



## Production Manager

**Role Summary:** Lewisham Youth Theatre is seeking an experienced **Production Manager** to manage the production elements of our performances, events and programmes in Lewisham Youth Theatre's Creative Hub. The Creative Hub is located in a disused retail unit on Lewisham High Street, of which we currently have meanwhile use until at least August 2023. The space provides a large blank slate for the production of performances, events and activities in a range of configurations. The Production Manager will take responsibility for overseeing the smooth running of the space, managing the production teams and liaising with the creative teams to deliver high quality theatre events. As we support young people into all areas of theatre, the role will include mentorship and support for young people training in backstage theatre.

You will have a high level of problem-solving skills, excellent communication and an enthusiasm for producing performance events in non-traditional spaces. You will be able to bring a broad base of knowledge in behind-the-scenes operations. You will have knowledge of building operations, or confidence that you can transfer existing knowledge to operational challenges. As with all roles at LYT, you will be able to work sensitively with young people from a variety of backgrounds and with a range of needs.

The Production Manager will work closely with the Artistic Director and will be overseen by the Executive Director.

**Time Scale:** Fixed Term through August 2023.  
Ideally, the successful candidate will start as soon as possible, and by December 2022.

**Hours:** est. 21 hours (3 days) per week  
The post may require more intensive periods of work around production times, for which the post holder will be paid additional or take time off in lieu.

**Salary:** £28,000 per annum, pro rata paid on a PAYE basis  
(We would also be open to negotiating commensurate freelance fee)

**Terms:** As this post involves working with/contact with young people, any offer will be confirmed following the company's procedures and policies with regards to obtaining references and enhanced disclosure status.

### **The post holder will play a key role in:**

**Creative Hub Events** – Ensuring the meanwhile space functions as a youth-led creative hub, including by managing technical and production elements for events and performances.

**Productions** – Recruiting and overseeing the production team for LYT's 3 annual performances in collaboration with the Artistic Director.

**Core Team Member:** The post holder will function as a core team member, with an eye to creating links between LYT programmes that will benefit participants' development and progression.

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## Our Mission Statement

Lewisham Youth Theatre delivers participatory drama and performance projects with young people aged 3-24 who live or learn in Lewisham, with the aim that everyone who takes part will gain increased well being and life-chances. We believe that participation in theatre leads to the development and empowerment of young people. We commit to ensuring that this opportunity is available to all young people in Lewisham and that no-one should be excluded because of economic or social background.

## About Lewisham Youth Theatre

LYT creates excellent and inclusive theatre as a tool to improving the long-term well-being and life chances of Lewisham young people aged 3-24, helping them build the skills, resilience and ambition to achieve their potential. Since 1987, we have provided inclusive drama, performance and technical theatre activities completely free of charge to young people from across Lewisham's diverse communities, working from the core belief that artistic excellence and an environment of high expectation is key to expanding young people's horizons and creating lasting transformation that will support them to achieve in any future environment. We do not audition and the majority of participants (minimum 70%) face significant disadvantage across a range of needs. Through individual progression mentoring and referrals from local services, we actively support those in need to engage, progress through our activities and move on to positive next steps in training and employment within a wide variety of fields. This level of support leads to high retention rates, with c.90% of users taking part in 3+ sessions and 85% completing their projects.

Since 2015, the quality of our programmes have been recognised by a Gold level London Youth quality mark, a quality assurance scheme accredited by City and Guilds.

## About the Creative Hub 2023 Programme

Based at the Broadway Theatre in Catford since 2001, in 2022 LYT moved into meanwhile space in a large, centrally located retail unit on Lewisham High Street, with the goal of creating in this space a youth-led Creative Hub, where young people's creativity is centred at all levels of the creative process. With space over 5 floors (2 of which are derelict), the Creative Hub provides opportunities for multiple rehearsal, performance, consultation space and office space.

Our 3 annual Youth Theatre performances usually include up to 40 young performers aged 8 – 21. Production teams usually include 2 directors per group; directing volunteers; designer, stage manager, technician and a team of design/backstage volunteers. LYT also has youth volunteers involved in our projects as peer mentors (in rehearsals) and technical crew (during production week).

