

HOW TO APPLY

We're trying to make our application process as open and accessible as possible, so if you are experiencing any barriers to accessing the information, and would like this pack in a different format, or would like to submit your application in a different way, then please contact our recruitment team via the email address below, or by calling us on 0151 706 9113. We're always happy to discuss any requirements that candidates may have as a disabled person; someone with parental or caring responsibilities; or other reasons, and we'll always try to make any adjustments possible to make participation easier.

Please read all the information in this job pack and then submit a CV and / or a covering letter or email to tell us about yourself and your experience; to share with us your reasons for applying for the post and any other information you believe is relevant.

We'll shortlist based on how each candidate meets the person specification and shows us how they would fulfil the job description, but we believe that even if someone doesn't have all the experience we're looking for, they might still have the values and qualities that would make them a great asset to the team, so please don't be put off from applying because you don't feel you have all the experience. If you'd like to have an informal conversation about the role in advance of application, this can be arranged via the email address below.

The deadline for applications is **Monday 7th April at 10.00am.**

Interviews will take place in Liverpool in the **w/c 14th April 2025**

Applications should be sent to: recruitment@everymanplayhouse.com

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.com/r/S3CN2XC>; a summary of our Equal Opportunity Policy is also available on the website. All applicants will be advised on the outcome of their application in writing. Any offer of employment will be subject to the receipt of evidence of the right to work in the UK as defined under current legislation.

HELLO,

Thank you for your interest in the role of **Production Manager**.

It's a great time to join the theatres, run as a charity by the Liverpool and Merseyside Theatres Trust. We're a local creative powerhouse with national and international impact, driven by a love for theatre, our city, and the belief that theatre can transform lives.

We believe our theatres can be a vital focus for the communities in the Liverpool City Region, telling stories which are compelling locally and nationally, supporting and attracting talent and contributing to Liverpool's reputation as one of the country's most vibrant cultural cities.

Across our theatres - one a 440-seat thrust, the other a 670-seat proscenium - there's an opportunity to produce and present the richest range of work for the widest audience.

In 2025 we look forward to an ambitious and dynamic programme of work across all of our performance spaces, as we do our best to be a place where everyone in Liverpool can feel safe, heard and included in asking big questions about the world we're living in. Underpinning our artistic approach is a commitment to supporting creatives and producers from diverse backgrounds to develop more work with commercial and tour potential; and thereby achieve longer and more sustainable careers in the arts.

Read on to find out more. We look forward to hearing from you.



Mark Da Vanzo | Chief Executive
Nathan Powell | Creative Director
Ros Thomas | Finance Director

OUR VISION, MISSION, VALUES



OUR VISION

We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

OUR MISSION

The use of the power of theatre to inspire entertain and nurture positive social change.

OUR VALUES

COLLABORATIVE

We listen, we share, we co-create.

CREATIVE

We believe in the power of creativity to inspire and change lives.

COMPASSIONATE

We are open-hearted, generous and supportive.

COURAGEOUS

We are daring and brave - a voice for things we believe in.



LIVERPOOL
EVERYMAN



LIVERPOOL
PLAYHOUSE

DIVERSITY, EQUALITY & INCLUSION

We have established relationships in the communities of Merseyside, nurtured through an extensive and innovative outreach and education programme, and believe passionately that the creation, delivery and experience of the highest quality theatre must be open to all. We nurture and develop the artists and creative workforce for tomorrow through our award-winning Young Everyman Playhouse programme (YEP). YEP is much more than a youth theatre, it is a multi-disciplinary talent development programme. We want YEP members to progress to work in our theatres, on our stages and in the local theatre ecology, as well as influencing and making theatre nationally and internationally and bringing new ideas, work and practice back to Liverpool.



Tell Me How It Ends by Tasha Dowd
© Andrew AB Photography

"I was blown away by the talent of the young actors and the writer. It's wonderful that the Everyman supports and encourages young talent."

Audience Feedback on *Tell Me How It Ends*
by Tasha Dowd [YEP Graduate]



THIS IS NOT A CRIME (this is just a play...)
by YEP Actors 2023

"YEP is a place that had allowed me to create strong relationships with my peers and be part of a community that is compassionate towards one another. For these reasons being a part of YEP will help me improve my qualities not only as an actor but also as a person." Feedback from YEP Graduate

We are committed to diversity and equality and expect all staff to be active in promoting diversity and supporting people to experience our work and buildings. In 2020, we brought together a group of Trustees, staff and co-opted external members to form a [Diversity Action Group](#), considering the actions we could take as an organisation to

progress our commitment to diversity. We recognise that our workforce is not as representative as we would like it to be and are committed to real and positive change.

