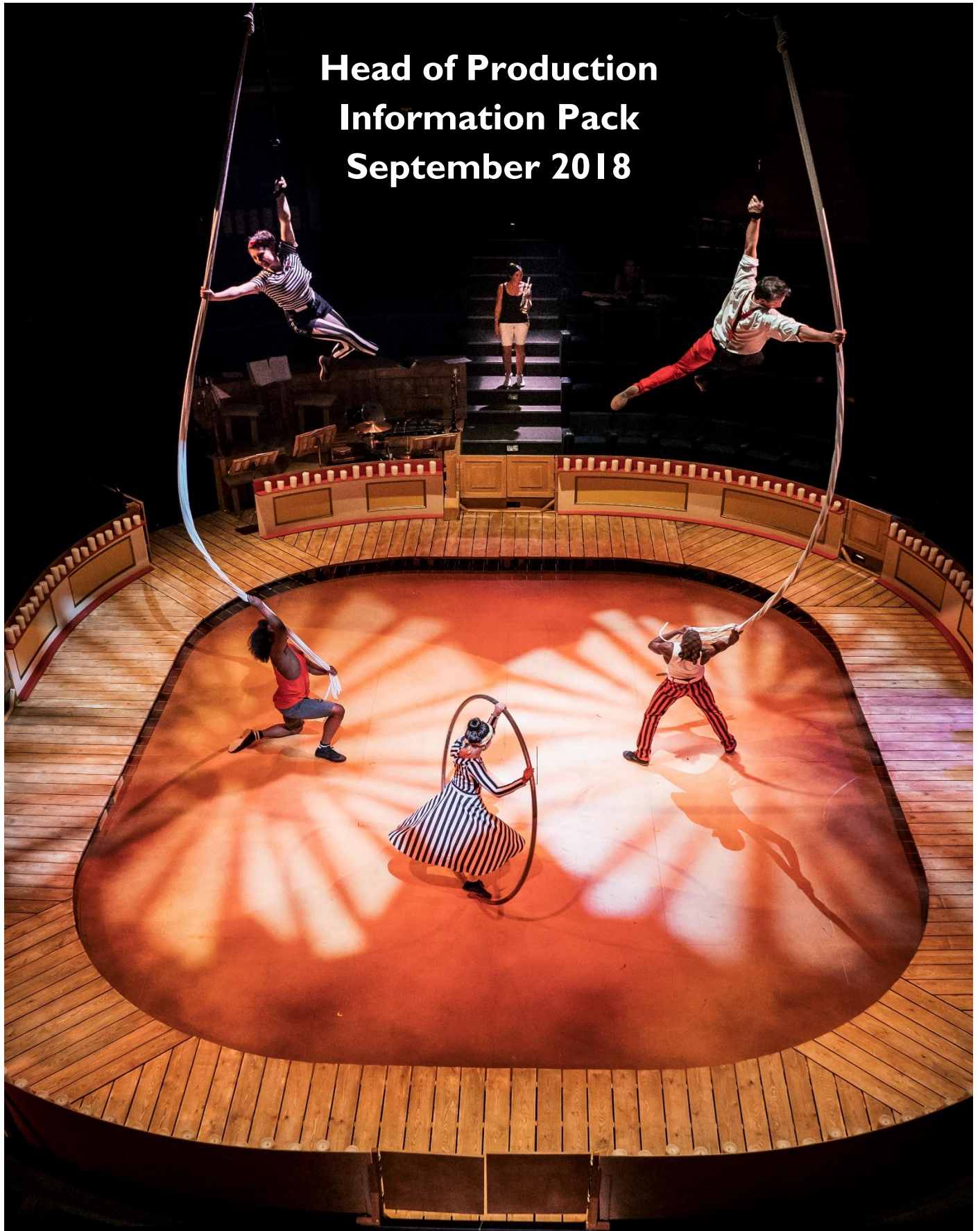


NEW VIC THEATRE

**Head of Production
Information Pack
September 2018**



Supported by
**ARTS COUNCIL
ENGLAND**

Production: Astley's Astounding Adventures, 2018

WELCOME

Thank you for your interest in the post of Head of Production at New Vic Theatre.

