

JOB PROFILE	
Company:	Italia Conti
Department:	Production
Role:	Production Manager
Reporting to:	Vice Principal
Location:	Victoria Place, Woking
Salary band:	Band C

ROLE SUMMARY
<p>The Production Manager manages the entire production of all Italia Conti shows and performances, hiring freelance production staff as needed and managing the in-house Production and Wardrobe teams.</p>

KEY ACTIVITIES
<p>Production Management</p> <ul style="list-style-type: none"> • Liaising with the Producer/Course Leader on all aspects of production, ensuring that productions (and productions teams) are well supported in the delivery of high quality, well-run, productions. • Securing rights and permissions from 3rd parties for Italia Conti performances in all venues. • Co-ordinating and supplying scripts and texts for production and creative teams. • Scheduling freelance production staff and coordinating all rehearsals, get ins/outs, performances, and production meetings, taking the lead in any production department activity. • Ensuring all departmental roles are suitably covered, including taking on various departmental roles, as required during show calls – especially where multiple productions are running simultaneously. • Attending rehearsals and technical sessions, taking notes, and maintaining communication between the rehearsal room and the production team. • Sourcing, ordering, and maintaining stocks of set and prop-making raw materials. • Overseeing the sourcing of props and furniture for the productions, in support of stage management. • Budgeting for, sourcing and arrange transport for collection and return of all production hires, buys and equipment (including driving hired vehicles). • Producing and supplying Company Management documentation such as call and contact sheets. • Acting as a central point of contact and information for long term planning and scheduling of Italia Conti production activity. • Conducting and maintaining records of all necessary risk assessments for all Italia Conti productions (internal and external). • Identifying and implementing any regulatory or statutory policies and procedures for Italia Conti productions. • Completing and filing show reports for all Italia Conti productions and acting on any issues arising.

- Managing a rota, together with the Technical and Health & Safety Manager, and participating in this where required to ensure sound, lighting, and stage management for all Italia Conti's productions from beginning to end including rigging and operating lighting and sound systems.

Financial Responsibilities

- Preparing, managing, and reporting on production budgets for all Italia Conti shows, and the overall departmental budget.
- Ensuring all Italia Conti financial processes are adhered to in terms of purchase orders, invoices, petty cash procurements.
- Evidencing petty cash advances and expenses claims according to Italia Conti processes.
- Approving and signing off department expenditure.
- Collating and managing payroll activity including timesheets and invoices for all department personnel according to academy timeframes.
- Providing costings and estimates for production resources to include the asset register, insurance processes, hires, cyclical/emergency replacements and strategic enhancements.

Theatre/Resources Management

- Liaise with the Technical and Health & Safety Manager and Chief Operating Officer to ensure relevant levels of Duty Management policies and procedures during performances are implemented and reviewed.
- Acting as resident stage manager in negotiations with third party hirers of the space and ensure relevant matters are attended to such as Health and Safety
- Working with the Wardrobe Supervisor and Technical and Health & Safety Manager to ensure that accurate and relevant data of costume, props, furniture and set resources is recorded and updated.
- Working with the Wardrobe Supervisors and Technical and Health & Safety Manager to ensure that efficient and organised storage, systems of hire and student access to resources are maintained.
- Taking a construction lead with internal set builds where necessary.
- Facilitating the hiring of sets and costumes and managing the outsourcing of any construction needs for Italia Conti productions as required.

HR/Line Management

- Acting as line manager for the permanent positions of Wardrobe Supervisors.
- Acting as line manager for part-time/freelance appointments including Stage Management, LX Designer, Sound Designer, Set Painters, or other production-specific roles.
- Recruiting and interviewing all part-time/ freelance appointments in the department, and liaising with the CEO, CEO and Technical and Health & Safety Manager for permanent appointments.
- Arranging appropriate induction materials and activity, in liaison with the HR department.
- Conducting appraisals and arranging appropriate staff development activity within the department.

- Managing and signing off all holiday and TOIL requests for department staff and maintaining systems and records relating to these.
- Supervising and managing all work placements, students and casual workers engaged within the department.

General

- Attending and contributing to Italia Conti boards and meetings as required to represent the department, and to contribute to the enhancement processes as they affect production resources and activities.
- Providing informed production department input into academy policies and systems.
- Engaging with CPD on an ongoing basis and remaining apprised of developments both practical and regulatory in the area of production.
- Contributing to and overseeing the provision of departmental information to ensure key documents such as Staff and Student Handbooks are up to date.
- Devising and instructing workshop sessions for academy students on aspects of production to support their studies, producing schemes of work as necessary.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • A good tertiary education or equivalent experience. • Formal qualification and/or extensive professional experience in relevant aspects of the performance industries. 	
Knowledge/Skills	<ul style="list-style-type: none"> • Skilled practical expertise and understanding/ knowledge across a wide variety of production roles including painting, carpentry, LX, sound. • Sound and current knowledge of industry regulations affecting the industry, including Health & Safety. • Excellent organisational and time-management skills with good attention to detail in respect of maintaining accurate records and reporting. • Excellent influencing and communication skills, an open and collaborative style and a 	<ul style="list-style-type: none"> • First Aid qualification. • Fire Marshal qualification. • Construction skills. • Current, clean driving license with experience of driving vans in and around Central and Greater London and surrounding area.

	<p>high standard of written and spoken English.</p> <ul style="list-style-type: none"> • Personal integrity and high standards for self and others and the ability to operate sound judgement under pressure. • A keen interest in the performing arts and arts education. • A good standard of IT literacy. 	
Experience	<ul style="list-style-type: none"> • Previous demonstrable experience in Production Management. • Experience of managing budgets. • Experience of managing a team of freelance production staff. 	<ul style="list-style-type: none"> • Experience of line managing staff, arranging regular one-to-one meetings, giving feedback, appraising and developing staff.
<p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from the Italia Conti's strategies.</i></p> <p><i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected.</i></p> <p><i>There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.</i></p>		