# Role Information

# We are providing this information to outline the expectations that we have of someone who is engaged by the National Theatre of Scotland as a Production Manager, but expectations may vary across the range and size of productions that we undertake. This will all be very familiar to experienced Production Managers, but we hope will still be helpful and bring clarity to those who are early on in their career.

# Reporting

You will report to our Technical Director and will be expected to work alongside Project Managers and Producers as agreed in advance.

# Key Responsibilities

***Technical***

* + To work with the production’s designers and the Technical Director to realise the physical aspects of the set, costume, lighting, and other designed elements of the production within the spaces where the production is being performed.
	+ Develop and manage schedules for all aspects of the Production including rehearsals, technical rehearsals, and the tour, working with the Director to ensure that all aspects of the Production are complete prior to the first performance.
	+ To support the Production beyond its opening performance as shall be required to maintain the safety and successful realisation of the designs throughout its tour.
	+ Participate in the recruitment of project staff and be responsible for their management as agreed in advance.
	+ Support additional activity around the production (e.g.: Accessibility, Creative Engagement, Fundraising, Media events) when necessary.

***Budgetary***

Together with the Producer, manage and report on all budgets associated with generating the physical aspects of the set, costumes, lighting, sound, and other designed elements, including informing our Technical Director of any unexpected cost to the company. The producer has overall responsibility for the budget.

***Health and Safety***

* Together with the Producer, be responsible for all Health and Safety aspects of the show, ensuring that all pre-production risk assessments are carried out and carry out duties required of the Construction Design Management (CDM) regulations.
* Be responsible for a safe working environment during rehearsals and ensure appropriate technical support is provided when needed.

***Sustainability***

Ensure the production is run according to our Green Plan and the Theatre Green Book, including the recording of the environmental footprint of the production.

***Communication***

To liaise with the Producer and other personnel (including venues, partners, suppliers, etc.) as required to ensure efficient and timely communication is always in place about the Production, including arranging and chairing production meetings as required.

# *Evaluation*

Participate in the company evaluation of the project.

# What are we looking for?

We are looking for individuals with

* Knowledge and/or experience of set construction and technical equipment
* Knowledge and/or experience of production related health and safety
* Proven excellent communication (both written and verbal) and interpersonal skills with people at all levels, both internally and externally
* Excellent numerical skills and proven skills in managing budgets.
* Knowledge of sustainable working practices
* Experience of large scale, mid-scale or small scale theatre, event, site specific or highland touring.

# Terms and Conditions

**Nature of engagement:** Freelance (self-employed) contract

**Place of work:** Pre-production and rehearsal are often at our base in Glasgow but can be anywhere in Scotland.

**Fee:** £800 per week (we are in the process of reassessing our rates which will be ongoing)

**Contract Length:** Dependent on the size and nature of the production.

1. **What to do if you are interested?**

Please send an introductory email and CV to recruitment@nationaltheatrescotland.com. We are also happy to accept other forms of introduction such as video or audio. Please send these in by Friday 6th August.

We will reply to all enquiries and are keen to meet as many people as we can.