NEW VIC THEATRE INFORMATION

Our mission is to make excellent theatre with a social impact.

‘Staffordshire’s New Vic proves what a regional theatre with ambition and imagination can do’. **The Guardian**



The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging over 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by award-winning community programmes and education work reaching around 25,000 people of all ages each year. Built in 1986 as Europe's first purpose-built theatre-in-the-round, the theatre has a special role to play in the architectural heritage of theatre development. We seek through all our work to help make our local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions. We produce around 8 in-house or co-produced shows a year. We have in-house set, props and costume workshops with permanent staff teams. Our in-house programming includes our acclaimed Christmas show, drama and new writing, and our co-producing partners include amongst others Royal Exchange Manchester, Kenny Wax Family Entertainment, Oldham Coliseum, Bolton Octagon and Dukes Theatre Lancaster.

See our website at www.newvictheatre.org.uk to learn more about our work.

Theatre-in-the-round is a democratic ideology, it radiates through all our work ensuring that the local communities of Staffordshire and Stoke-on-Trent have a sense of ownership and engage with the theatre at every level. As one of only a few local arts organisations, our award-winning New Vic Borderlines, and New Vic Education departments ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent in the arts.

Other recent achievements include a successful UK tour of *Around the World in 80 Days* (in partnership with Kenny Wax Family Entertainment), winning the 2017 UK Theatre Award for Best Show for Children & Young People for our production of *The Snow Queen*, becoming the first building based theatre company outside London to become a National Theatre Studio Affiliate and receiving critical acclaim for our productions.



““A joyous family show...Stupidly ambitious and gorgeously inventive ...””

★★★★ The Guardian for *Astley’s Astounding Adventures*

“standing ovation for this beautifully-executed magnificently preposterous romp”

★★★★★ The Independent for *Around the World in 80 Days*

“one of the most impressive hours I’ve spent in the theatre”

★★★★ The Observer for *Dracula*

The New Vic is a registered charity with a turnover of £3.5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.

ABOUT OUR AREA

We are based in the heart of the country –

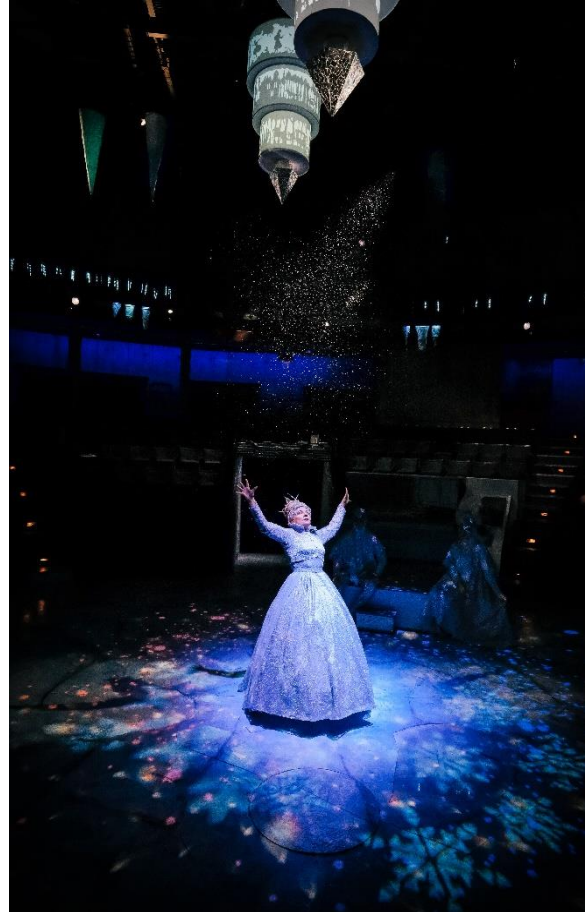
- part of the market town Newcastle-under-Lyme with its independent shops and cafes
- right next door to Stoke-on-Trent, a city on the up, with a thriving ceramics industry and a growing arts sector
- on the edge of the Peak District, with some of the best views in the country on our doorstep
- but still only 1 hour 30 mins from London, 40 mins from Manchester, 50 mins from Birmingham



