

**Production Manager: Snow Queen**

**Job Description**

Manchester’s venue for children and families, Z-arts is dedicated to inspiring creativity in generations of young people by delivering a broad range of visual and performing arts events, performances, exhibitions, activities, workshops and participatory opportunities. This winter we are producing a new version of Snow Queen, which will then tour.

**Snow Queen:**

An interactive contemporary retelling of the classic tale, Snow Queen, using the latest digital technology to reach and engage new audiences. Philip Osment (award-winning writer of Duck! and Whole) has taken the traditional story of the Snow Queen and contemporised it for an urban audience, making it accessible for the whole family. Directed by Jonathan McGrath, the show will be a current, creative and multi-media version of the Snow Queen blending live action and music with film and puppetry. The show is aimed at children aged 7+ and their families. It is intended for a multi-generational audience.

**Contract dates**

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| **Pre-production** | 10 days @ £200 p/day |
| **Production:** | £550 x 7 weeks:**3rd November- 21st December** |
| Rehearsals:  | 9th November – 2nd December |
| Performances: Z-arts | 3rd December – 13th December |
| Performances: The Atkinson | 16th December – 19th December |
| Get-out, project closure | 21st December – 21st December |

**NB** A remount of the show is planned for March 2016 which will be contracted separately.

**Hours**

The hours of the role will vary dependent upon the production schedule and a high degree of flexibility is necessary as evening and weekend work will be a required.

**Duties: To provide key production support to Z-arts production of Snow Queen**

**To support pre-production of Snow Queen, including:**

* To coordinate, schedule and facilitate production meetings with the full design team
* To assist in developing plans, design, digital and technical specifications
* To keep the production schedule updated and communicate with all members of the creative and artistic team.

**To manage the rehearsal schedule including:**

* To communicate calls to the company
* To ensure the welfare of the company’s production and creative staff
* To line manage the Stage Manager
* To source props as required
* To communicate project requirements and updates to the Chief Executive on a daily basis.

**To manage the production budget including:**

* To work with the Chief Executive to manage the production budget accurately.
* To ensure that receipts are collected and logged for all expenditure and that the production spend remains within budget
* To research costings and provide financial estimates for production expenditure.
* To coordinate and manage all PRS and PPL licenses (where required), to be included in the production budget.

**To work alongside the designers including:**

* To coordinate the build of the set
* To liaise with the animators and digital designers
* To ensure the resources are clearly defined and mutually agreed by the design team and ensure that the design and build does not exceed the agreed parameters
* Liaise with other specialist contractors and relevant production roles.

**To provide technical support, including:**

* To support fit-ups and attend technical and other rehearsals at the venues and liaise with each venue to provide them with the technical information needed as per their contracts
* To assist the technical manager to operate lights, sound and video in technical and dress rehearsals and performances

**To manage the touring schedule including:**

* To provide logistical support as required for project development and tour booking
* To work with the Chief Executive to plan and distribute all travel and accommodation routes and arrangements for the company, including coordinating vehicles and set transportation.
* To ensure all relevant technical information is passed to the venues.
* To liaise with front of house at each venue to ensure they have programmes and / or feedback forms for sale / distribution

**Other:**

* To work with the technical Manager to produce risk assessments for Snow Queen in each venue
* To organise and manage storage of set and equipment
* To produce show reports for each performance
* To assist in the maintenance of all-necessary fire and Health and Safety Regulations and to take emergency action as required in the event of an evacuation or similar event within the building.
* To understand, actively promote and adhere to Health & Safety legislation.
* To adhere to all Z-arts policies and procedures.
* To work with the entire staff team to support and deliver Z-arts strategic and creative vision.
* To undertake any other duties that may reasonably be required in connection with the position.

**PERSON SPECIFICATION:**

* To have at least three years experience production managing theatre productions
* To have some knowledge of technician theatre skills
* To have a good understanding of digital technology
* To have experience of managing budgets
* To be methodical and organized with an attention to detail
* To be a good communicator
* Ability to exercise initiative, work with minimum supervision and take personal responsibility
* Ability to work effectively under pressure and deal with conflicting demands
* Ability to work well in diverse team and cooperate with others
* Excellent time keeping skills, conscientious and punctual

**To apply:**

Email your cv and a covering letter to liz@z-arts.org

**Closing date:** Monday 17th August 12pm.

If you have any queries, please contact Liz on 0161 232 6076

