

## Production Manager (*Wild*)

### Job Description

#### About the Unicorn

***We create new, inventive and enthralling performances for every stage of childhood. We believe in the imaginative power of theatre to transform young lives.***

We are the largest children's theatre in the UK, specialising in developing new devised and written shows alongside adaptations of classic texts, offering an innovative and inspiring year-round programme of sector-leading theatre for children.

Our purpose-built home at London Bridge (opened 2005) is a creative and welcoming space designed with and for young people. Our theatre comprises two theatre spaces (Weston Theatre at around 290 seat capacity, and Clore Studio at around 90 seat capacity) plus two rehearsal spaces, and backstage set, prop and costume facilities. We produce and present a thrilling and varied programme, exploring stories, ideas and themes that enrich and broaden children's view of the world. We welcome 65,000 families and schools every year, subsidising around 30% of tickets to schools and community groups.

We believe that young people of all ages, perspectives and abilities have the right to experience exciting, entertaining and inspiring work - we want all children to experience our theatre and actively seek out children wouldn't otherwise attend. We maintain a strong commitment to representing diversity in our audiences, as well as on our stages, and we prioritise accessibility and inclusion across our organisation.

Since the closure of our building we have innovated in new forms of digital theatre, and are proud to have been able to offer high quality, creative and award-winning online theatre experiences for free. Digital theatre is now a part of our future strategy and firmly embedded in our mission.

#### Our Mission, Vision and Values

- Creating innovative and outstanding theatre for children up to 13 years.
- Supporting artists to make work with ambition, integrity and hope.
- Encouraging children to question and explore the world through stories; developing empathy, understanding and imagination.
- Collaborating with children in schools and communities to inform our practice, and inspiring children to fulfil their potential through creative projects with inventive theatre-makers.
- Extending our reach through online theatre experiences, national and international partnerships and subsidised tickets.
- Recognising that climate action is vital to protecting children's futures, and actively reducing our environmental impact on the planet.
- Believing in equality, diversity and inclusion; we take action to advocate for, and promote the rights of children.

Our values are curiosity, courage and respect.

### **Structure of the Unicorn**

The Unicorn was founded in 1947 by Caryl Jenner, who took theatre around the country to children. Jenner's original aim was that: 'the best of theatre for children should be judged on the same high standards of writing, directing, acting and design as the best of adult theatre', a value which still holds very much true today. The Unicorn has become a vital institution, not only in children's theatre in the UK, but across Europe, and within the ecology of British theatre as a whole.

The Unicorn has recently undergone a period of extensive change, propelled by the current Covid-19 pandemic. Under a newly formed Executive team of Justin Audibert (Artistic Director) and Bailey Lock\* (Executive Director) since March 2020, and with the appointment of a new Chair of the Board of Trustees in March 2021, the Unicorn is emerging as a company with a renewed artistic focus and a vision to transform the lives of young people through theatre.

As part of this period of change we have undergone an organisation-wide process to review and refresh our vision and mission. Key areas of focus and change are: growing our community and schools programme and its impact; introducing a co-creational model that ensures our work remains relevant and wide ranging; re-focusing on a younger age range (children aged up to 13) to increase our impact; prioritising our engagement work across Southwark and neighbouring boroughs; broadening and increasing our reach through digital projects; and renewing our commitment, training and policies around anti-racism, equality, diversity and inclusion, and furthering our achievements in sustainability.

\*Helen Tovey, previously our Director of Marketing & Communications, is undertaking the role of Executive Director from May 2021 onwards whilst Bailey is on maternity leave.

### **Production Manager (*Wild*)**

#### **Role Summary:**

We're looking for an efficient and organised Production Manager to join us for a freelance contract on *How it Ended* and the Unicorn Theatre's remounted co-production of *Wild* which is playing in the Clore Studio from 18 March to 17 April 2022. The production is directed by Eva Sampson.

The Production Manager will ensure that the production is remounted with the highest possible standards of safety, sustainability, and quality, within the budget and time allocated.

