

## About Selladoor Worldwide

Selladoor Worldwide began its life in 2009 as Sell a Door Theatre Company and has gone on to develop rapidly under co-founders David Hutchinson (Executive Creative Producer) and Phillip Rowntree (Executive Commercial Producer). The company has become an integral part of the regional theatre landscape in the UK and Ireland, and increasingly on an international platform, establishing itself as a leading producer of mid and large-scale touring theatre.

From the very outset, the company's aim has been to make accessible work for our audiences, and their experience is at the heart of the company's work and artistic planning. Principally aimed at engaging young and adult audiences and first time attendees, our objective is to continue to encourage the next generation of theatre goers. Our education programmes and online presence aim to provide the fullest experience of our productions possible.

Our origins lie in re-imagined classics and new commissions which we continue to champion to this day. We are able to create a varied and distinctive programme; large-scale commercial touring is complimented by the company's not-for-profit routes and ongoing investment and development of new work. As a company operating across a range of scales we continue to deliver and invest in our patron base on a regional and international basis, as well as our product.

In 2016 Selladoor Worldwide produced 8 productions, with over 1000 performances, across 8 countries, in over 50 venues, reaching over 409,109 audiences with Avenue Q (3rd UK Tour), Footloose (UK Tour), Little Shop of Horrors (UK Tour), American Idiot (UK Tour and West End), Hand to God (West End), James and the Giant Peach (UK and International Tour), and The Broons (New commission, Scottish Tour). We are also very proud to have successfully run the Greenwich Young Writers Programme, a scheme that developed 10 young writers and showcased their work at Greenwich Theatre.

2017 was an exciting year for Selladoor Worldwide as we collaborated with Belgrade Theatre on *The Quite Remarkable Adventures of the Owl & the Pussycat*, adapted by Dougal Irvine from the book by Eric Idle, *The Crucible* (UK Tour), co-produced with Queen's Theatre, Hornchurch, and followed by a new adaption of family favourite *Guess How Much I Love You*. We also launched tours of *Flashdance* (UK Tour), *Spamalot* (UK Tour), *Jersey Boys* (International Tour), *Footloose* (2nd UK Tour) and *The Producers* (International Tour).

## The Location

Selladoor Worldwide has offices in New York and Bangkok with a Head Office in London.

The London Head Office is situated in Deptford on the border of the Royal Borough of Greenwich in the South East of London. The Head Office is a 10minute walk from Greenwich Town Centre and its many restaurants, pubs and shops.

Greenwich is home to a UNESCO world heritage site (Royal Naval College and Old Royal Observatory) which has played the backdrop to some of Hollywood's biggest blockbusters including *Les Misérables*, *Pirates of the Caribbean* and *THOR: Dark World*

Served by excellent Rail, DLR and Bus Links the London Head Office is a short commute from London's West End, Westfield's Shopping Centre in Stratford and the heart of the City of London.

## Equal Opportunities

Selladoor Worldwide is committed to Equal Opportunities for all and promotes diversity amongst its workforce, including integrated casting. This policy exists to ensure the elimination of discrimination on the grounds of an applicant's sex, marital status, age, creed, colour, race, ethnic origin, sexual orientation and physical, sensory or mental impairment.

To ensure that an Equal Opportunities policy is achieving its aims it must be monitored and for this to be effective, it is necessary to classify all employees and job applicants according to their ethnic origin, sex and disability. Records can then be used to establish whether any group is under or over-represented in certain areas. These areas can then be examined more closely in order to assess whether equal opportunities are being achieved or whether discrimination may be occurring. The information provided will be detached from your application and used for monitoring purposes only.

Any information provided is entirely confidential and will not form part of the selection process.

### **Key Dates**

Application Closing Dates: 25<sup>th</sup> January 2018 at 12:00

Interviews: Day TBC, between 29<sup>th</sup> January and 5<sup>th</sup> February 2018

Start Date: 5<sup>th</sup> March 2018 (start date negotiable)



# JOB DESCRIPTION

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<b>Job Title:</b>	<b>Production Manager (Band D)</b>
<b>Responsible to:</b>	Senior Producer, Executive Commercial Producer, Executive Creative Producer
<b>Place of Work:</b>	Deptford, London Extensive Travel required to venues both in the UK and Internationally
<b>Hours of work:</b>	40 hours a week, including some weekends – Full time role
<b>Additional Hours:</b>	To be agreed in advance including attending meetings, rehearsals, conferences, fit-ups, seminars, overseas travel and show watches
<b>Salary:</b>	£30,000 - £35,000 pa

## Overall Purpose

The Production Manager plays an integral part in the day to day running of Selladoor Worldwide. They will oversee the production department on 50% of Selladoor's productions. They liaise with all in-house departments, Co-producers, Creatives, Casts, Technical Teams – both internal and external - Suppliers and Venues.

They are expected to take a lead on sourcing technical teams, leading production meetings and set build, scheduling, sourcing equipment and managing production budgets in order to support the smooth running of the annual programme.

