



Deputy Production Manager

Fixed term position

About Sadler's Wells

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.

The Role

The principle responsibility of the Deputy Production Manager is to assist with all relevant aspects of the productions of the Producing and Touring Department, ensuring that technical requirements are met in a safe and professional manner, and ensuring a high standard of operation at all times.

Key responsibilities

- Report to and assist the Technical Production Manager (TPM) with the productions and touring work of the Producing and Touring Department, collaborating closely with the Producers and co-ordination teams
- Actively contribute and constructively advise on the technical aspects of new productions
- Assist with the arrangements for construction of sets, props, costumes & other material in line with production budgets
- Attend design & production meetings and rehearsals as required
- Travel to the productions on tour to assist the technical touring teams when required
- Help monitor and record expenditure on productions in creation and on the road
- Assess tour venues' capability of receiving productions at preliminary stages of development of the touring schedule, and advise the TPM as required
- Assist with preparing touring technical specifications and advance liaison with venues
- Ensure data and records on touring productions is kept up to date, including but not limited to technical specifications, staff records, tour venues, show video records, and show weights/dimensions and other freight requirements
- Work closely with the TPM to provide technical information to venues in a timely manner
- Assist with the arrangement of freight transportation, carnets & international customs clearance for production material for shows touring abroad
- Prepare & circulate production & touring schedules in close consultation with all relevant production staff

- Assist with the maintenance of assets registers, stock, and storage records
- Assist with Health and Safety documentation as required, including PAT records and safety certification of touring equipment
- Promote a positive approach to Health & Safety and safe working methods at all times, ensuring relevant Health & Safety legislation is applied effectively and appropriate risk assessments are carried out as required
- Undertake any other duties that may reasonably be required
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion, and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

What we are looking for

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential

- Excellent knowledge of Health and Safety legislation
- Experience and good understanding of production budget management
- UK touring experience
- Excellent lighting skills
- Good sound and video skills
- Experience of the sourcing and making of props and costumes
- Experience of overseeing successful set builds
- Experience in organising freight transportation

- An appreciation of the needs of touring companies
- Track record of good working relationship with artists and supporting the creative process of new productions
- Excellent interpersonal skills
- Ability to work well under pressure in a busy environment
- Able to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload
- Willingness to work evenings and weekends as required
- Highly IT literate
- Good AutoCAD, Vectorworks, or similar drafting skills

Desirable

- Excellent sound and video skills
- Experience of international touring including international transit and carnets.
- Advanced AutoCAD or Vectorworks
- Experience of working with dance & choreographers
- Experience of working with artists or companies from abroad

Terms and conditions

Salary £32,000 - £35,000 per annum dependent on skills and experience, plus benefits. This will be based on a standard working week of 35 hours, with the addition of paid breaks where appropriate. Working days can be any day of the week, days off will be scheduled appropriately in accordance with the changing requirements of the department and productions.

The post is fixed term for one year, from August 2019 to July 2020.

Annual leave entitlement is 5 weeks for each Holiday Year.

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company offers a Cycle to Work salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

Making an application

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

Please submit the online application form by 11.59pm on Monday 25 March 2019. Late applications will not be considered.

Interviews will take place week commencing Monday 8 April 2019.

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