**Responsible to:** Production & Technical Director

**Working closely with:** Technical Manager, Stage Management Team, Producing Team, Production & Producing Assistant, Technicians

#### **Production Key Dates:**

Fit Up Commences:	Monday 14 February 2022
Meet and Greet:	Monday 21 February 2022 at 10.30am
Rehearsals in Clore:	Monday 21 February – Saturday 5 March 2022
Tech Week Commences:	Tuesday 8 March 2022
First Preview:	Friday 11 March 2022 at 10.30am
Press Performance:	Friday 18 March 2022 at 1pm
Final Performance:	Sunday 17 April 2022

**Design Deadlines:**

Preliminary LX plan	3 February 2022
Final LX plan	10 February 2022

**Dates:**

This remount will be fitted up in the Clore Studio and then the rehearsals will take place on the set with little to no technical support. Technical rehearsals will then begin on the 8 March. You'll be required for:

- Part-time commitment from 17 January for planning and sourcing
- Full-time commitment from 14 February to 19 February for fit up week
- Part-time commitment from 21 February to 5 March for rehearsals
- Full-time commitment from 8 March to 13 March for technical rehearsals and first previews
- Part-time commitment from 15 March to 18 March for previews

**KEY RESPONSIBILITIES**

With support from the Production & Technical Director, the Producing Department and the Unicorn Executive Team:

- Manage the remount of existing show designs, with allowance for updates to set, lighting, sound and AV within agreed budgetary and time parameters.
- Collaborate with the full creative team, including director, designers and specialty directors, relaying relevant information to the technical and stage management teams in a timely manner.
- Have overall control of the production budget, whilst maintaining artistic qualities and technical practicalities, and meeting production deadlines. Provide weekly budget updates and reforecasts.
- Ensure communication and coordination with all production departments, producing department, and stage management
- Working with the Technical Manager, engage, contract, schedule and monitor the work of outside contractors, freelance crew and in-house technical departments, overseeing all builds, repairs, alterations and maintenance up to and including press night.
- Ensure that all licenses, risk assessments and CDM paperwork are completed in a timely manner
- Maintain the safety folder for the production, ensuring information is readily available regarding materials, technology, method statements, and RAMS.
- Create and maintain the production schedule from fit up through to press night.
- Provide a get-out plan for the dismantling, disposal and storage of the production.
- Adhere to the Unicorn's procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness and environmental sustainability at all times
- Source, arrange and monitor all transport requirements for the production.
- Provide a full budget reconciliation at the end of the contract to the producing team

- Assess and report on the environmental sustainability of all production decisions, and work with the Production and Producing Assistant to compile the materials log for the production

### Health & Safety

- Take personal responsibility for the safety of self and others, promoting a positive approach to Health & Safety throughout the team.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out and delivered for the production.
- Report any near miss, incident or accident in accordance with Unicorn policy.

### Additional Duties

- Understand and implement the Theatre Green Book guidance to the allocated level for the production.
- Support a positive working environment, adhering to the Unicorn Theatre's Respect at Work Policy, and ensuring hours of work, breaks and overnight rest are reasonable and sufficient.
- Ensure clear and timely communication with facilities management, stage door, box office and other relevant departments.

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To apply for this post, please send us your CV, and a completed copy of our Equal Opportunities monitoring form: [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com).

**Fee:** £2,500, payable in two instalments as follows:

50% on signature of contract

50% following press night on provision of a fully reconciled budget

**Contract:** Freelance (you are responsible for your own Tax and NI contributions).

**Closing date for applications:** Noon, Tuesday 4 January 2022

**Interviews:** Wednesday 5 January 2022 (via Zoom)

If you need this information in an alternative format, please contact [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com) in the first instance.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black candidates, and candidates from diverse ethnic backgrounds, and those who self-identify as disabled.

All candidates who identify as disabled and demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equalities Act 2010.

The Unicorn Theatre is supported using public funding by Arts Council England.



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