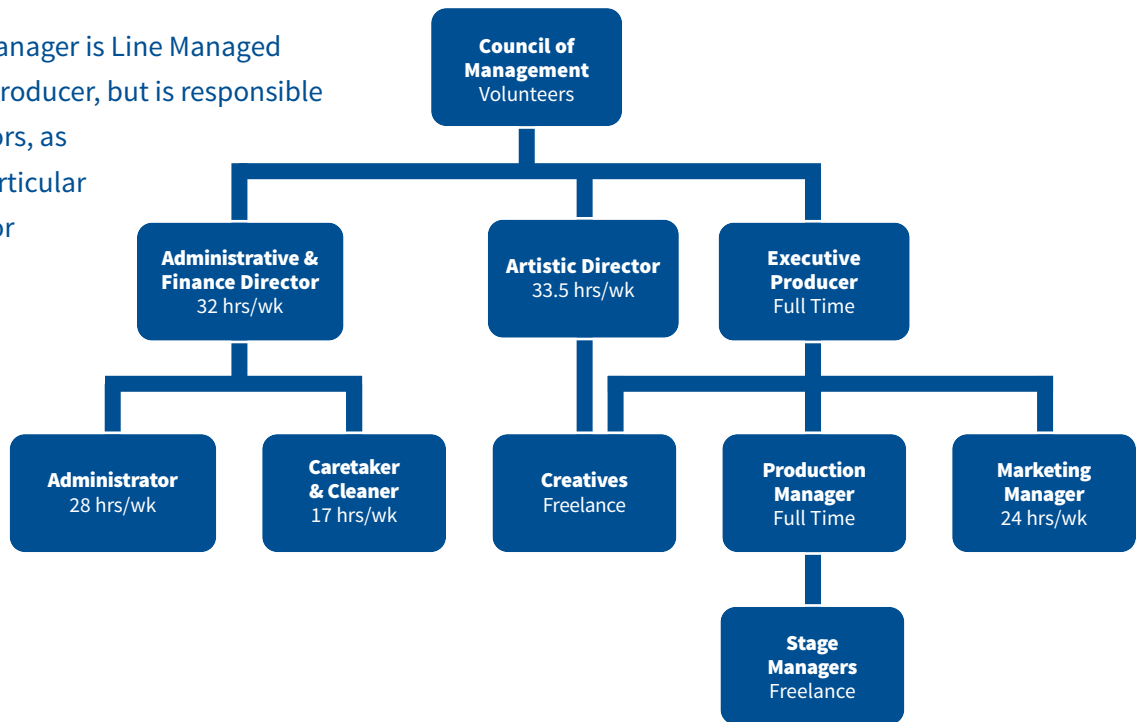


Olive & the Dream Train publicity image

COMPANY STRUCTURE

Theatre Alibi is a registered charity and a company limited by guarantee and has Ethical Manager Status from the Independent Theatre Council.

The Production Manager is Line Managed by the Executive Producer, but is responsible to all three Directors, as appropriate, in particular the Artistic Director during rehearsals.



DIVERSITY & EQUALITY

We want Theatre Alibi to be a rewarding and enjoyable place to work where people are treated with dignity and respect, valued for who they are and the contribution they make irrespective of age, disability, race, religion or belief, national or ethnic origin, gender reassignment, marital status, caring responsibilities, gender or sexual orientation. This includes job applicants, employees (including freelance practitioners), Board members, volunteers, interns, placements, participants, venue staff and audience members. We also aspire to support people within the company to develop and make the most of their potential.

FUNDING

Theatre Alibi is an Arts Council England National Portfolio Organisation. We're also funded by Exeter City Council. Our turnover for 2016/2017 will be approximately £400,000. We also have a Fundraising and Earned Income Generation Strategy in place. Our ambition is to increase and diversify our funding from other sources, including philanthropic giving and Trusts & Foundations.



Theatre Alibi

JOB DESCRIPTION - PRODUCTION MANAGER

Main Purpose of the job

The Production Manager has a key role in planning and undertaking the safe and effective operation of Theatre Alibi's productions and tours.

Line Managed by

Executive Producer. Responsible to all three Directors, as appropriate, in particular the Artistic Director during rehearsals.

Line Management Responsibilities

Line Manager for additional members of the Stage/Technical Management Team, including Stage Management Interns. Manage Caretaker and volunteers, as appropriate.

