



Introduction to the Stephen Joseph Theatre

The Stephen Joseph Theatre (SJT) is a producing theatre based in Scarborough; it has a national and international reputation, pioneered by playwright and director Alan Ayckbourn (whose work continues to be premiered here) but now sustained and developed through a wide-ranging programme of high-quality theatre, film, music and comedy designed to offer audiences the broadest possible choice. For local audiences and the thousands who visit this beautiful part of the world every year, SJT provides year-round entertainment: diverse, funny, surprising, visually daring and packing a big emotional punch.

Alongside the programme of work on its stages, SJT also provides an extensive participatory programme, working across the borough and with all ages and communities: a youth theatre programme for anyone aged from 0 – 21; a series of cross-generational dementia workshops which are acclaimed within the industry; online script development sessions and community choirs. This work is seen as a vital resource in a town with multiple needs including NEETS and isolated older people.

SJT benefits from its proximity to the beautiful North Yorkshire coastline as well as the North York Moors and the Yorkshire Wolds. Scarborough was the first British seaside resort to be established in England and remains one of the UK's most visited destinations. It is now undergoing a renaissance – fuelled by the growing desire for a better work/life balance and by an increasing level of investment in the borough from independent businesses, a broadening tourism offer reaching out beyond the traditional British seaside visitor and through Government funding.

Scarborough Borough Council has been driving forward a masterplan for the town and the borough which places cultural regeneration at its heart; this is work that the new North Yorkshire Council that will replace SBC in April 2023 has committed to continuing. The plans include the launch of Scarborough Fair in 2023 - a year-round cultural programme encompassing four high-quality, distinctive festivals alongside a year-round programme of grassroots activity – and investment in the town centre (supported through Town Deal Funding) that will establish a Festival Square at its heart and reposition the harbour as a key part of the town's rich heritage.

SJT is currently led by Joint CEOs Paul Robinson (Artistic Director) and Caroline Routh (Executive Director), who have placed the company on a firm financial footing whilst at the same time building a strong artistic programme that has secured a significant increase in audiences and developed new relationships. This has ensured that SJT is now emerging from the pandemic in a strong position, able to plan for its future with confidence.

The SJT is an Arts Council National Portfolio Organisation and is also in receipt of annual funding from Scarborough Borough Council.



Welcome from Joint Chief Executives, Caroline Routh and Paul Robinson

Thank you for your interest in the role of Production Manager here at the SJT at what we believe is an incredibly exciting time for the company.

Like many other theatres, we have of course found the past two years difficult; but what they have taught us is that we can be fleet of foot and innovative, finding new ways to make work when our traditional routes are no longer available to us. Those skills, together with an organisation-wide commitment to our audiences, our communities and our artists, are providing us with the tools we need as we start to plan our new “normal”.

We are keen to find new ways to exploit our unique space; to be flexible with the possibilities that in-the-round can offer as well as developing the work we can create in our end-on studio theatre. We are building back to an annual six in-house productions and a year-round programme of visiting work; exploring new co-productions with partners such as Shakespeare North, Bolton Octagon and Hull Truck; strengthening further the relationships we have with visiting companies and creatives; and supporting a programme of work creating new routes into the industry across professional and non-professional opportunities. Our Production Manager will be at the heart of these plans, supported by a talented and enthusiastic team.

We're proud of what we've put in place over the past year but there is still lots to do. This is where you come in - a talented and passionate Production Manager who will work with us and with the rest of the Senior Management Team to continue to build our dynamic producing and presenting model. Whilst your experience and expertise will be important in this role, what is every bit as important to us will be your belief in our vision and purpose and your enthusiasm for a collaborative approach to working across the entire organisation.

We look forward to hearing from you.

Best

Caroline & Paul

Our Theatre

Vision

We at the SJT believe that culture provokes interest and fires our imaginations; that sharing our experiences and our stories helps build communities and that collaboration builds a compassionate and engaged society.

Our role is to give everyone the opportunity to discover and celebrate their creativity.

In short, we believe that this is yours.

Building

Our theatre is housed in a converted 1936 Odeon cinema building, opposite Scarborough railway station and comprises:

- The Round, a 400-seat theatre space in the round.
- The McCarthy Theatre (The Mac), a 165-seat proscenium arch theatre.
- Rehearsal room, scenic workshop, wardrobe and store.
- Creative Engagement rooms, including dedicated studio space and classrooms.
- The Ramsay Reading Room.
- The Boden Room, a flexible function room.
- The Round Gallery, programmed with exhibitions from local artists.
- Bar and lounge, providing a flexible space for use by audiences and for events and the home of Eat Me Cafe.



The Round



The McCarthy

Production Manager Job Description

Job Title: Production Manager
Line managed by: Artistic Director
Line manages: Technical Manager, Film & Live Streaming Coordinator, Company Stage Manager, Building & Stage Services Technician (shared)

Job purpose

The Production Manager is a member of the Senior Management Team and is responsible for the successful technical realisation of all SJT productions. The Production Manager has a key role in supporting the visiting and Associate companies' programme of work and delivering a high standard of technical service, as well as having responsibility for Health and Safety in all backstage areas.

