
HEAD OF PRODUCTION

Head of Production

Thank you for your interest in the Head of Production post at Watford Palace Theatre.

Please find a job description and some background information enclosed.

How to Apply:

Please complete a Watford Palace Theatre application form that can be downloaded from <https://watfordpalacetheatre.co.uk/about-us/job-opportunities/> and send it to:

Samantha Ford
General Manager
Watford Palace Theatre
20 Clarendon Road, Watford, WD17 1JZ
Email: admin@watfordpalacetheatre.co.uk

Deadline for applications is **midday on Monday 29th April 2019**

You will be contacted as soon as possible following the closing date to be informed of the outcome of your application. Shortlisted applicants will be invited to interview and it is anticipated that interviews will be held on the following dates:

First Interviews: w/c 6th May 2019

If you require further information or would like to discuss the post in more detail, please contact our General Manager at admin@watfordpalacetheatre.co.uk

We look forward to receiving your application and thank you for your interest in Watford Palace Theatre.

Watford Palace Theatre Background information

Watford Palace Theatre is a successful, inclusive and ambitious award-winning professional theatre and local charity.

Watford Palace is a beautiful Edwardian 600-seat Theatre that celebrates its 110th year in 2018.

The organisation receives core revenue funding from Arts Council England as one of their key National Portfolio Organisations within the 'three counties' region and strong partnership support with Watford Borough Council, with whom it has a successful working relationship.

As well as producing Theatre productions and events within the building and on tour, the Theatre also produces its annual international outdoor festival programme *Imagine Watford*.

www.watfordpalacetheatre.co.uk

Our Mission

Great stories that entertain, provoke and inspire, on our stage and in our streets.

About Us

Everyone's welcome at the Palace. We aim to inspire and entertain through inventive, ambitious and inclusive drama, new plays, musicals, dance and family shows; free outdoor festivals; diverse stand-up; and a much-loved traditional pantomime.

See yourself on our stage. We aim to reflect our diverse communities, and fully represent women, both onstage and behind the scenes.

We make the future. We celebrate and develop creativity and skill in our community and our young people.

See it here first. We're proud that our locally produced shows and home grown talent have toured nationally and internationally, been seen on BBC iPlayer, won awards and transferred to the West End.

Watford Palace Theatre - inspiration on your doorstep.

JOB DESCRIPTION

Post:	HEAD OF PRODUCTION
Reporting to:	Artistic Director / CEO (Artistic) and Executive Director (Operational)
Line manages:	Technical Manager, Head of Electrics, Head of Stage, Head of Construction, freelance Production Managers, Seasonal CSM and Seasonal Wardrobe Supervisor Line manages any other technical, freelance or casual staff within the production team as necessary.

Main Purpose of the Post

This post oversees the technical co-ordination of all in-house productions, touring shows, hires, and take part projects. The post holder is responsible for the smooth running of the backstage operation and scenic construction workshop, and for overseeing the management of Health & Safety within all production activities.

To lead, alongside the Artistic Director, WPT's culture of supporting and enabling the work of creative and technical teams, to support the ambition of the project or production within the financial, human, physical and time resources allocated to it.

Principal duties and responsibilities

1. Production Management

For all Palace productions, whether produced in-house or an incoming show, and whether professional or community-led:

- 1.1 Be responsible for the technical aspects of performances and presentations. Ensure that in-house productions are delivered on time and on budget, and for incoming shows ensure that all contractual requirements are met by the Palace and the external organisation.
- 1.2 Oversee the work of the Production department in the production process, and take specific responsibility for the delivery of the departments output.

- 1.3 Be available for production meetings, fit-ups, rehearsal and technical rehearsals as required.
- 1.4 Communicate effectively with everyone involved in the physical aspects of each production as required, including Palace colleagues and external creative teams and collaborators, and community partners.
- 1.5 Play an active role in the scheduling and management of each production, working closely with the Artistic Director, Executive Director, and Producer as well as co-producing partners where relevant.
- 1.6 To work in collaboration with the Head of Construction to project manage all internal and outside commissions undertaken by the WPT Production Scenic Construction Workshop (based off-site from the main Theatre).
- 1.7 To work in collaboration with the festival team to undertake responsibility for the production management elements of the Imagine Watford Outdoor festival.