Location

The post-holder will mostly work at Theatre Alibi's base in Exeter, apart from when on tour.

Touring patterns vary, as we respond to opportunities, but an average year would usually include 2 tours:

- 1)** Spring (national; approx. 6 – 8 weeks) which may be a small-scale production for an adult audience or a mid-scale production for a family audience.
- 2)** Autumn (mostly in Devon; 3 months) which is a small-scale production for children and families and mainly consists of driving out from our Exeter base each day to schools, theatres and community venues with occasional overnight stays for a limited number of theatre venues further afield.

Working for Theatre Alibi

A method of working has evolved that is highly collaborative, whilst respecting individual areas of expertise. We believe that people contribute most effectively when they are working to their strengths, when they are challenged, well trained, informed and listened to and their contribution properly acknowledged.

Key Tasks

- **Pre-production and Production**
Co-ordinate and manage the production process
- **Touring**
Responsible for the smooth running of touring productions
- **Health and Safety**
Contribute to and implement the company's Health & Safety policy and manual, in particular as it relates to productions
- **Equipment and Facilities**
Manage the company's production resources.

Pre-production and Production

Co-ordinate and manage the production process

PRE-PRODUCTION

- Research the technical aspects of venues during the Design and booking process, providing appropriately formatted information to the Designer or Directors, as appropriate
- In consultation with the Artistic Director, Designer, and Executive Producer, appoint Set Builders and manage the build
- Provide support to the Executive Producer during the tour booking process, regarding aspects of the schedule that affect Stage Management issues
- Contribute to venue contracts and schedule all venue Get-Ins and Get-Outs, according to technical requirements and contra costs where they apply
- Produce detailed company tour schedules in liaison with the Directors and with support from the Administrator, including advising on travel and accommodation arrangements
- With support from and in consultation with the Artistic Director and Executive Producer recruit any additional members of the Stage Management Team, including interns
- Create production and rehearsal schedules, consulting with the Artistic Director, Executive Producer and others, as appropriate
- Liaise with venues to ensure all tour and technical information is communicated in good time and as agreed.
- In consultation with the Administrative & Finance Director and creative team members, agree Production budget breakdowns.

PRODUCTION

- Co-ordinate the production process, working closely with the Design and Technical Teams. Includes day to day management of the production and technical budgets. It is the responsibility of the Designers (Set, Lighting, Sound etc) to ensure that the design as a whole is feasible within the budget.

- Manage the communication process between the rehearsal room, Design Team and others as required
- Manage and support any additional members of the Stage Management Team, including interns, enabling them to undertake their work efficiently and effectively.
- Oversee and, where appropriate, undertake the propping and costuming of the show as well as keeping an up to date props list, based on the Director's and Designer's notes
- Ensure the rehearsal room, workshop and green room areas are prepared, stocked and maintained, including providing rehearsal props (with support from the Design Team), marking out and putting the set up
- Make any necessary Rights applications eg PRS
- Create Production Week schedules in liaison with the Artistic Director and creative team
- Run Technical Rehearsals, as necessary
- Create the Prompt Copy during plotting, technical and dress rehearsals.
- 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.

Touring

Responsible for the smooth running of touring productions

Touring responsibilities will vary depending on the type of tour and venue. Technical elements (eg lighting, sound, etc) do not apply when touring into schools though will apply when taking the same show into theatre / community venues. Also, the general responsibilities for the get-in and out are more broadly shared with the performers when touring to schools.

Responsibilities may include but are not limited to:

- Running the Get-in and Get-out (including set fit-up / strike, LX / Sound / AV rigging, focusing, and plotting etc) or assisting with the set fit-up and strike in schools
- Relighting on tour based on the Lighting Designer's individual venue plans
- Operating lights, AV and sound for each performance
- Managing each performance, ensuring the performers have warm-up time, the stage is set before opening the house and giving appropriate backstage and FOH calls
- Ensure all aspects of the show meet Health and Safety regulations and contribute to Risk Assessments. Report any Health & Safety concerns to the Administrative & Finance Director.
- Liaise with FOH at each venue as necessary including show times, programmes and late comers
- Drive company and/or hire vehicles, including long wheel base van, 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 organise the completion of any specialist repairs as required

- Complete venue / show reports and any other paperwork and arrange Company Meetings as required
- If required (eg in the event of concurrent tours), ensure an effective handover for the smooth running of the show to the touring Stage Management Team, providing support and advice.