OUR RECENT PRODUCTIONS



Around the World in 80 Days, 2013, 2014 & 2017



The Snow Queen, 2016/17



Treasure Island, 2017/18



Anna of the Five Towns, 2017



Dial M for Murder, 2017



Playhouse Creatures, 2018



Votes for Women, 2018



Table, 2018



Astley's Astounding Adventures, 2018

Photo Credits:

Andrew Billington,

Anna of the Five Towns, Around The World in 80 Days, Astley's Astounding Adventures, Playhouse Creatures, Robin Hood and Marian, Table, The Snow Queen and Treasure Island,

Mark Douet

Dial M for Murder, Votes for Women

Geraint Lewis

Peter Pan in Scarlett

Clara Lou Photography

Astley's Astounding Adventures

JOB DESCRIPTION AND ROLE INFORMATION

JOB TITLE: HEAD OF PRODUCTION

Responsible to: Managing Director and Artistic Director

Line Manager: Managing Director

Responsible for: Technical, Workshop, Costume, Stage Management and Maintenance Teams (see organisation chart)

At the New Vic we might be classed as a middle scale theatre but we punch well above our weight, as one of the busiest and most successful producing theatres in the country. The theatre has an in-the-round auditorium with an overall seating capacity of 605, a rehearsal suite and an additional multi-purpose space (rehearsal room/paint shop/performance space), a Café, bar and shop. Alongside the main house programme the theatre has an active Education department and an award-winning outreach department, *Borderlines*. More than 150,000 people a year see our work at the theatre and we reach thousands more through our Appetite audience development programme throughout our city. The New Vic is a member of a national network of 11 theatres in the round, and an informal member of a national network of 40 theatres in the round.

DEPARTMENT INFORMATION

The New Vic makes around eight in-house and co-produced shows each year, with three or four being delivered by in house Creatives and others working with freelance Creatives. We also collaborate with partners to make shows jointly across venues. We usually have one show on stage, one in rehearsal, and two or three in preproduction and another two or three in planning. So this is a busy, highly productive theatre.

We make ambitious shows and realise that ambition thanks to a committed in-house team including resident creatives and well-staffed craft and production departments:

- Company Manager plus two DSMs, 2 ASMs and a technical ASM
- Head of Workshop, and team including Master Carpenter, scenic artist, props and settings maker, a further carpenter and other internal and external freelance support at busy times
- Head of Costume, with a team including a deputy, cutters and makers
- Head of Technical plus Chief LX, Deputy Chief LX and Sound & Lighting Technician



Over the past decade we have developed work that includes circus, flying, musical theatre, touring, transferring, and even staging work outdoors. We plan to continue this development.

As an organisation we're brimming with creativity. But we know that, however dynamic our ideas, they can only be realised if we support our craft and production departments, led by a dynamic Head of Production, to deliver the highest quality productions for our audiences.

PURPOSE OF POSITION:

Our Head of Production will support the creation and delivery of great theatre and be responsible for overseeing the successful staging of New Vic and visiting company productions in our building and on tour, including the management and development of the production teams.

Overall production management responsibility for all projects produced in-house including liaison with, and support for, the creative team - leading production meetings, budget allocation and monitoring, scheduling and staffing.

Overall responsibility for the New Vic buildings, including environmental performance.

The Head of Production is a member of the Senior Management Team.



PRIMARY RESPONSIBILITIES:

PRODUCTIONS

- Plan and supervise all aspects of production activity
- Collaborate to deliver our increasingly ambitious artistic vision
- Lead the New Vic's production teams to deliver high quality production values across the range of the theatre's work
- Be the first and major point of contact with designers, directors and other relevant freelance creative and production staff once they're contracted
- Lead the production teams in establishing a positive culture of collaboration with artists
- Work closely with creative teams to realise their vision and designs, maximising the use of the theatre's available resources
- Ensure that designers are fully aware of the in-house creative opportunities, restraints of budgets, staffing, licensing, health and safety requirements and the unique nature of the New Vic main auditorium
- Plan staff requirements and make any necessary appointments to meet the needs of the theatre programme and production schedule

