

EMMA
F R A N K L A N D

MARLBOROUGH
PRODUCTIONS

WILDWORKS

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or audio recording or BSL video.**



GALATEA PRODUCTION MANAGER - JOB PACK

The co-producing partnership of Emma Frankland, Marlborough Productions and Wildworks are delighted to present this new opportunity to work as Production Manager on the production of Galatea for its world premiere in May 2023.

1. WHO THIS JOB IS FOR

This role is for a Production Manager to work with us on our next show, Galatea.

This role is for an experienced Production Manager with a passion for creating theatre and an enthusiasm for a project that centres access and well-being.

We recognise that many people experience barriers to working in the arts and it is important that the work we create reflects the whole of our society and that our team is representative of the wide range of communities we engage with. We actively encourage people from a variety of backgrounds with different experiences and skills to join us and continue to develop our working practice. We are particularly keen to hear from candidates from LGBTQIA+, Global majority, Deaf, Disabled, Neurodivergent and lower socio-economic communities. In recognition of the fact that these groups are currently underrepresented in the sector we can guarantee an interview for all those who demonstrate how they meet the majority of our criteria.

2. THE ROLE

To plan and deliver the successful delivery of the World Premiere run of Galatea in May 2023 in West Sussex.

Role: Production Manager

Reporting to: Emma Hogg, Wildworks and Marlborough Producers Lee Smith and Lauren Church

Duration: End of January 2023 – end of May 2023

Hours: As needed (Will include some evenings and weekends. The Production Manager will need to attend weekly production meetings)

Salary: £800 per week with a £2400 prep fee (£9600 total fee)

Location: Remote and in-person working between Marlborough Productions base in Brighton and the rehearsal / performance venues in West Sussex.

Pre-production: January – March Per Diems will be paid at £25.80 a night for required overnight stays during the pre-production period.	£240 0
Rehearsals/site build: 27th March - 23rd April (4 weeks) This rate is broken down as follows: Fee - £2,273.56 Per Diems* - £722.40 Holiday Pay - £204.04	£320 0
Production week: 24-30 April 2023 Dress Rehearsals: 1-4 May 2023 Show delivery: 5-21 May 2023 Site get out: 22-28 May 2023 (5 weeks) This rate is broken down as follows: Fee - £2,841.95 Per Diems* - £903.00 Holiday Pay - £255.05	£400 0
TOTAL FEE:	£960 0

*These Per Diems will be paid regardless of whether the Production Manager needs to relocate.

Role overview:

We are looking for a Production Manager with experience in theatre and mid-scale outdoor events, including budget management and procurement of site infrastructure. The ideal candidate will have good knowledge of local suppliers and sound, LX, AV planning implementation experience. An understanding of planning and delivering audience accessibility and working with cast/performers.

There can be some training and support available to those who need it, so please do apply if you have relevant Assistant Production Manager / Site Manager level experience.

Main tasks - Management:

- To manage the production overview of the project
- Draft, manage and disseminate production schedules and budgets
- Anticipate and manage creative needs within the constraints of schedules and budgets working closely with project producers including storage, transport and security
- Recruit necessary technical team including DSM, ASM, operators, crew. Assist in defining services descriptions. Lead Producer to contract.
- Liaise regularly with the presenting partner, site partner and Local Authority, as required
- Ensure that the project is compliant with Health and Safety Regulation including all H&S paperwork associated with the production delivery, ensuring effective and safe work practices are in place at all times
- Lead on management of site service including site infrastructure, Site Manager, technical team, crew and security
- Work with the presenting partner and Executive Producers to secure necessary permissions and licences for the run are in place
- Lead on procurement and contracting of technical and site services
- Identify and oversee construction and fabrication elements of the design
- Checking and prepping production and technical kit in the store ready for set-up
- Sourcing site infrastructure and show tech
- Sourcing and managing site security
- Sourcing production items for purchase/hire
- Ensure a high quality of delivery and effective use of resources
- Working with the technical team to deliver digital capture and other digital projects

Administration:

- Ensure effective internal production communication, communication between the creative team and all departments, and communication with core cast artists and presenting festival partners.
- Coordinate and conduct site visits and coordinate provision of necessary site services covering access requirements, signage, parking, power, water

supply. Work with the Lead Producer to organise required signage, interpretation and FOH area, ensuring that all areas are accessible.