Health and Safety

Contribute to and implement the company's Health & Safety policy and manual, in particular as it relates to productions

- Implement the company's Health and Safety policy and manual at all times. This includes maintaining records (COSHH); ensuring correct use of electrical and other technical equipment; First Aid and, where appropriate, giving instruction in Manual Handling.
- Produce written risk assessments, in consultation with the Directors, as appropriate. 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. Ensure the whole company are fully conversant with and have access to these risk assessments. Report accidents and incidents as appropriate.
- Ensure all physical elements of the productions comply with current Health and Safety legislation, including fire-proofing. Inform venues of any activity that may require licensing by the Local Authority
- Undertake Health and Safety instruction for the Design Team, including induction to the workshop and PPE
- Act as First Aider at base and on tour (training provided, as necessary) and be in charge of first aid arrangements, including maintaining all first-aid equipment and stocks.

Equipment and Facilities

Manage the company's production resources

- Manage the company's production resources (prop, costume, set, technical equipment) and associated stores. Responsible for inventory systems, maintenance programmes, auditing and hire.

General

Work for the benefit of the whole organisation through:

- Keeping up to date with developments in the technical and production areas of theatre as it relates to the company
- Keeping up to date with the activities of the organisation
- Delivering work within budget and to agreed targets
- Managing petty cash and reconcile receipts with the Administrative & Finance Director
- Contributing to strategic planning and evaluation of policy as required
- Operating in accordance with the organisation's employment, Health and Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures
- Always acting in the best interests of Theatre Alibi and represent the Company as required
- Undertaking other duties as appropriate and agreed.

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PERSON SPECIFICATION - PRODUCTION MANAGER

ESSENTIAL

Experience

- Significant experience in a production management role for a theatre venue or theatre company
- Significant experience of touring to theatres
- Experience of managing individuals or a team (eg a stage management team, a fit-up crew, etc)
- Extensive experience of rigging, focusing and plotting for lighting, sound and AV
- Experience of relighting

Knowledge and Skills

- A thorough working knowledge of all aspects of Stage Management
- A thorough working knowledge of Production and all technical aspects of theatre
- Excellent project management skills including planning and scheduling
- Excellent written communication skills
- Excellent inter-personal communication skills
- Highly proficient with a range of IT systems, including knowledge of Mac and PC computers, including MS Office applications
- Current valid driving licence

Personal Attributes

- Highly organised with excellent efficiency and time management
- Commitment to working to the highest possible artistic and technical standard
- Self-motivating with an ability to use own initiative
- Responsive and flexible
- Happy and effective working collaboratively as part of a close-knit team
- Approachable and supportive to a wide range of staff with the ability to nurture individuals
- The ability to remain calm, professional and positive when working under pressure
- The ability to represent the company, especially when on tour

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PERSON SPECIFICATION - PRODUCTION MANAGER

DESIRABLE

Experience

- Experience of driving long-wheel base vans
- Experience mentoring interns
- Experience of using an ETC Ion Lighting Desk
- Experience of using QLab software
- Experience of touring to Primary Schools

Knowledge and Skills

- H&S qualification or training
- First Aid qualification
- CAD drafting skills (AutoCAD)

Personal Attributes

- Understanding and appreciation of Theatre Alibi's work



Theatre Alibi

TERMS AND CONDITIONS - PRODUCTION MANAGER

The main terms and conditions are:

Employer	Theatre Alibi Council of Management
Duration of Contract	2 years with the possibility of an extension
Salary	£25,000 - £27,063 Increments will be agreed by the Council of Management. An inflationary increase will take effect from the beginning of each financial year (1 April), subject to the approval of the Council of Management.
Hours	Average 40 hours per week. Evening and weekend work is required, in particular during rehearsals and when on tour.
Holiday	25 days per complete year of service, including all public holidays.
Place of Work	The post is based in Exeter at Theatre Alibi's first floor office, only accessible by stairs. When on tour or required to travel and work away from Exeter, travel and accommodation will be paid and approved allowances provided.
Pension	In addition to the NEST workplace pension there's a Stakeholder pension scheme with an Employer's contribution of 3% after a qualifying period.
Probationary period	The post is subject to a six month probationary period.