- Obtain accurate costings for all productions and staffing requirements and ensure that designs can be delivered within budget
- Control and manage agreed production budgets
- Co-ordinate and oversee a high standard of delivery of sets, props, costumes, lighting, sound and all other aspects of physical production within agreed briefs, budgets and timescales
- Convene and chair design and production meetings and ensure that notes are taken and disseminated in a timely fashion
- Work with producing and programming colleagues to schedule activities in the building and for any outside tours, transfers or site specific work
- Work with co-producing partners and liaise with partner production teams to ensure the highest possible quality of our productions
- Liaise with in-coming tours and one-night events and ensure stage management and technical staff support
- Plan and produce production schedules, in consultation with the artistic team and manage the efficient running of production periods from fit-up through to Press Night
- Be in attendance at the fit-up, technical rehearsals, dress rehearsals, previews and first performance, ensuring that all technical notes arising from them are passed on and acted upon
- Consult with the Managing Director on any additional items of expenditure and on day to day matters, budget reconciliation and analysis

MANAGEMENT

- Line manage and enable the effective productivity of all production teams
- Motivate and support professional development for production and building maintenance staff
- Contribute to the day to day running of the organisation and support the New Vic's business plan objective

BUILDING & MAINTENANCE.

- Ensure effective and timely routine preventative and planned maintenance of building, plant, machinery, installations and the external grounds of the New Vic
- Maintain and improve the environmental performance of the New Vic building and activities including monitoring and Arts Council environmental reporting
- Manage the safe and effective operation of all production equipment and spaces including the 'building-wide' implementation of policies, procedures and training as necessary
- Manage contracts with suppliers and contractors that relate to the maintenance of buildings, plant and equipment (excluding catering equipment), so as to ensure safe and cost-effective operation within agreed budgets

HEALTH & SAFETY

- Lead on the continued development and delivery of a safe and healthy workplace including the development of safe and efficient systems of working and fire safety procedures
- Produce risk assessments and method statements and ensure that building and activity risk assessments are up to date
- Lead on CDM compliance and implementation
- Keep abreast of current developments in health and safety and ensure compliance with the requirements of Health & Safety legislation and the theatre's policies
- Ensure the maintenance and safety of all working areas and implement best practice across the organisation

STRATEGIC

- Be a member of the Senior Management Team (SMT) and take part in formulating, planning and implementing the New Vic Theatre's strategies, policy and business plan
- Attend Board, management team and other meetings as appropriate and as required
- Work within the Company's established policies and practices including: equal opportunity, artistic and social policies
- Carry out any other specific tasks as may be reasonably required.

PERSON SPECIFICATION

HEAD OF PRODUCTION

The following represent the essential and desirable attributes for the post of Head of Production. Please demonstrate how you meet the following criteria in your application.

Criteria
Essential:
Experience & Qualifications <ul style="list-style-type: none"> Professional experience in theatre production, electrics, technical stage management or technical teams including experience of production management or equivalent in a producing house Experience of working with and managing freelance creative staff, production staff and stage managers Proven ability to plan, schedule and manage the output of craft and production teams Experience of planning and implementing technical schedules Proven experience of managing resources in a busy organisation and/or venue including experience of planning, managing and monitoring budgets Experience of receiving in-coming touring theatre Demonstrable experience of the implementation of current health and safety legislation and good practice within a theatre environment Strong organisational and logistical skills including IT and administration Current full valid driving licence
Skill and Knowledge <ul style="list-style-type: none"> Demonstrable interest in theatre Knowledge of a full range of the key elements of technical theatre & stage management (eg lighting, sound, video, construction, set construction, wardrobe etc) or demonstrably transferable knowledge from equivalent fields Proven ability to manage and motivate staff Knowledge of Health & Safety legislation and procedures in a venue/theatre context Ability to learn, interpret, understand and explain technical plans and diagrams Ability to manage several projects simultaneously, meeting artistic and financial targets and deadlines Excellent numerical skills and proven skills of managing budgets A good team player, but able to work independently Ability and willingness to work collaboratively with Directors, Designers, other Creatives and other theatre departments. Ability to prioritise, work well under pressure and adapt to new situations Ability and willingness to work unsocial hours including evenings, weekends and public holidays if required
Desirable:
Experience & Qualifications <ul style="list-style-type: none"> Experience of touring out and/or show transfers Experience of theatre building maintenance Knowledge of environmentally sustainable working practices Proven successful experience of managing the maintenance and operation of buildings plant, equipment and services Relevant qualification in Health & Safety (NEBOSH or equivalent) First Aid qualification

