



Assistant Production Manager - Application Information

Thank you for your interest in the post of **Assistant Production Manager** at Bristol Old Vic

The contents of this pack include:

- Information about Bristol Old Vic
- A job description including person specification
- Application form
- Equality and Diversity Monitoring Form

How to Apply

Please complete the application form. Please refer directly to the job description and person specification in your application. Do not enclose a CV with your application.

We would be grateful if you would also complete the Equality & Diversity Monitoring form and attach to your application. This will be separated from your application before shortlisting.

Your application should be addressed to: Emma Bennett (HR Assistant)

Please submit your application by email to: jobs@bristololdvic.org.uk

The closing date/time for applications is **29th July 2021 at 17:00** – no late applications can be accepted, as shortlisting will take place immediately after applications close.

Receipt of your application will be confirmed by email.

Interviews scheduled for: Week commencing 2nd August

We look forward to hearing from you!

Vision

A world transformed by your imagination

ABOUT US

Bristol Old Vic is the longest continuously running theatre in the UK and following a £12million redevelopment project, is now one of the most modern and comfortable with state-of-the-art rehearsal rooms, a dramatically extended forestage and precision-engineered sightlines giving audiences an even more intimate theatrical experience.

As we emerge from the COVID-19 pandemic, Bristol Old Vic's Vision, Mission & Values are unchanged, but we are determined to seize the opportunity the pandemic has afforded us to transform the business: offering a high quality, progressive, inspiring, relevant, and representative programme, in a new live/streamed hybrid form, giving everyone the opportunity to encounter and enjoy creativity.

Our Mission:

- Inspire, delight, and surprise the people of Bristol and far beyond with excellent live theatre in an atmosphere of creativity, welcome and adventure
- Transform the lives of our artists, our public (young and old alike) and our staff through the creative opportunities we offer in our building and across the city
- Nourish, share, celebrate and be inspired by the heritage of Britain's oldest theatre
- Develop a flexible and sustainable business which embodies the value of our theatrical identity and history

Our Values:

- Bristol Old Vic people are welcoming, professional and boundlessly curious; playful, ambitious and rigorous; resourceful, honest and generous; collaborative, dedicated and bold; Bristolian and global at the same time
- We are custodians of Bristol Old Vic for future generations and do everything in our power to build on and amplify its phenomenal history
- The stories we tell should fully reflect our society so that all sections of Bristol's community feel Bristol Old Vic belongs to them
- We remember at all times that everything we do is an experiment, that uncertainty makes discovery possible and that it is our job to explore rather than to define

JOB DESCRIPTION

Post:	Assistant Production Manager
Reporting to:	Production Manager
Responsible for:	Casual staff as required

Purpose of the Role

The role of Assistant Production Manager will actively support the Production Manager, undertaking administrative or show duties as required.

They will also be expected to work independently, ensuring all artistic and creative intentions for Bristol Old Vic are appropriately resourced, supported and realised.

The post holder will work on the schedules and details of incoming work, specifically looking at the forecasting and staffing. At all times accurately recording the required information.

The post holder will process financial information for use in settlements and reporting

Main Responsibilities

This list is representative and not exhaustive

- To work closely with all design teams to ensure the highest possible standards are met within the budgets available
- To act as a point of contact for all studio and engagement work, issuing out technical information both into and out of the building
- To assist the PM to ensure that all installed set designs and scenery comply with all relevant licensing and statutory requirements, in particular fire safety and working at height regulations
- To be present at all production meetings, Health and Safety meetings and any other meetings or training sessions as required
- To assist and when appropriate deputise for the PM, in overseeing the safe usage of Bristol Old Vic's production spaces.
- To liaise with and induct casual staff and sub contractors on arrival to the building to brief them on theatre procedures in respect of health and safety, security, get-ins, fit-ups and rehearsals

Assistant Production Manager - Job Description

- To work with and assist the Bristol Old Vic Theatre School in presenting their productions. The post holder may be asked to take on a supervisory or teaching role for the school from time to time
- To ensure accurate timesheets are kept and variances from budget are reported to the production manager
- To maintain accurate production budgets and process invoices and purchase orders as required.
- To process settlements for visiting work and record financial data for both reporting and tax purposes.
- To act as a runner as required on shows.
- To maintain and care for production infrastructure and assets including but not limited to wardrobe, laundry, dressing rooms and production equipment.

Organisation Wide Responsibilities

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all Bristol Old Vic policies including Equal Opportunities, Health & safety and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required
- Attend any training that may be mutually agreed on for the development of the post

Please note that the post holder will be required to:

- Work throughout the entire building and at other venues as required. Excepting emergencies, reasonable notice will be given of work outside the BS postcode area
- Supervise trainees and students
- Work as required on Sundays and Bank Holidays, and late/unsocial hours
- Work unsupervised from time to time
- Drive the company's vehicles when required, subject to licence and insurance considerations

PERSON SPECIFICATION – Assistant Production Manager

Essential
<ul style="list-style-type: none">• Enthusiasm and interest in theatre• Good knowledge of production and technical techniques including stage, construction, rigging, lighting, sound and projection• Computer literate, fluent in the use of word, excel and cloud software such as google drive and sharepoint• Strong organisational skills and time management• Proven ability to work with numbers and finance• Ability to work independently and as part of a team• Ability to work with and support other departments• Ability to be flexible and patient• Ability to work on multi projects simultaneously• Problem solver, ability to prioritise and cope with last minute changes• An ability to remain calm, professional and positive when working under pressure• Willingness to work unsocial-able and long hours as required
Desirable
<ul style="list-style-type: none">• Clean Drivers License• Experience of working in a theatre• Experience of Timesheet systems and or payroll• Formal training in associated skills, ie First Aid, Manual Handling etc• Health and safety qualification• Familiarity and knowledge of AutoCAD or similar• Understanding of ground plans• Experience of working with and supporting creative teams

TERMS AND CONDITIONS

Hours:	Minimum 41 hours per week. The postholder will, however, be expected to work such reasonable hours as the needs of the post demands.
Contract:	Permanent
Salary:	£21,853 per annum
Holiday:	5.6 weeks per annum (28 days) including bank/public holidays rising to 6.6 weeks following one complete year of service
Probation:	Three months' probation period (during which there is one week's notice on either side)
Pension:	It is the law that, depending on your age and level of earnings, we may be required to automatically enrol you into a workplace pension scheme where both you and the company will be required to make contributions (auto enrolment pension scheme).
Notice period:	One month's notice following successful completion of probation period

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.