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**PRODUCTION MANAGER INFO PACK**

**Job Title:** Freelance Production Manager

**Responsible to:** Evie Manning, Co-Artistic Director

**Fee:** £7,000

**Contract dates:** November 2020 – March 2021 (4 months)

**Working Hours:** 3 days per week on average

**Deadline:** Friday 30th October 2020

**Interviews:** Wednesday 4th November 2020 In person or on zoom, Bradford

**Our Work**

Common Wealth are an award winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim. Our work is political and contemporary. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally.

**Context to the role**

Common Wealth have recently moved into a meanwhile space in Bradford city centre, a former youth employment centre which we have as a guaranteed space until April 2023. We are looking for an experienced production manager to support us in transforming the building into a live art venue and exhibition space that is adaptable and creative and works in response to the times we’re living in.

**Who we are looking for**

You will be an experienced and effective production manager, with a strong knowledge of all technical production elements and experience of risk assessments and health and safety. You will be creative and visionary and excited about transforming buildings and have experience of supporting artists to help them achieve their visions. We welcome applications from everyone and particularly encourage applicants who are usually under-represented in the theatre industry.

**Application process**

If the person we’re describing sounds like you, we would love to hear from you. Please email your CV and a statement about why you’re interested with the title ‘PRODUCTION MANAGER APPLICATION’ in the subject line to: info@commonwealththeatre.co.uk

**Job Description**

Since this is a new post, we imagine the scope/detail of the role will develop as we work together. In the first instance however, the role will include the following:

* To support with all aspects of production management of the building
* Oversee a team of artists to transform the building
* Install sound and lighting and technical systems
* Support with practical tasks including but not limited to painting, building and installing staging, furniture, etc, within the building
* Lead on risk assessments and health and safety protocols with particular reference to social distancing and mitigating against the spread of Covid-19 within the building
* Ensure that all production budgets are kept up to date and accurate with support from the Company Manager
* Work closely with Common Wealth staff and Speakers Corner to shape and realise plans

**Person Specification**

* A desire for social change
* An informed interest in the work of Common Wealth and a commitment to our vision and core values
* At least 4 years’ production management experience with a demonstrable track record of successful project/production delivery
* A strong technical background in sound, lighting and projection
* Basic knowledge of carpentry / building spaces
* Experience of working on and facilitating artistic processes
* Proven experience in managing multiple projects simultaneously
* Experience of successful production and project budgeting and management
* Excellent communication skills and the ability to develop relationships
* Independent working and the aptitude to be self-motivated when necessary
* Ability to work as part of team, to work fast and effectively under pressure and to tight deadlines