The space provides opportunities for innovating new flexible seating, lighting and sound arrangements. LYT has some in-house equipment, and often borrows equipment from partners. In 2023, we expect to have a general design for the space that all the performances will use, rather than 3 distinct sets. The Production Manager will bring a resourceful eye and inventive ideas for equipping the space for performances and events.

We hope the Production Manager will be able to interact with our Technical Training project for young people aged 13-17, advising the participation team as they plan this project. We may consider the Production Manager for frontline delivery on this project, although this extension of the role will be negotiated separately depending on candidates' skills and experience.

## **Production Manager Responsibilities:**

We are looking to appoint a Production Manager who will function as a core staff member at LYT, contributing to the smooth running of our programmes as we develop a youth-led creative hub in the heart of Lewisham. As such, you will be expected to approach the role with a creative enthusiasm for identifying and actioning solutions to problems and pursuing beneficial links between programmes.

**Creative Hub Management:** You will play a key role in helping LYT to make the most of our new space through:

- Ensuring optimal use of LYT's existing equipment (inc lighting, sound & projection) and materials (inc props, costume & set) for events and activities across the Creative Hub
- Sourcing additional equipment and materials, as needed
- Organising set up of equipment for events and activities, including training wider staff team in use of equipment as needed
- Supporting the designer in the delivery of the design for the Creative Hub in 2022/23
- Ensuring continued organisation of equipment/materials to ensure smooth day to day running of the Creative Hub, supported by LYT's Programmes Administrator
- With the Executive Director, developing, updating and overseeing building procedures, e.g. Fire Risk Assessments
- Building partnerships with arts and community organisations who can contribute to the success of the Creative Hub

**Production Management:** You will take lead responsibility for project managing the production elements of LYT's performances, including:

- Creating detailed timetables for production processes
- Scheduling and running Production Meetings, including providing clear minutes
- Overseeing communications across the creative & production teams
- Acting as a critical friend to the production team, including setting deadlines and ensuring an efficient timeline of decision making
- Monitoring production budget
- Ensuring all activity plans adhere to LYT's policies (including Health & Safety, Safeguarding, Data Protection and Equal Opportunities) and statutory obligations.
- Reviewing and updating risk assessments for activity in the space
- Occasionally acting as a Technician or Stage Manager for events where these roles have not been allocated

**Staff Management:** You will be a key link between the creative, production and executive teams, taking responsibility for ensuring the productions are appropriately staffed by:

- Recruiting and managing production teams, including stage managers, technicians and designers
- With the Volunteer Coordinator, ensuring production volunteers and paid work experience placements have necessary information and clear understanding of and instructions for their roles
- Organising staff/volunteers for get-ins / get-outs

As this role involves contact with children and young people, you will be required to undergo an Enhanced DBS check.

## **Skills and Experience**

We expect applicants to have the following skills and experience:

### **Essential:**

- Proven experience of managing technical elements of performances and events
- Proven ingenuity in resourcing technical & production elements for performances and events, particularly in non-traditional performance spaces (e.g. outdoors or meanwhile spaces)
- Experience of working with young people or on youth productions, with a commitment to empowering young people's voices and agency
- Experience of working collaboratively with a production team (including directors, designers, stage management and technicians)
- Experience of managing teams, including teams of volunteers
- Knowledge of operational issues of managing a creative space, e.g. licensing, risk assessments, etc
- Demonstrable forward-thinking and problem solving skills
- Highly organised, with strong attention to detail
- Ability to communicate effectively at multiple levels
- Experience of managing budgets
- Commitment to safeguarding young people

### **Desirable:**

- Experience of working with young people in a technical theatre apprenticeship or training environment
- Experience of managing a creative space
- Experience of working in a *professional* theatre environment, ideally within a production/management team
- Experience of Stage Management

### **To Apply:**

Please send a CV and covering letter detailing how you meet the person specification to [victoria@lewishamyouththeatre.com](mailto:victoria@lewishamyouththeatre.com) by 12 Noon on Monday 7<sup>th</sup> November.

Please apply as soon as possible. We will review applications on a rolling basis and may offer interviews before the closing date.