

ASSISTANT PRODUCTION MANAGER

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 **Thursday 2nd July at 10.00am.**

Interviews will take place in Liverpool on the **10th July 2026.**

Applications should be sent to: recruitment@everymanplayhouse.com

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.com/r/RW7TTHS>; 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 **Assistant 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: Assistant Production Manager

Responsible to: Production Manager

Responsible for: Casual and Freelance Production Staff

PURPOSE OF ROLE

The Production team are tasked with planning and managing the delivery of LMTT's productions to the highest standards, ensuring the most effective use of resources in realising the visions of creative teams throughout LMTT's artistic programme whether visiting, in-house, YEP or events based.

The Assistant Production Manager will assist and support the Head of Production & Technical and the Production Manager with the management and operational duties of productions.

The Assistant Production Manager should have a strong understanding in some of the production fields and be looking to develop their learning across all aspects required to manage a show.

They should also have good administrative skills, be able to clearly communicate and have a good sense of diplomacy.

- To assist the Production Manager to ensure the highest production values and most effective use of resources in realising the visions of creative teams throughout LMTT's programmes
- To support and participate in the delivery of the technical skill development activity for young people as part of the Young Everyman & Playhouse (YEP) programme
- To act as lead Production Manager on YEP productions and short format main-house productions as allocated
- To ensure the highest level of health and safety applies across all LMTT technical activities
- Managing allotted budgets and ensuring stringent cost control at all times

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

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.

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

Production Management

- On selected shows to co-ordinate the activities of the Production Department in the delivery of in house, YEP or visiting productions, liaising with the Head of Production & Technical, Production Manager, Technical Manager and working closely with the Company Manager to ensure that all rehearsal and performance requirements are met
- Attend design and production meetings and producing technical design information, CAD plans or visualisations for distribution to creative teams and LMTT departments
- To lead on Sustainability for allocated shows in line with LMTTs Theatre Green Book processes (<https://theatregreenbook.com>)
- Ensure effective communication of production information between all departments, generating and updating production schedules and risk assessments and responding to rehearsal notes and production design developments in a timely manner
- Procure high quality and cost-effective services from external suppliers and supervising and monitoring the work of suppliers during the production process
- Assist on technical liaison with co-producing partners and Residencies partners facilitating high quality delivery and effective use of resources

- Support the delivery of the YEP programme and productions, working collaboratively to ensure that learning opportunities for skills development programme participants are fully integrated into the delivery of the artistic programme
- To deputise for the Production Manager in their absence
- Ensure that production environments adhere to the company's diversity strategy and equal opportunities policy, and actively championing diversity, equity, inclusion and access for all; ensuring that the department is welcoming to all.
- Managing allocated production budgets and keeping accurate records of expenditure

YEP & Community Activity

- Planning and managing the technical delivery of selected YEP productions and events internally and externally, directed by the YEP and Associate YEP Directors, liaising with all technical departments to ensure the efficient use of resources
- Occasional leading of YEP Tech sessions
- Assist in liaising with the YEP Director, YEP Producer and relevant departments to support the delivery of community programmes and associated enrichment activities across all LMTT programmes and provide additional learning opportunities for skills development programme participants

Health and Safety

- Contribute to ensuring YEP Technical activities comply with relevant regulatory or licencing requirements and safe working practices are observed
- Ensuring relevant Production-specific Health and Safety documentation is in place and reviewed regularly and ensure suitable safe systems of work for activities are in place and fully implemented
- Keeping abreast of current Health & Safety legislation
- Ensuring that safeguarding protocols and procedures, and best practice in youth work are adhered to, and that the welfare of participants is monitored during activities. Safeguarding practice will be supported by annual CPD and training.

General

- To support the wider activity of the Technical Department as required
- On occasion, work with the e&P Higher Education and community partners, sharing expertise and offering insight into your day-to-day working life.
- Supporting Young Everyman and Playhouse in the delivery of their programme on an ad hoc basis
- 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
- Work in the best interests of E&P at all times, and in accordance with company policy, the staff handbook, health & safety regulations, safeguarding, data and IT

- Be an effective representative of E&P in all situations and demonstrate the highest level of audience care, advocacy and service
- Take positive action to promote Equal Opportunities in all aspects of the work of E&P
- Maintain confidentiality in all areas relating to LMTT and E&P as appropriate
- Use best endeavours to improve sustainability and reduce negative environmental impact

This job description is not exhaustive and you may be asked to carry out any other duties as may be reasonably expected of the post; embracing change, and reacting to short-notice changes with a willingness to learn.

PERSON SPECIFICATION

Essential experience, knowledge and skills

- Professional experience working within a theatre production environment – this could be within a particular specialism (such as Lighting, Sound, AV, Costume, Automation, Technical Stage)
- A flexible approach to work with ability to prioritise workload, meeting tight deadlines
- Friendly and approachable manner with the ability to deal with people in an effective and diplomatic way.
- The ability to manage resources in an organised, systematic way
- Experience of working to budgets
- Ability to problem solve, apply creative solutions and be resourceful
- Proven administrative skills
- Experience of working with creative teams
- High standard of verbal and written communication skills and excellent IT ability
- Ability to demonstrate a broad understanding of theatre stagecraft including relevant regulations and codes of practice

Desirable experience, knowledge and skills

- Proven skills and experience across multiple disciplines (such as Lighting, Sound, AV, Costume, Automation, Technical Stage, Stage Management)
- Production budgeting and financial management skills
- Experience of working with young people
- Working knowledge of CAD software, such as AutoCAD or Sketchup
- Knowledge of show control systems and software
- Experience of sustainability in theatre, including knowledge of Green Book principles
- Knowledge of ABTT Technical Standards
- A full, clean driving licence
- A recognised First Aid qualification
- A Recognised H&S qualification, such as IOSH Managing Safely
- Understanding of lighting, sound, video and technical stage equipment including their correct and safe operation and maintenance
- Knowledge and understanding of Stage Management working practices
- Knowledge and understanding of theatre Costume requirements

- Working knowledge of current Health and Safety legislation and best practice
- A working knowledge of either UK Theatre/Equity or UK Theatre/BECTU contracts, or equivalents
- Full, clean driving licence

Support in the role

For this role, some bespoke training may be given covering some of the areas listed in the above criteria, as required

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Tenure:	This is a permanent contract and is subject to a probationary period of 3 months
Reporting to:	Production Manager
Salary:	£29 000 per annum
Hours:	35 per week. Evening and weekend working will be required to support theatre activity. No overtime is paid but time off in lieu will be given for hours in excess of the contracted hours.
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; one month 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

 @LivEveryPlay

 @everymanplayhouse

 @LivEveryPlay

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.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

**Culture
Liverpool**