2. Health & Safety

- 2.1 Lead a culture of effective Health & Safety management across the Production department. Take responsibility for ensuring that every HoD understands and fulfils their responsibilities, and that the team works closely with the Buildings Facilities Manager to ensure best practice in Health & Safety management. The collaborative relationship with the Building Facilities Manager is a key aspect for ensuring Health & Safety best practice at the venue.
- 2.2 Take particular responsibility for all Health & Safety requirements relating to each production. Conduct timely risk assessments for every in-house production, and implement the requirements that they highlight.
- 2.3 Ensure that hiring companies and visiting productions meet the Theatre's Health & Safety requirements.

3. Department Management

- 3.1 Manage the department's staff, maintaining an effective team and ensuring that the department's work is delivered to high standards and meets required deadlines.
- 3.2 Ensure adequate staffing levels on all shows, including recruiting freelance staff to work on individual productions and projects as required.

- 3.3 Undertake any necessary departmental recruitment, induction and staff development reviews, and liaise with the Executive Director about any training needs that are identified.

4. Financial Management

- 4.1 Take responsibility for the financial planning and management of the department in liaison with the Head of Finance, ensuring operation within agreed budgets.
- 4.2 Actively promote the theatre's workshop as a facility to external companies, seeking to maximise income from external set-building contracts.
- 4.3 Agree and work to achieve income targets where appropriate, for example in relation to contracted set-building, and sales of Palace sets and costumes.

5. General

- 5.1 Lead a cross organisational group that monitors the organisation's progress in becoming a greener and more sustainable Theatre. This includes supporting the Building Facilities Manager in reporting this progress to Julie's Bicycle.
- 5.2 Play an active role in the strategic development of the organisation as a member of the Senior Management Team.
- 5.3 As a member of the Senior Management Team play an active role in theatre-wide activities, such as attending press nights and other PR events.
- 5.4 Ensure that WPT policies are observed in every area of the department's work.
- 5.5 Actively engage with the Theatre's Take Part programme, subject to appropriate vetting in relation to Child Protection and Safeguarding.
- 5.6 To keep abreast of developments in contemporary theatre practice in relationship to Technical/Production.
- 5.7 To undertake any other duties as agreed with the Executive Director as is appropriate to the post.

Job description is subject to review.

PERSON SPECIFICATION

Essential Experience

- At least three years' relevant experience at a senior level in theatre production, outlining a range of experience that might include experience of: text based, musicals, Pantomimes and site specific theatre; as well as of touring and transferring productions.
- At least two years' experience of line managing staff and managing budgets.
- A strong professional background in at least one of the fields of: production management, technical theatre or theatre construction.
- Experience of risk assessments and managing Health and Safety compliance.

Essential Skills

- Ability to work with creative teams and to pragmatically realise artistic aspirations.
- Ability to problem solve, apply creative solutions and be resourceful.
- Ability to work on own initiative, prioritise and organise workload, and meet deadlines.
- Excellent attention to detail.
- Excellent team working, listening, patience, collaborative, leadership and motivational skills.
- Excellent numeracy skills including the ability to set and monitor budgets.
- Excellent personal communication skills.
- IT literacy including the ability to use Microsoft Office.
- Ability to use CAD software.
- Understanding of theatre production and technical processes.
- Understanding of Health and Safety best practice and legislation.
- Understanding of Union agreements and theatre employment issues.
- Understanding of budgeting and scheduling productions, including co-productions and tours.
- Knowledge of theatre licensing and statutory requirements.

Desirable

- Experience of theatre capital projects.
- Experience managing or working with an in-house Scenic workshop team.
- Experience of working with students, community and young companies in productions.
- Understanding of 'Greener' Theatre initiatives and sustainability within the Technical Theatre areas
- Experience of the Technical management of outdoor performance events or festivals.
- A relevant qualification in Health and Safety and training in any of: First Aid, Manual Handling, and Working at Height.
- An understanding of diversity and engagement issues for theatre.
- A current driving license.

TERMS OF EMPLOYMENT

- **Salary:** From £30,000 - £32,000 per annum depending on experience
- **Period of contract:** Permanent, including a three month probationary period during which time the notice period required by either party is two weeks.
- **Notice Period:** Subsequent to satisfactory review, the notice period is increased to 3 months.
- **Holiday:** 21 days per annum plus bank holidays (increasing to 25 days pro rata after 5 years of continuous service)
- **Hours:** 40 hours per week. The post holder will be required to work evenings and weekends (an informal TOIL system operates).

Tickets: All WPT Staff are entitled to complimentary tickets for some productions taking place at the Palace Theatre. If appointed please see the staff handbook for the latest details.