

Production Manager

Application Pack

HOME

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GMCA **GREATER**
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COMBINED
AUTHORITY

About HOME

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester operated by Greater Manchester Arts Centre (GMAC).

HOME's mission is to be an open and social space for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world. HOME curates engaging, international, high-quality work, and serves to develop art and artists at of all stages in their careers. This is done across:

- Two theatres: c.500 proscenium arch theatre (T1), and a flexible c.130 seat Studio theatre (T2);
- 500m² contemporary exhibition space;
- Five state-of-the-art cinema screens presenting one of the most celebrated independent film programmes in the UK;
- Rehearsal and development spaces.

HOME is also a thriving cultural business, with a highly successful bar and restaurant, growing events and hires business, a fine retail offer, and an international publishing arm (Cornerhouse Publications).

In the first three years of the organisation, its impact on the culture of Manchester and beyond has been extraordinary. Its seen:

- **2.3m** visitors through its doors
- Worked with over **55,000** participants
- Over **40** exhibitions
- Over **1,000** theatre performances
- Nearly **20,000** cinema screenings

£80m GVA (gross value added) to the Economy

HOME's Vision

HOME is central to making Greater Manchester a major city celebrated for its' distinctive art, art that enriches the lives and life chances of its' people, a magnet for artists and creatives with the highest engagement in the arts in the UK.

HOME's Mission

HOME is an open and social space place for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

HOME's Values

- i. Creativity – bringing imagination, resourcefulness and innovation to our work
- ii. Pioneering – leading the way, breaking new ground, being ahead of the curve, taking risks
- iii. Collaborative – seeking out opportunities for sharing and partnership
- iv. Engaged – with our city region and the wider world, with art and artists and with ideas and issues
- v. Open – welcoming and engaging with multiple voices, ideas and perspectives
- vi. Rigorous – striving to do the best work, valuing quality.

Production Manager Job Description

Team: **Technical**
Responsible To: **Technical Director**

Job Summary

Under direction from the Technical Director, to act as Production Manager on Made at HOME projects and HOME collaborations across art form. This will include theatre productions, visual art exhibitions and festivals.

About Technical Team

The Technical Team supports the artistic and business functions of HOME. This includes working on creative projects in the theatres, galleries and other spaces, as well as supporting a programme of incoming theatre productions and exhibitions. The technical team also includes dedicated projection and AV functions.

Main Duties and Responsibilities

Theatre Programme

To act as Production Manager on specific projects and productions as part of the Made at HOME Theatre programme in the T1 and T2 spaces, and liaising with co-producers and partners on incoming work and collaborations.

- Working with directors and creative teams to ensure realisation of artistic vision inside agreed production parameters.
- Leading pre-production meetings to ensure all relevant issues are addressed and internal HOME resources considered, and to continue to lead production meetings throughout the process of taking the work to production.
- Ensuring all allocated productions & projects comply with legislation, are certificated as required, have the correct risk assessment, CDM and method statement documentation, and have been inspected by the relevant Authorities, as necessary.
- Maintaining proper and complete records and respond to developments or changes in legislation.
- Liaising with relevant builders and manufacturers to ensure sets and assets are created to the best possible standard and fit for purpose.
- Consulting on and compiling risk assessments and method statements.
- Supporting freelance or external Production Managers to ensure consistency of standards across all work taking place at HOME or in affiliated spaces.
- Liaising with Production Managers on relevant co-productions to ensure parameters of HOME are being met and the production maintains the highest possible standard.
- Creating technical drawings for theatre productions as required including ground plans, sectional drawings and construction plans.
- Supporting the Technical Director and technical team to provide production support to touring companies, and ensuring all contra deals are transparent, appropriate and in the best interests of the organisation.
- Ensuring that all projects remain inside pre-agreed budget parameters.

Visual Art Programme

To work closely with the Programming and Made at HOME teams to manage all aspects of the planning and supervision of the safe implementation of exhibition & project changeovers including

- Arranging appropriate transport, storage, documentation and insurance of artworks and exhibition equipment.
- Liaison with curators, artists and engagement staff on the installation of exhibitions and drawing up a timetable for changeover periods.
- Ensuring projects are delivered in line with agreed budgets.
- Draw up gallery layout plans in consultation with Curators.
- Procurement of equipment and services in connection with exhibition changeovers.
- Scheduling, briefing and supervising technical and art-handling staff.
- Ensuring all technicians are trained to undertake the work they are assigned and that all relevant Health & Safety legislation requirements are followed.
- Producing relevant risk assessments and safety briefings for exhibitions and changeovers.
- Briefing all relevant HOME staff on changeover plans.