They will be expected to take a management role in a variety of situations, including but not limited to, company staff grievances, disciplinary procedures and staff support, managing working relationships in an efficient and amicable manner, running and leading technical rehearsals.

The Production Manager is core to the continuation and growth of Selladoor Worldwide and its subsidiaries and will oversee the delivery of all productions on time and in budget.

The role requires Production Management of all Selladoor Worldwide shows, plus any external shows from companies and Producers where Selladoor Worldwide is providing General Management.

## Key Responsibilities

### Finance

- Creation of the Production Budgets with the Executive Commercial Producer and Senior Producer

- Managing the production elements of all budgets, ensuring no overspends occur without the Commercial Producer's permission
- Working with the General Manager to ensure efficient settlement of Petty Cash claims
- Liaising with the Creative Producer on technical contras and to avoid overspend. Any overspend must be approved by the Producer or Executive Commercial Producer
- Advocating the financial system in place for receiving and processing invoices/purchase orders

### Management

- Sourcing, with approval from the Producers, all technical staff for all Productions
- Act as line manager to technical teams for the duration of all productions
- Working with the Production and Operations Co-ordinator to create any necessary job advertisements
- Advising the Production and Operations Co-ordinator of any dates of accommodation necessary for any technical team members or creatives
- Attending any interviews for technical staff
- Creating deal memos for engaged staff
- Negotiating wages within the allocated budget
- Day-to-day management of all technical staff and crew
- Making regular contact and visits where necessary to production staff
- Managing and sourcing any necessary replacements of staff
- Organising any sickness/holiday cover for any production staff
- Have a flexible and supportive approach to all staff members
- Engaging in any necessary discipline management alongside the Producer
- Line-managing the Production and Operations Co-ordinator, along with the Producer
- Managing the balance of the Creatives artistic vision in relation to budget capabilities, with support from the Producer, where necessary

### Production

- Research staffing costs at each venue to share with the Production Manager and Producers
- Create any necessary advertisements for technical staff vacancies, as advised by the Production Manager
- Organise any necessary meetings and interviews for technical staff roles
- Collate Technical Riders for venues we visit and share with appropriate staff members and creatives
- Work closely with the Production Manager to ensure efficient communication between in-house staff and external Technical Managers
- Share all technical specifications with venues
- Liaising with creative teams and managing initial concept through to realisation of full design.
- Ensuring all elements of the design are suitable for all necessary venues
- Managing departmental budgets – ensuring no overspend
- Working as the leading member of the production team

- Instructing the Production and Operations Co-ordinator to organise and liaise with all necessary Creatives/Producers to ensure that Production Meetings are scheduled in advance and attended by the required staff members
- Leading all Production Meetings
- Liaising with all suppliers to source necessary equipment within budget
- Providing purchase orders to suppliers and the Executive Commercial Producer and Producer and General Manager where necessary
- Attend at least one rehearsal run of the production before technical week, where practical
- Organise all transporting of equipment from venue to venue and rehearsals
- Overseeing the sourcing of all equipment, set and props necessary for any event, rehearsal or Production
- Site visits where necessary and agreed by the Producers. International site visits cannot be guaranteed
- To assist and advise the Creative Producer when booking tours, on all technical and logistic concerns
- To be on external call, within reason, during show times

### Technical

- Scheduling of all technical rehearsal weeks
- Ensuring that the Production and Operations Co-ordinator shares all Technical schedules with all relevant teams
- Attending and managing all technical rehearsals
- Where immediate cover is required on tour, supplying onsite support
- Liaising with all set builders to ensure on-time, in budget delivery of set
- Produce crew calls and touring schedule for the production team
- Create detailed and accurate technical riders, to be shared with all touring venues by the Production and Operations Co-ordinator
- Attend first move of any tour, where schedule allows
- Attend any 'difficult' venues where Production Staff will need extra support and management
- Monitor and respond to all technical difficulties or emergencies
- Advise technical teams on solutions to problems as they arise

### Health and Safety

- Creation of all necessary risk assessments in agreement with national guidelines
- Implementation and training of any company members and technical teams
- Promoting and participating in an alert and positive approach to Health and Safety in the use and maintenance of all equipment owned, hired or borrowed on behalf of Selladoor Worldwide in all aspects of work
- Work with the General manager to improve all health and safety policies

- To advise Producers on any health and safety concerns
- Support policies designed to promote staff welfare, development and training
- Support flexible working practices within the Production team
- Managing, with assistance, the organisation and documentation of all items held in the store
- Managing the hire of any props/set to other companies and individuals from our store

### Relationships

- To attend Company Events, Previews, Press Nights and Performances as required
- To be an enthusiastic advocate of Selladoor Worldwide and its umbrella companies' work
- Represent Selladoor Worldwide and umbrella companies at productions, events and conferences nationally and internationally.
- Day-to-day problem solving
- Attend monthly team meetings and any other meetings that you can be reasonably expected to attend
- Operate a shared Calendar with other core staff members

The above is not a definitive list and the Production Manager should expect to perform any other duties requested of the Production Manager by the Producers in order to facilitate the expansion of the Business.