What does this mean in terms of recruitment?

It means that some of the things we will do are:

- recognise that lived experience can be as valuable as industry experience or qualifications.
- actively advertise and promote jobs to specific groups or organisations.
- try to find long term progression routes within the company and identify opportunities for people to learn about the jobs we have available
- make sure that the Theatres are a safe space for all employees, and that everyone receives the support they need

What we won't do is:

- Shortlist applicants based on any protected characteristic if we don't believe they could do the job
- Offer someone a role solely based on them having a particular protected characteristic, even though we feel they're not suitable for it, and in which they won't thrive.

Most recently we've been working with the Anthony Walker Foundation to ensure staff receive anti-racism training, and that there is accountability and collective understanding of what anti-racist actions we can take as individuals and collectively as an organisation.

With all this in mind, we particularly welcome applications from ethnically diverse and disabled applicants, and we are a Disability Confident Employer. We are also a strategic partner with PiPA (Parents and Carers in Performing Arts – www.pipacampaign.org), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, and we look for equity of opportunity for anyone living with a protected characteristic that has adversely impacted their employment opportunities.



JOB ROLE: PRODUCTION MANAGER

Responsible to: Head of Production

**Responsible for: Assistant Production Manager; Theatre Technicians;
Freelance and Casual Technical Staff**

PURPOSE OF ROLE

- To production manage the majority of Liverpool Everyman & Playhouse's shows.
- To support the Young People & Community department, including production managing some of their productions and supporting and participating in workshops.
- To line manage the Assistant Production Manager.

VISION, MISSION & VALUES

Key to all roles within the Liverpool Everyman & Playhouse, is each person's absolute commitment to the organisational vision, mission and values which are as follows:



OUR VISION

We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

OUR MISSION

The use of the power of theatre to inspire entertain and nurture positive social change.

OUR VALUES

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CREATIVE

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COMPASSIONATE

We are open-hearted, generous and supportive.

COURAGEOUS

We are daring and brave - a voice for things we believe in.

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the Liverpool City Region, advocating our role in its civic duty to the city.

MAIN DUTIES

Overall Production Management:

- Ensuring the highest production values and most effective use of resources in realising the visions of our creative teams.
- Leading on technical liaison with co-producing partners.
- Overseeing all technical and logistical aspects of theatrical productions from pre-production through to end of life.
- Creating and managing production schedules and budgets.
- Ensuring smooth and efficient execution of all technical elements.
- Clearly communicating the resources and other production parameters to the creative teams and ensuring that designs can be realistically delivered within these parameters.
- Leading design and production meetings and ensuring technical design information is distributed to creative teams and LMTT departments.
- Coordinating the activities of all technical departments in the delivery of productions, working with the Head of Production, Technical Manager and Company Manager to ensure that all rehearsal and performance needs are met
- To manage delivery of production aspects of commercial events and hires, as required.
- Recruiting external suppliers and monitoring them throughout their delivery of services for productions.
- Leading on Production Department sustainability reporting and developing and delivering the Sustainability Action Plan.
- Overseeing all technical aspects of the production, including lighting, sound, set construction, and stage management.
- Troubleshooting technical issues and implementing solutions.
- To monitor productions throughout their run, dealing with any technical issues and ensuring that production values are maintained.

Team Leadership and Communication

- To line manage the Assistant Production Manager and in the future possibly other members of the Production department.
- To have regular meetings with line reports, ensuring that their development is supported and any issues with performance are addressed quickly.
- Facilitating clear and effective communication between all members of the production team.

Production Department

- Ensuring that the Technical Manager knows the staffing requirements for productions well in advance, remaining within the allocated resources for each production.

- Deputising for the Head of Production as required, monitoring personnel matters in the department including absence, holidays, working hours and pay and reporting potential disciplinary matters to the Head of Production or Technical Manager.
- Assisting the Head of Production and Technical Manager to ensure all plant and equipment is maintained and inspected with regard to regulatory or licencing requirements
- Assisting with recruitment and supervision of freelance and casual production staff, ensuring that the company's diversity strategy and equal opportunities policy are adhered to in the employment of all staff

Finance

- Managing production budgets, tracking expenses, and ensuring cost-effectiveness.
- Negotiating contracts with vendors and suppliers.
- Forecasting and reporting on budget variances.

Scheduling and Planning

- Creating and maintaining detailed production schedules, including rehearsals, technical rehearsals, performances, and strike.
- Coordinating with all departments (directing, design, stage management, etc.) to ensure timely completion of tasks.
- Managing venue scheduling and logistics.

