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**ARTS COUNCIL
ENGLAND**

BATTERSEA ARTS CENTRE

Production Manager Applicant Information Pack

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Introduction / How to Apply

Thank you for your interest in the role of Production Manager at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the online application form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the application form.

All applications must be submitted by **10am Thursday 01 September 2022**. Successful shortlisted applicants will be invited to attend an interview **week commencing 05 September 2022**. Interviews will take place online via Zoom. We can provide a BSL interpreter if required.

We may contact candidates before the closing date and BAC reserves the right to close submissions for this role early, should a suitable applicant be found, so please **apply as soon as possible**.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at recruitment@bac.org.uk.

We look forward to receiving your application.

People Team
Battersea Arts Centre

About Battersea Art Centre

Battersea Arts Centre (BAC) is a hub for everyone's creativity. The organisation supports artists, young people and communities to inspire change through their creativity in many different ways - and this social purpose is at the heart of everything we do. Based in an iconic building with a radical history, our work revolves around an ambitious live programme of performance, heritage, events, and creative and community projects. Projects developed at BAC can also be found in our communities and tour across the UK and the world.

Project Working

BAC operates a 'Project' working structure, which means all of our strategic and creative activity takes place within Projects, and our Teams work together in an integrated and co-ordinated way.

These Projects are operated and supported by a set of Teams, who bring their specialisms - from Communications to Technical and Producing - to each project. Project working is about collaboration and bringing out the best in all our staff. It's a structure that recognises people's expertise, creating more dynamic teams across everything we do. The Production Manager will work as part of the **Production & Technical Team** across all three projects at BAC, which are:

- **Communities:** The Agency, Community Hub, Moving Roots, Next Gen
- **Programming:** Creative Activities, Digital Agency, Horizon
- **Enterprises:** Events & Catering, Freedom Tap Room, Scratch Hub Hires

Each Project has a **Budget holder**, who leads on strategy, planning and vision for the Project, and **Team Members**, who contribute their specialist knowledge, supporting the delivery of the Project. Each Project has a goal, a set of objectives and risks, and a budget. Though each staff member is in one specific Team, they may be in one Project, or many. This can change depending on the person's development and the changing needs of the organisation and will be discussed with their manager.

Working at Battersea Arts Centre

BAC's office is an open-plan shared space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout the building; there are accessible toilets and a

mix of loud and quiet spaces. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles up a hill. There is a disabled parking bay on Theatre Street next to the building.

The role will involve regular meetings, communicating via phone/video, email and in person and using a computer for a few hours across the day. Evening and weekend working, manual handling and working at height will be required as part of this role.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC. BAC is a busy organisation and has around 50 members of staff. All staff are offered a flexible management structure through a combination of line management, in-house coaching, individual supporter and mentor options. Usual office hours are 10am-6pm and we offer flexible working where possible.

The Role

Responsible to: Head of Production and Technical

Responsible for: Technicians, contractors & casual staff

The Production Manager will have a strong relationship with the Programming, Enterprises & Communities Teams. The Production & Technical team is made up of the Head of Production & Technical, Production Manager, Senior Technician and a full time Technician, as well as an important group of casual technicians and crew.

We are looking for an inspiring and personable Production Manager to join this team through an exciting phase of development at Battersea Arts Centre. You will already be a strong and ambitious Production Manager who will relish the opportunity to lead a team. BAC has a strong track record for developing exceptional staff and this role is no exception.

The Key responsibilities and roles are defined below:

Responsibilities	<ul style="list-style-type: none"> • Production Management of BAC’s programme of work across productions, co-productions, festivals & seasons. • Working with Producing and Production departments to cost, advance and deliver BAC’s Programme • Working with Enterprises on planning, facilitation and delivery of technical aspects of events. • Leading on the design & layout of BAC’s flexible auditoria and performance spaces • Establishing a positive culture of collaboration with artists and clients • Representing BAC’s interests with all parties • Leading the process of managing and maintaining BAC’s production equipment & facilities • Overseeing the process of deploying permanent and casual staff to BAC’s programme • Leading a positive culture of health and safety across the organisation • Managing production & technical budgets with strong cost control
Team Development & Leadership	<ul style="list-style-type: none"> • Lead by example in your conduct and approach, providing mentoring, in depth training and support to team members across the P&T team • Ensure all activity is delivered to a high quality and upholds BAC’s purpose and values

General	<ul style="list-style-type: none">• Work in accordance with BAC's Code of Conduct and organisational policies, such as Safeguarding, Health & Safety, Environmental and Access & Equality• Consider ways to limit BAC's carbon footprint in all areas of your work• Undertake any other duties as reasonably required by the Head of P&T and the leadership of BAC
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Terms & Conditions

Salary:	£32,000, gross per annum
Hours:	40 per week (5 days a week) - excluding a daily one-hour lunch break. Occasional evening and weekend work will be required, and Battersea Arts Centre staff are expected to attend performances and be a part of the artistic life of the organisation.
Overtime:	No overtime payments: Battersea Arts Centre operates a time off in lieu (TOIL) system to be taken within two weeks of accrual
Holidays:	4 weeks per year pro rata (5 weeks following one full year of service) in addition to public holidays.
Probation period:	3 months, with a 6 week review
Notice period:	3 months
Contract Period:	Permanent
Workplace Pension Scheme:	BAC's pension scheme is provided by NEST.
Staff Benefits	Complimentary tickets for performances at BAC (subject to availability and staff ticket policy) Cycle to Work Scheme Discount on tea/coffee and meals in the BAC cafe (subject to discount policy) 5 development days pro rata which can be spent outside the organisation developing professional skills

Person Specification

Essential

Experience:

- A Degree or equivalent industry experience in Technical theatre
- Minimum of 4 years working in a technical and production environment
- Experience of touring work
- Experience of public events
- Experience of budget management
- Experience of staff management
- Experience of health & safety management

Knowledge:

- Good knowledge of health & safety legislation
- Thorough working knowledge of drawing scale plans on AutoCAD, and experience of interpreting and analysing plans sent from third parties and advising on changes for compliance and building restrictions
- Thorough knowledge, understanding and application of Health & Safety legislation, including regulations such as PUWER, COSHH, LOLER and CDM
- Knowledge and understanding of theatre production techniques

Skills & abilities:

- Excellent communication and interpersonal skills and the ability to communicate with people at all levels
- Excellent office and administrative skills including budgeting
- A good level of organisational skills and clear ability to prioritise and seek solutions
- IT literate with working experience of MS Office Suite including Excel
- Working knowledge of CAD or Vectorworks

Interests & values:

- Accuracy and attention to detail
- Strong efficiency and organisation
- A positive and flexible approach
- Confident, professional, enthusiastic and self-motivated
- Ability to work effectively in a team, whilst also being able to work independently
- A commitment to Battersea Arts Centre's mission and vision
- A demonstrable enthusiasm for the arts

- Willingness to work flexible hours including weekends and evenings if necessary

Desirable

- Experience of working with ensembles or devised theatre makers
- Experience of working on site-specific shows or in non-traditional spaces
- Experience liaising with clients and supporting commercial hires business
- An IOSH or similar qualification
- Interest in cutting-edge theatre and new work
- Willingness to take part in professional development opportunities