

PRODUCTION MANAGER NYT REP COMPANY

The National Youth Theatre (NYT) is a world-leading youth arts charity. The NYT REP Company is made up of sixteen NYT acting members aged 18-26 from across the country. For the first 8 weeks, they take part in unique vocational, industry-based training with high-profile industry artists. After this, they begin rehearsals for three productions at which point a team of NYT Backstage Members join the productions to further their training.

We are looking for an experienced Production Manager to support these productions and company as they move across different venues. The shows are separate and will have a different Creative Team.

SHOW 1:

Venue: Wilton's Music Hall

Dates: Site visit: 13 May 4pm

Rehearsals: w/c 9 September 2024 (4 weeks rehearsals)

Dry Tech: (for 1 week) at NYT on Holloway Road from w/c 07 October 2024

Tech, Preview & Performances: w/c 14 October – 21 October at Wilton's

Please note: this is a pre-existing show which will be adapted to be performed at Wilton's and by NYT's cast.

SHOW 2:

Venue: National Youth Theatre's Workshop Theatre on Holloway Road (N7 6LW)

Dates: Rehearsals from w/c 28 October

Tech: w/c 25 November 2024

Performances: w/c 2nd December – 21 December 2024

FEE: £8,000 all-inclusive including planning and prep time.

LOCATION: The role is based in London, rehearsals will be at NYT on Holloway road.

RESPONSIBLE TO: Head of Producing

SUPPORTED BY: Assistant Producer, Production and Casting Co-Ordinator, Production Manager and Stage Management Team (partly consisting of NYT backstage members)

JOB DESCRIPTION

- Managing all the production elements and technical requirements of each production.
- Liaising with the NYT production team, each Creative team to support all elements of the production as on any Professional Theatre Production
- Attending site visits to theatres
- Creating and managing the production schedule, sourcing and transporting all technical equipment, props, set and costumes, coordinate the rehearsal set and oversee the set build, install, Get-in and Get-Out and any other technical rehearsals as required.
- To attend and chair all weekly Production meetings relating to the production/s
- The Production Manager will ensure the rehearsal venue and performance venue meet all necessary production requirements and health and safety legislation.
- To liaise and maintain positive relationships with all NYT departments as well as the in-house teams at the chosen Performance venues.
- Liaise with heads of departments regarding the costing, purchase and delivery of all production materials
- To oversee the fit up and strike of the set, and to take a hands-on role throughout production week.
- The Production Manager will be responsible for managing and monitoring the production budget and all related expenditure and working with the Head of Producing to make sure the production is completed to budget and on schedule
- Providing support to the Company Manager and stage management team when necessary
- To organise transportation for the Production and be responsible for managing all returns and or hires as required.
- Where possible, to be responsible for mentoring NYT Technical Members working on the shows, ensuring their optimum learning experience.
- The Production Manager is required to have an up-to-date DBS certificate and undergo Safeguarding training, both of which can be provided by NYT.

Person Specification

At least 5 years professional experience

Experience of managing technical rehearsals

Proven ability to work within allocated budgets

Proven ability to work as part of a team

An organised yet flexible approach to work

Problem solving skills and the ability to think on your feet

Previous pastoral/accessibility experience & responsibility working with young people in a training-led environment

A strong understanding of and commitment to diversity in all its forms.

A professional and personal commitment to Equality of Opportunity and an understanding of how this should be applied in a learning environment

Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes.

A can do positive attitude

An understanding and experience of the arts and creative sectors and the breadth of opportunities provided by the National Youth Theatre.

Desirable Experience and Characteristics:

Experience of an arts training and education programme in either an educational setting (School, College, University) or with an arts organisation or arts venue.

Experience of working in REP theatre

A strong knowledge of production related health and safety information.

A person who enjoys or has experience of mentoring, teaching or working in an environment with young people (age 14-25).

Safeguarding Training

TO APPLY:

Please send your CV and a cover letter detailing why you'd be a good candidate for the role to Cherelle Glave, Assistant Producer (productionadmin@nyt.org.uk)

Your cover letter can be submitted in written format (up to 2 sides of A4, video format (up to 3 minutes long) or voice note format (up to 3 minutes long).

Please complete this Equal Opportunities form, which you can find [here](#)

DEADLINE FOR APPLICATIONS: Thursday 21 March 2024 midday

INTERVIEW DATES: w/c 1 April 2024

DBS: In keeping with our Safeguarding Policy, employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate along with Safeguarding Training and a valid First Aid Certificate.

If you require any of this information in another format or have any access requirements to complete your application get in touch on jobs@nyt.org.uk / 020 7561 8661 and we'll be happy to help