Skills and Knowledge

- Proficiency in CAD, preferably generation of production, construction and working drawings with 3D visualisations
- An affinity for the mission, vision and work of the New Vic Theatre and a passion to help achieve the theatre's success
- Experience in working with in a busy arts environment
- Willingness to learn and undertake new challenges



OUTLINE TERMS AND CONDITIONS INFORMATION

The post of Head of Production is offered on a full time permanent basis.

The current postholder is leaving us in early February 2019. Ideally we would like the appointed candidate to start mid/late January 2019 for a handover period.

SALARY

The salary for the post is £32,000 - £33,290 per annum.

The salary is paid monthly by credit transfer on the last Friday of each month.

HOURS OF WORK

The normal hours are 40 per week, usually to be worked flexibly across Monday to Friday between 9.00am and 11.00pm in agreement with your Manager. This role does involve working evenings and some Saturdays, as production schedules dictate, and occasional Sundays and public holidays. All employees are expected to work some evenings and Saturdays.

Any hours in addition to your normal hours are to be agreed in advance with your manager.

In weeks where less than the contracted hours are worked, owed TOIL must be reduced by the number of hours not worked. TOIL may not be carried forward from one year to the next. Overtime is not applicable to this post.

Any hours in addition to your normal hours are to be agreed in advance with your manager and will be remunerated as follows:

Time off in Lieu (TOIL) at Single Time

- Any hours in excess of 40 in one week.
- Any hours worked between 11.00pm and 9.00am Monday to Saturday
- Any hours worked on a Sunday

TOIL at Double time

- Any hours worked on a Public Holiday

HOLIDAY ENTITLEMENT

You will be entitled to holidays based on 1/12th of your annual entitlement for each complete month of service rounded up to the nearest ½ day.

The annual holiday entitlement is 20 days plus bank holidays per annum (based on a 5 day week). This increases to 22 days plus bank holidays after 3 years continuous service and 25 days plus bank holidays following 5 years continuous service.

The holiday year runs from 1 April to 31 March. Entitlement for any incomplete year will be calculated pro rata.

PROBATIONARY & NOTICE PERIOD

The probationary period for this post is 6 months. The notice period during the probationary period is 4 weeks. Following successful completion of the probationary period the notice period is 12 weeks.

