

Production Manager - Wired Aerial Theatre

Wired Aerial Theatre creates and delivers inspirational aerial performances. Based in Liverpool at their centre for aerial excellence, The Higher Space, and touring nationally and internationally, the company delivers a varied programme of work including indoor and outdoor aerial touring performances, education and training work, workshops and consultancy.

Wired Aerial Theatre is well known for the development of their specialist aerial technique, 'Bungee Assisted Dance' and vertical wall pieces. Combining their skills of contemporary dance, physical theatre, climbing, and gymnastics they have spent the last fourteen years travelling the world creating and performing aerial magic along their way. Performances include 'The Lord of The Rings, Return of the King' Premiere in New Zealand; The Royal Opera House, Stella Artois, Regents Park Open Air Theatre, Rosa's Bar, Straw Dog, As the World Tipped, Buggy Malone at the Lyric Hammersmith and many International festivals around the world.

We are looking for an experienced, keen and positive Production Manager to fill a new post within our small team, who will assist with the devising of all production management elements, management of technical departments and be responsible for managing the technical touring areas of the work as well as contributing to the creative development of Wired Aerial Theatre's performance projects.

Contract Dates: Initial one-year contract, renewable subject to annual review.
Salary: £28,000 per annum
Contract to start: Monday 13th January 2020

The Candidate:

We're looking for someone with great technical knowledge and excellent communication, organisation and time management skills, who has prior experience managing and delivering production elements and workflow in a fast-paced environment. We require someone who has strong interpersonal skills and is capable of adapting to different environments and can work well under pressure.

The successful candidate will have:

- A diverse range of production experience in theatre, arts, dance, etc.
- 3-5 years' experience working as a Production Manager in a professional environment
- Valid UK Driving License
- First Aid/Medic Training
- Powered Access Licence
- Knowledge of Working at Height Regulations
- Excellent communication, organisation and time management skills
- The ability to work well as part of a small team in a fast-paced environment and to manage a varied workload

Please send a Covering Letter detailing how you meet the criteria and interest with a current CV to jobs@wiredaerialtheatre.com by **Friday 19th December 2019 at 5pm**. It would be appreciated if you could fill out our Equal Opportunities monitoring form also, this can be downloaded from the website.

Applicants successfully shortlisted for interview will receive confirmation on Monday 23rd December.

Any application without Covering Letter and/or CV or sent after the deadline will not be considered.



Production Manager

Wired Aerial Theatre

JOB DESCRIPTION

Production Manager

Working closely with the Technical Director, Artistic Director, General Manager, producer and promoter of the shows the post holder will:

- Create and maintain technical documentation, riders and inventories for all productions
- Create construction drawings in AutoCAD, VectorWorks and Sketchup for all truss, site and scenic elements.
- Ability to read and understand 2D architects drawings and to overlay Wired Aerial Theatre show elements and production requirements
- Plan and maintain the production schedule for each show and relating specifics
- Prepare production budgets, management and monitoring of accurate expenditures and ensuring adherence to production, staffing, and maintenance budgets
- To liaise with the Technical Director in order to create bespoke Risk Assessments and Method Statements for all elements of Performance, Aerial Activities, Get-In, Get-Out, Rigging and Production elements
- Advise Wired Aerial Theatre of latest ITC and TMA regulations and aim to work within these union regulations
- To undertake site visits, document these visits and report back with relevant information
- Ensure all production personnel are well trained and to ensure all activities in the production department are handled in a safe and responsible manner
- To liaise with the Technical Director in order to create bespoke procedures including Show-Stop and Weather Management, etc.
- Work with designers, directors and production staff to ensure that all productions are realised to the highest artistic standard, within the constraints of Wired Aerial Theatre's schedules and budget.
- Supervise Get-In / Get-Out and Production time as needed.
- Responsible for Production Staff on site including but not limited to Technicians, Climbers, Performers, Producers, Scaffolders, Wardrobe Staff, Ushers, Medics, contractors and members of the public.
- Ensure the build site conforms to local regulations and is well maintained.
- Manage the maintenance and repair of show specific equipment.

Creative Development and Performance

Working closely with the Technical and Artistic Director, the post holder will:

- Contribute to the creative development of Wired Aerial Theatre's performance projects.
- Perform production duties according to an artistic brief and project.
- Assist and/or manage the development and training of new and existing company members recruited to work on specific projects and shows
- Lead rehearsals as required.

- Lead technical Get-In's and Get-out's as required.
- Manage or assist in managing the freelance Technical Team in the technical and physical facilitation of performances, events and projects undertaken by the company, as required.
- Attend training and development sessions as required to ensure that a level of physical fitness and high performance standard is maintained

Communications and Administration

Working closely with the Technical Director, Artistic Director, and Producer the post holder will:

- Attend company meetings as required
- Contribute to the writing of reports on education, training and performance projects.
- Assist in the promotion as required including creating and circulating promotional material to relevant groups, organisations and individuals.
- Respond to voice mail, written and personal communications.
- Ensure documents are filed and maintained efficiently.

General

As a core staff member of Wired Aerial Theatre, the post-holder will:

- Undertake any other duties relating to the general running and organisation of the company as required
- Attend photo shoots, filming sessions and interviews as required.
- Develop and promote Wired Aerial Theatre at all times, and maintain good relationships with suppliers, clients, partners and other third parties necessary to the successful delivery of the company's work.
- Be a key holder for The Higher Space
- Drive company vehicles when needed.
- Take an active role in the strategic development of the company's work.
- Attend in-house training and professional development sessions with the company when needed.
- Ensure that all technical systems devised and implemented by the company are adhered to at all times.
- Ensure all company equipment is clean and organised.
- Ensure all aerial equipment has current LOLER certificates.
- Uphold and promote the company's equal opportunity policy and practice.

This job description is not exhaustive, the post holder may be required to undertake other duties from time to time within the general scope of the post.

Special conditions of the post

The post is mainly based at The Higher Space, the creation centre for Wired Aerial Theatre. Regular local, national and international travel is required.

Expenses

Out of pocket expenses incurred in the course of your work should be agreed in advance with the General Manager and will be reimbursed subject to delivery of relevant receipts, which should be VAT receipts where applicable.

Time Off In Lieu

Sometimes the work requires long and unsociable hours and staff can take Time off in Lieu (TOIL) of additional hours worked by agreement with the General Manager.

Holidays

The post holder will be entitled to 20 days paid holiday each year, in addition to statutory holidays, for the period of this contract, the dates of which should be negotiated with the General Manager

Structure

Wired Aerial Theatre is a company limited by guarantee with a small board of directors. From time to time you may be asked to attend board meetings to present aspects of your work.

Probation period 6 months

Notice Period 3 months

PERSON SPECIFICATION

Essential

- Good knowledge and understanding of Production elements such as (Lighting, Sound, AV and Power)
- Experience in touring both indoor and outdoor productions.
- Experience with CAD programmes both 2D and 3D.
- Excellent organisational skills and the ability to handle many projects, priorities and deadlines simultaneously.
- Excellent communication skills, both written and verbal.
- A good level of physical fitness.
- Experience working in a fast-paced creative environment.
- A problem solving, can-do attitude.
- Willingness to work evenings and weekends when required.
- Willingness to travel in the UK and internationally when required.

Desirable

- Fluency in French, German, Spanish or other European languages.
- Hold a current First Aid Certificate.