- Work with the Lead Producer to produce an Event Management Plan for rehearsals and production phases.
- Produce a detailed Production Schedule showing production plans across the site
- Draw up Risk Assessments, Method Statements/other paperwork needed: within deadlines
- Identify insurance requirements with the Lead Producer to ensure necessary cover
- Provide regular updates to the management team on plans as and when required
- Attend regular production meetings, as required.
- Assist with the recruitment and manage the freelance production teams
- To anticipate the location in different weathers and situations and have contingency plans in place
- Ensure that the project is compliant with Health and Safety Regulation including all H&S paperwork associated with the production delivery
- Organise relevant transport and freight of equipment
- Organise event briefings for the run for production, steward staff and volunteers on health and safety
- Ensure all appropriate licences and insurances are in place
- Site management responsibilities during the build and show delivery to include - site switch on and off: general monitoring of site cleanliness; servicing toilets
- Collect requirements for and arrange power / utilities for food traders and check relevant paperwork
- Work with the Lead Producer to identify necessary first aid, police, security and safety provisions for the run, as well as storage, toilets and waste management facilities

Financial

- Work with all partners to maximise available resources and access in kind whenever possible
- Manage Production Budget and provide reports with set deadlines
- Manage Production Float, collating all necessary paperwork: receipts, expenses claims and invoices from third parties and processing them in line with Marlborough Productions procedures

- Produce final budget reconciliation

3. THE PROJECT

Galatea was written by John Lyly, William Shakespeare's best-selling but now long forgotten contemporary, inspiring Shakespeare's comedies from *As You Like It* to *A Midsummer Night's Dream*. Performed in front of Queen Elizabeth I, over four hundred years ago, this tale of love, joy and the importance of welcoming outsiders is an incredibly resonant story for our modern times.

Emma Frankland, Marlborough Productions and Wildworks are excited to be reviving Galatea in Spring 2023 in a major large-scale collaboration, creating a ground-breaking, intersectional production, newly adapted by Emma Frankland and Subira Joy.

Galatea will be an outdoor and promenade theatre production and will take place on Adur Recreation Ground in Shoreham-by-Sea, West Sussex. It will be a bilingual English/British Sign Language production with a mixed Deaf and hearing cast as well as being a majority LGBTQIA+ company with multiple intersectional identities and a chorus of community participants.

4. WHO WE ARE

Emma Frankland is a live performance and theatre artist and director whose work focusses on honesty and action.

Marlborough Productions are a leading UK producer of queer-led, intersectional performance, parties, heritage and radical community gatherings.

Wildworks is the UK's leading landscape theatre company creating site specific performance with communities all over the globe.

5. WHO YOU ARE

It's important that you believe and share our values when we're working together. We need you to work hard, be proactive and look for ways to help at

all times, to be on alert for problems on the horizon or spot things you think could be done differently. We're interested in what you bring as an individual and your lived experiences, not purely what employment experience you have.

Person Specification

- Confident communicating and collaborating with production & technical teams
- Passion for and commitment to diverse LGBTQIA+ & Deaf culture
- Hard working and enthusiastic for the work we are creating
- Good IT skills including use of Google Suites

Recognising that not everyone can do everything all of the time so we've not listed anything as essential. Please let us know in your application which of the following skills are key strengths and how this relates to your previous experience of the main tasks:-

Desirable

- Mature, confident and trustworthy
- 'Can-do' attitude and a sense of humour
- Proven experience in outdoor site-specific, creative projects
- Good local knowledge of West Sussex / Shoreham-by-Sea
- A passion for contemporary arts/live art/experimental theatre and performance
- Proficient numeracy skills and experience of managing money
- Excellent organisational and administrative skills, the ability to prioritise workload and keen attention to detail
- Able to work in a pressurised environment where change and evolution is the norm
- Ability to be flexible in hours (i.e. work some evenings and weekends)
- A proactive problem solver
- Experience of excel spreadsheets used for budget management
- Hold a full, clean UK driving licence – with experience of driving vans
- First Aid certificate
- H&S certificate
- DBS checked
- Forklift/telehandler licence
- Autocad or vector works user

6. ACCESS

Access and wellbeing are key values for this project. We have an access budget to respond to individual access needs and also have experience supporting those in receipt of access to work. There will be an opportunity to discuss access needs upon appointment but please also feel free to discuss your access needs ahead of applying via the contact information below.



7. HOW TO APPLY

Please send us...

- Please send CV and covering letter to lee@marlboroughproductions.org.uk with subject line 'Galatea Production Manager'.
- Cover letters are also welcome in video form (max 3 minutes), in which you should speak about your relevant experience.
- Contact details for two referees (Offer of employment will not be made without two satisfactory referee reports. We will not make direct contact with them without seeking your permission)

Please complete online...

- Equal opportunities monitoring form: tinyurl.com/GalateaMonitoring

8. SELECTION PROCESS AND TIMELINE

Application deadline: 5pm, Friday 6 January 2023

Interviews: Friday 13 January 2023

Role Starts: Monday 23 January 2023

Interviews will be on zoom. We will ask you a set of questions that we will send you in advance and you can ask us questions before, during or after our questions.

If you have any questions about this role or the application process, please email: lee@marlboroughproductions.org.uk