Festivals & Projects

To support HOME's Programming and Made at HOME teams to deliver cross-arts festivals, and as well as projects and events taking place in unconventional spaces.

- Acting as Production Manager and providing specialist support on any cross-arts festivals which take place as part of the HOME programme, ensuring that production budgets are maintained.
- Working with the Building Manager to ensure relevant risk assessments and method statements carried out.
- Assisting other teams at HOME on projects and events as appropriate, including HOME Engagement and HOME Talent.

Other Duties and Responsibilities

- Perform all tasks in line with HOME's commitment to providing the widest audience access.
- Continually seek to develop and improve working practises and systems.
- Keep up to date with financial, administrative and operational best practice.
- Carry out duties as deemed appropriate by the Technical Director or Executive.
- Work evenings and weekends as appropriate.
- Undertake national and international travel as required.

Production Manager Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		Degree or equivalent professional qualification
EXPERIENCE & SPECIALIST KNOWLEDGE	Experience working as a Production Manager either on specific projects or based in an organisation	Experience of working as a Production Manager in a venue
	Current knowledge of Health and safety regulations and risk assessment in relation to theatres or other public venues (incl. COSHH, PUWER, LOLER)	Experience of production management of Gallery Exhibitions
	Knowledge of running technical fit ups, rigging and focusing sessions, technical rehearsals, troubleshooting problems and adjusting schedules	Experience of working on artistic projects with multiple partners, including co-productions
	Experience of working with designers and visual artists to help them realise their vision	Experience of working on festivals or events in unconventional spaces
	Knowledge of and commitment to working in an environmentally sustainable way	Experience of working with specialist art handlers
PRACTICAL SKILLS	The ability to create and interpret plans, drawing and technical specifications	
	Computer literate including use of CAD, Office, WP & Spreadsheet applications to a high level	
	Strong financial and budget management skills	
	A full UK Driving Licence	
	Excellent interpersonal skills, with the ability to communicate and translate creative and technical ideas	
	Ability to manage a number of on-going projects effectively and efficiently	
	To be self-motivated and have the ability to work independently or as part of a team	
DISPOSITION AND ATTITUDE	Proven commitment to promoting Equal Opportunities in the workplace	
	An enthusiastic and responsible team player with the ability to work with limited supervision	
PERSONAL CIRCUMSTANCE	Able to work flexible hours to meet the demands of theatre and production schedules	
	An informed interest in the work presented by HOME	

Applicant Information

At HOME we welcome applications from everyone.

HOME strives to present a vibrant, diverse programme that is reflective of the city that we live in. We believe that this can only truly be achieved if the workforce at HOME encompasses a broad range of beliefs and vantage points. We particularly welcome applications from people from a BAME background or those who are Deaf or disabled, as they are currently under-represented in our workforce. If you wish to discuss reasonable adjustments for this role please indicate this on your application form and we will be in touch with you.

Outline of Terms and Conditions

TITLE OF POST:	Production Manager
HOURS:	GMAC Ltd has a standard working week of 40 hours inclusive of meal breaks. Exact hours of work as required by demands of the post. Overtime payments will not be made, however time off in lieu, with the agreement of the Technical Director, will be available to cover any additional hours worked.
SALARY:	£28k - £30k
ANNUAL LEAVE:	25 days p.a. pro rata plus statutory holidays, increasing with length of service thereafter.
PROBATIONARY PERIOD:	3 months.
NOTICE PERIOD:	1 month during probationary period, 3 months thereafter.
PENSION:	HOME runs a workplace pension scheme.
OTHER BENEFITS INCLUDE:	<ul style="list-style-type: none">• Free tickets for theatre and cinema• Discounts on food and drink at HOME's bar and restaurant• Travel schemes including cycle to work and discount bus travel

Appointment Procedure

Please complete the HOME application form telling us how you meet the Person Specification for this role return with a completed Equal Opportunities questionnaire.

The deadline for applications is **2pm on Monday 7th January 2019**
Interviews will take place **week commencing Monday 14th January 2019**

Please email a PDF copy of your application to: avril.mason@homemcr.org

Unfortunately, we cannot acknowledge receipt of applications. If you have not heard from us by **Friday 11th January 2019**, please assume that we will not be taking your application any further.