



## **JOB DESCRIPTION – PRODUCTION MANAGER**

**Is a member of and is appointed by:** The Committee

**Responsible to:** The Committee

**Responsible for:**

- Providing ‘high level’ support to the Director and Stage Manager.
- Apprising the Committee of any issues identified that may be in conflict with the Group’s constitution, policies or acknowledged principles.

**In consultation with the Director & Stage Manager, responsible for:**

- Ensuring an intermediate budget for the production is submitted reflecting the authorised outline budget.
- Assigned departmental budget responsibilities.
- Ensuring the production management keep within budget.
- Keeping accurate accounts of assigned departments expenses.
- Monitoring all HoD’s activities, to ensure required actions are occurring in a timely manner.

**Duties:**

- Ensures that the licence to perform the show is obtained, if required.
- Keeps the Committee informed on all aspects of the show.
- Ensures all HoD’s are fully aware of the structure and timings of the show.
- For productions requiring a bar, ensures that either Specialist Bar Services will be there or that an Occasional Permission License is obtained to run our own bar.
- In conjunction with Catering HoD, ensure that there is an experienced Kitchen Manager on duty for each night of a show with food.
- In conjunction with the Director/Stage Manager, address any problems with staffing.
- Ensure that the Front of House and Catering HoD’s encourage all members of their team to have a positive attitude towards the show.
- Act as highest level of escalation/arbiter in the event of any major problem or dispute within the production company.
- Liases with the Victoria Hall during the run of the show in case of any problems.
- Ensures that the Victoria Hall safety equipment is present and correct.
- Ensures programme details are given to the to Publicity Committee.
- Ensures production meetings occur in a timely manner and attends Production Meetings.



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- In conjunction with the Committee, address any production concerns that are not part of the Director and Stage Manager's duties.
- Be familiar with Health and Safety Rules and communicate these to the appropriate HoD's.