Key responsibilities and duties

Production

- To manage liaison between creative teams and the Production department, concerning the allocation of resources for all SJT productions and to ensure proper planning, budgeting, scheduling and realization of designs.
- To liaise between creative teams, SJT staff and external workshops to ensure successful delivery of physical designs.
- To be responsible for the planning of all technical schedules; the organisation and recording of regular production meetings and to ensure the communication of any decisions made.
- To be responsible for the planning and implementation of all SJT tours and transfers.
- To manage liaison between visiting companies and the production department over the provision of technical services and facilities.
- To act in an advisory role for SJT Associate Companies and other identified partners.

Financial

- To work with the Joint Chief Executives and the Producer to draw up appropriate technical and production budgets and to be responsible for managing these budgets.
- To work with the Joint Chief Executives and the Theatre Manager to draw up appropriate maintenance and capital budgets, working closely with the Theatre Manager in managing those budgets.

Personnel

- To lead, recruit and support all salaried production staff.
- To recruit and manage freelance and casual staff, as required.
- To work with the Joint Chief Executives to develop and deliver a programme of work based technical opportunities for young people and emerging practitioners.

Health & Safety

- To be responsible for the health, safety and welfare of all staff and visitors in backstage areas.
- To be responsible for the maintenance and safety of all production related machinery, vehicles and technical equipment used by the theatre.
- To keep up to date with changes in Health & Safety legislation and to be responsible for implementing developments in production as required.
- In consultation with the Joint Chief Executives and the Theatre Manager, to develop the organisation's H&S policy and be responsible for ensuring that all relevant risk assessment are undertaken.

- To ensure risk assessments relevant to productions and the Production department workspaces and equipment are created and implemented.
- In collaboration with the Theatre Manager to investigate any accidents, incidents or near misses and ensure that RIDDOR is complied with.

Other

- In collaboration with the Theatre Manager to lead on and develop the company's environmental strategy.
- In collaboration with the Theatre Manager and supported by the Building & Stage Services Technician, to respond in a timely manner to any reactive maintenance issues.

Company Responsibilities

- To become familiar with the company's Staff Handbook and to work in accordance with its policies and approaches and with other key organisational strategies as may be required.
- To attend organisational meetings/rehearsals, as required.
- To undertake other tasks and duties as may reasonably be requested.

About role statements

As SJT evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such, staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

Person Specification

Essential

- Experience of working in a producing theatre in a similar role
- Experience of managing teams and leading on projects
- Sound financial management and budgeting skills
- Demonstrable understanding of Health & Safety legislation
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and work to deadlines
- A wide knowledge of technical theatre skills
- A proven ability to work well with creative teams and artists
- The ability to interpret technical drawings
- Solution based approach to problem solving
- Positive attitude
- Strong organisational skills

Desirable

- IT literate
- Experience of working with young people and students
- Experience of driving vans
- Good knowledge of UK touring venues and experience of touring
- Confidence in delivering talks and addressing an audience
- Good knowledge of rigging, flying, winches and other stage machinery
- Good knowledge of UK Theatre/Equity regulations
- Experience of working in the round



Terms and conditions

Salary	£30,000 - £35,000 pa dependent on experience
Contract	Full time, permanent
Probationary period	6 months. Notice period is one month by either party during the probationary period and three months thereafter for both parties
Hours	37.5 per week
Pension	The company operates an auto-enrolment pension scheme in line with current government legislation
Holiday entitlement	25 days per annum
Place of work	Stephen Joseph Theatre, Scarborough

Any offer of employment will be subject to the receipt of:

- References that are satisfactory to Scarborough Theatre Trust
- Evidence of the right to work in the UK as defined by the Home Office
- A valid DBS check

APPLICATION PROCESS

Thank you for your interest in the role of Production Manager here at SJT.

If you are interested in applying for this role, please send a copy of your most up-to-date CV together with a letter explaining what attracts you to this position and evidence of your ability to fulfil the role and to meet the person specification.

Please also include the name and contact details of two referees who know you in a working environment; where applicable one of these should be your current or most recent employer. We will not take up references before interviews and only after notifying you.

Please let us know of any access needs you may have at any point in the recruitment process and we will work with you to ensure those are met. We will also ensure that access requirements are not a factor in our decision-making process.

In addition, to help us monitor our equal opportunities plan, we would be grateful if you could complete an Equal Opportunities Monitoring form. When your application is received, this form is removed and is not used during the short-listing process.

We are happy to have an informal conversation about the role or about the application process in advance of an application being made; if this would be helpful please contact Paul Robinson via Jaye Lewis, Executive Assistant either on 01723 326612 or email on jaye.lewis@sjt.uk.com.

Applications should be addressed to Jaye Lewis and sent via email to jaye.lewis@sjt.uk.com with "Production Manager" in the subject line by 5pm on 21 October 2022.

First round interviews will be held at the Stephen Joseph Theatre on 14 November 2022 and travel expenses will be reimbursed. If you are unable to attend the interviews in person we will offer the option of an interview digitally but the role will not be offered until the candidate has had the opportunity to visit the theatre.