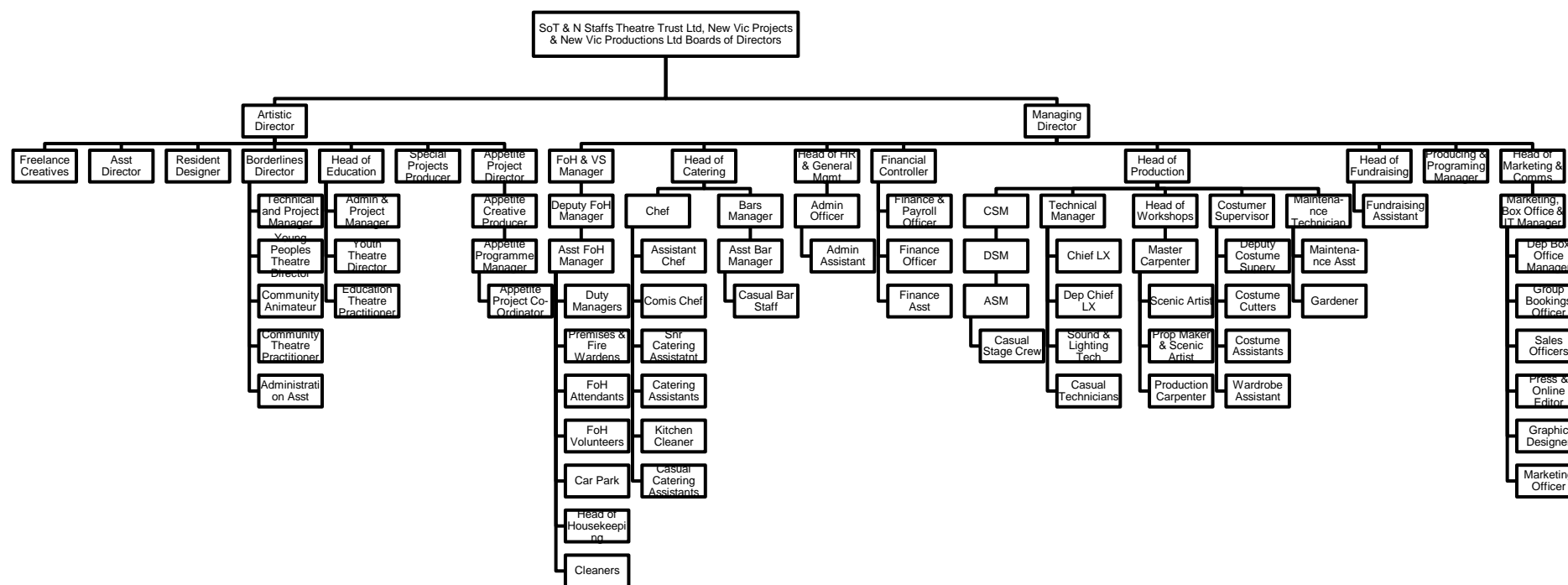
GENERAL

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. The employee makes a contribution of 3% and the New Vic will contribute 2% of qualifying earnings.

Following the qualifying period the company will make a contribution of up to 5% of basic salary matching the employees own contribution. Full details including qualifying period and joining dates are listed within the company handbook.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, references and medical declaration.

THE NEW VIC



YOUR APPLICATION

Thank you for expressing an interest in the position of **Head of Production** at the New Vic Theatre.

- **Closing date for applications – Friday 28 September 2018 at 10am**
- **Interviews – Thursday 4 October 2018 – please indicate your availability for this date in your application**
- **Second interviews – w/c 15 October 2018**

As timescales between the deadline for applications and interview are short, we are aiming to contact all shortlisted candidates by the end of Monday 1 October 2018 to let them know they have been invited for interview.

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector. We welcome applications from all sections of the community, particular applicants with a disability and those from an Black Asian minority ethnic (BAME) background as currently these groups under represented across our workforce.

HOW TO APPLY

Applications should be made using our standard application form. In accordance with good equal opportunities practice, section 1 of the application form and the equal opportunities monitoring form will be separated before short listing. Please ensure that all questions on the application and equal opportunities monitoring forms are fully completed. The short listing panel will make their decisions based solely on Section 2, without access to any personal information.

Ensure that your application contains details of relevant experience and the qualities that specifically relate to the person specification on page 12. Please do not submit a CV, pre-prepared references or covering letters as these will not be used during short listing.

Please return your application form and equal opportunities form by post to me at New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG or by email to recruitment@newvictheatre.org.uk using the subject line **Head of Production**.

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

FURTHER INFORMATION

If as part of your scoping process you'd like to visit the theatre to see our work, Louise Grattage, Administration Assistant or Hayley Underwood, [Administration Officer](#) can organise two comps for any performance, subject to availability. Please contact them on the recruitment number below.

Also, if you would like a confidential and informal discussion about the position before applying, please contact Fiona Wallace, Managing Director on 01782 717954

To find out more about the New Vic Theatre visit our website www.newvictheatre.org.uk. If you have any queries regarding the vacancy please email recruitment@newvictheatre.org.uk or call 01782 381371.

With thanks once again for your interest.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Wainwright', with a large, sweeping flourish extending to the right.

Tracey Wainwright,
Head of HR & General Management