Safety and Compliance

- Risk assessing productions at each stage of the design and delivery process.
- Ensuring a safe working environment for all production personnel.
- To act as the Principal Designer under the Construction (Design and Management) Regulations 2015, for in house productions, as agreed with the Head of Production.
- Ensuring all Health and Safety documentation for productions and other delegated activities has been completed in good time and is regularly reviewed.
- Implementing and enforcing safety protocols and procedures.
- Staying up to date on relevant safety regulations and industry best practices.

Young People & Communities (YP&C)

- To support and participate in the delivery of technical skill development activity for people engaged in YP&C activities.
- To production manage YP&C productions, ensuring that they are delivered with the same level of care and skill as our professional productions.
- To work collaboratively to ensure that learning opportunities for skills development programme participants are fully integrated into the delivery of the artistic programme.

- To mentor YP&C participants who are acting as production managers on activities within our theatres.
- To work fully within the framework of the company's safeguarding policy.

General

- Participating in cross- departmental project teams to deliver the aims of LMTT
- Performing your role in accordance with the company's Staff Handbook, incorporating LMTT's Values
- LMTT is committed to the safeguarding of children and people to whom we have an enhanced duty of care, and therefore may at their discretion require any member of staff to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS), depending on the activities they are carrying out.
- LMTT is committed to diversity and equality and expects all staff to be active in promoting diversity and supporting people to experience our work and buildings

This Job Description is not exhaustive, and it will be reviewed regularly to ensure that it reflects the evolution of the company, and the skills and personal development of the post-holder; a flexible approach to work in all roles is essential

PERSON SPECIFICATION

Essential experience, knowledge and skills	Desirable experience, knowledge and skills
Extensive experience of production management in theatre, on a diverse range of shows and events.	Experience of construction of stage scenery.
To be able to demonstrate a broad knowledge of technical theatre knowledge and skills, across multiple production departments.	Experience of lighting and sound.
Significant experience of working on touring shows and co-productions.	Experience of stage mechanics, automation, CW flying.
An excellent working knowledge of current health and safety legislation and best practice. Experience of writing risk assessments and method statements.	A recognized Health and Safety qualification (e.g. IOSH Managing Safely).
Proven ability to manage several projects simultaneously.	Experience of multiple venue and split site working.
The ability to work well under pressure, while meeting deadlines.	An awareness of and a desire to influence issues facing regional producing theatres.
An excellent eye for detail and desire to achieve the highest possible artistic standards.	A degree or qualification in technical theatre.
Excellent leadership and people management skills.	
To have proven production budgeting and financial management skills.	
To have a high standard of verbal and written communication skills.	
To be able to demonstrate excellent I.T. and administrative skills.	
To be able to demonstrate excellent CAD skills.	
To have extensive knowledge of other practitioners, suppliers and relevant organisations.	
Able to demonstrate a passion for theatre and a desire to make a substantial contribution to the organisation as a member of the production department.	

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Tenure:	This is a permanent contract, and is subject to probationary period of 6 months.
Reporting to:	Head of Production
Salary	£34 218 per annum
Hours:	35 per week. The postholder will be required to work during some evenings and weekends. Overtime is not payable, but, where agreed to, time off in lieu can be taken by arrangement with the Head of Production and in accordance with the staff handbook. This role includes the need to act as emergency show cover from time to time.
Annual Leave:	28 days per annum, pro rata (inclusive of all statutory English bank holidays). This rises to 30 days after 3 years, and 33 days after 5 years' service. Holiday year runs from 1 January – 31 December.
Notice Period:	One week during probation; three months thereafter
Pension:	The Company operates an auto-enrolment pension scheme. This employment is not contracted out of SERPS (the State Earnings Related Pension Scheme).
Place of Work:	Mainly at the Everyman and Playhouse Theatres

Additional Benefits:

The Theatres offer several discretionary benefits including:

- Interest-free Season Ticket Loans with Merseytravel
- Membership of a healthcare cash plan: Paycare (including an Employee Assistance Programme and 24-Hour GP Telephone Consultation Service)
- Free and / or discounted tickets for performances
- Discounts on our food and drink offer

All other terms as detailed in Staff Handbook.

**LIVERPOOL
EVERYMAN**

5-11 Hope Street
L1 9BH

**LIVERPOOL
PLAYHOUSE**

Williamson Square
L1 1EL

everymanplayhouse.com

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We are a registered charity (1081229) and gratefully acknowledge the continued support of Arts Council England, Liverpool City Council, our donors, patrons, partners and our audiences.



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ENGLAND**

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Liverpool**



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