

TRIGGER

# Freelance Production Manager

## Site-specific Performance

### About Trigger

Trigger is a producer led arts organisation making site-specific and site responsive cross artform theatre. It puts the audience in the centre of the action, it's highly participative. The company is led by award winning Producer and Artistic Director Angie Bual. Trigger are based in Bristol, residents of the Pervasive Media Studio, Watershed.

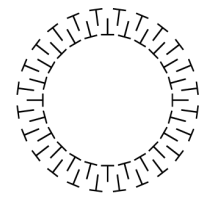
### About the project

The event is a major new outdoor performance work programmed as part of Mayflower 400 in Plymouth 2020. The creative team include puppetry director Mervyn Millar (War Horse), kite world champion flier and set designer, Carl Robertshaw (Bjork, Anthony and the Johnsons, Ellie Goulding) award winning Artistic Director Angie Bual and producers Trigger.



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Part of Mayflower 400, this project fuses myth, legend, science, puppetry & aerodynamics into one unforgettable event, which will use the city centre of Plymouth and The Hoe as a stage.



## TRIGGER

The final event will play to an audience of over 40,000 people over 2 days in August 2020 and will have extensive local and national press coverage (radio and broadcast).

### About you

Trigger are looking for a forward-thinking, diligent and organised Production Manager to oversee and manage the staging of this large-scale work, including management and development of technical and production teams. We are looking for a resourceful 'yes' person who is both practical and has good administration skills.

The right person will have experience of working outdoors and/ or on site-specific projects. You will be an experienced Production Manager who will relish the challenge of making ambitious work with a collaborative team, and has a rigorous, innovative and positive approach to production management.

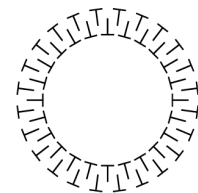
You will be highly organised, an excellent communicator, negotiator and motivator. You will be personable and able to work with our partners and everyone on the team.

The role reports to the Senior Producer and will involve working closely with the entire project team.

We encourage people from all backgrounds to apply.



The role



## TRIGGER

To run the production elements including lighting/ sound/ creation of costume, props and puppets and manage stage managers and cast. Liaise with Plymouth City Council who are organising the crowd management and stewarding of this activity.

Responsible to:  
Senior Producer

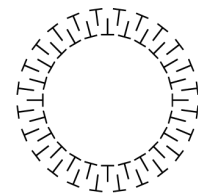
Line Management:  
Stage Management team, Specialist Flight team, Fabricators

Working with:  
Creative Team, Associate Creative Team, Production Team, Producers, Cast and Crew, and external partners

### Responsibilities

- Plan and supervise all aspects of production activity.
- Manage, direct and source technical and production staff including but limited to: stage Managers; design team and consultants; fabricators; and kite team.
- Liaise with and support the Directors, Designers, Lighting and Sound Designers engaged for project and to advise accordingly, in consultation with the Producer;
- Ensure that designers, fabricators and makers are fully aware of the restraints of budgets, staffing, licensing, health and safety requirements and the constraints of the production.
- Obtain accurate costings for the production and staffing requirements and ensuring that designs can be delivered within budget, including transportation of production materials.
- Secure and coordinate sufficient rehearsal space, build and test sites, ensuring effective running of production facilities including rehearsal room, storage and wardrobe.
- Coordinate and oversee a high standard of delivery of set and kit hire, props, costumes, lighting, sound and all other aspects of physical production for rehearsals and the project.
- Source in-kind support where possible through partners and with Plymouth Council.
- Manage and strictly control the production budget (of over £100,000) and other specified areas of expenditure, and to identify gaps in the production budget in good time.
- Manage production relationships with partners, venues and others as necessary
- Consult with the Senior Producer on any additional items of expenditure and on day to day matters, budget reconciliation and analysis;
- Liaise with key partners regarding Health and Safety such as crowd management, including with but not limited to: Plymouth City Council; Security; Crowd Management & Stewards; Fire Marshalls; Cattleharbour Commissioners and QHM\*.
- To coordinate and manage tests including but not limited to: kite flights; wind testing; and weight restriction testing.

\*Crowd and event management is not part of this role, Plymouth City Council are managing this strand.



**TRIGGER**

## Person Specification

### Essential:

- Five years production management experience for new work
- Ability to deliver large-scale productions within budget and to agreed schedules
- Good knowledge of the production process from conception to delivery
- Experience of collaborative working relationships with directors, designers and other creatives
- Schedule development from pre-production to completion
- Experience of writing and managing large production budgets
- Proven ability to lead and motivate a team
- Ability to communicate and negotiate effectively at all levels, both internally and externally
- Excellent knowledge of health and safety legislation and practice
- H&S knowledge including CDM and development of RAMS
- Good technical knowledge across lighting, electrics and sound
- Experience in programming or using QLab
- Basic Rigging experience

### Desirable:

- Experience of projects or productions for communities
- National and international touring experience
- Experience of site specific or immersive productions or set builds
- Building or operations management experience
- Experience of working in non-traditional theatre spaces
- Basic knowledge or understanding of design software such as CAD/ Rhino
- Any electrical qualifications

### Skills & Attributes:

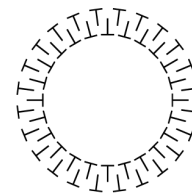
- Full clean driver's license
- Excellent organisational and administrative skills
- Proven ability to work under pressure and to deadlines
- Ability to work quickly, methodically and accurately, and to problem solve proactively and creatively
- Positive, approachable, personable, can-do attitude with the ability to be flexible and adaptable
- Self-motivated and able to use initiative
- IT literate, with a good working knowledge of Microsoft Office packages and Dropbox

### Fee

£10,000

### Production dates

The production manager will be responsible for managing their own working schedule in accordance to the job description.



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Meetings, site visits and prep work, Plymouth & remotely  
Throughout October 2019 – August 2020

Test Flights, Devon

Dates TBC – November 2019

Dates TBC – Spring 2020

Rehearsals and production, Plymouth

Monday – Saturday

- -w/c 20th July 2020
- -w/c 27th July 2020
- -w/c 3rd August 2020
- -w/c 10th August 2020

Get in and fit up, Plymouth

Monday – Wednesday

- -w/c 17th August 2020

Performances and live event, Plymouth

Wednesday – Sunday

- -19th – 23rd August 2020

Get out and pack down, Plymouth

- -w/c 24th August 2020

Apply

Deadline: Monday 30th September 2019, 10am

Interviews: Thursday 10th October 2019, London

Start date: Mid October 2019

Application method: Please send a CV and covering letter (maximum one A4 side) describing your suitability for the position and specifically how your past experience matches the job description and personal specification, along with a completed [equal opportunities monitoring form](#).

Please submit your application by email with 'Production Manager Application' in the subject line to [hello@triggerstuff.co.uk](mailto:hello@triggerstuff.co.uk)

Shortlisted candidates will be notified by the end of day on Thursday 3rd October if they will be invited to interview on Thursday 10th October. Please notify us if you cannot attend the specified date at the time you submit your application.