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| Director of Productions |  |

# Applying for this post

To apply for this post please complete the online application process on our website: <https://www.birmingham-rep.co.uk/get-involved/careers-and-vacancies.html>

Data from your diversity monitoring form will not be shared with the recruitment panel.

\*we accept other forms of submission including video and audio recordings.

The Rep is a Disability Confident Employer. If you would like to apply under this scheme please selection this option on our application portal.

The Rep supports and encourages applications from refugees seeking asylum in the United Kingdom. We will guarantee an interview to any refugee if they meet the minimum criteria for the job vacancy and has the legal right to work in the UK. If you would like to apply under this scheme please select this option on our application portal.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [RepTalent@birmingham-rep.co.uk](mailto:RepTalent@birmingham-rep.co.uk)

The **deadline** for receipt of **applications** is **Monday 24 February** at **12pm (midday)**.

**Interviews** will be held at **The Rep** on **Thursday 6th and Friday 7th March 2025.**

## Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

# **Role Summary**

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 816 seats; The Studio, 292 seats; The Door, 133 seats - as well as extensive on-site production facilities: set building, scenic art, wardrobe, props workshop, lighting, sound/AV, stage and stage management.

Producing theatre is the core of The Rep’s mission and it creates up to ten productions a year of varying sizes across its stages. Many are made in co-production with other theatres and commercial producers and all Rep-led productions are built in house. Alongside in house productions, the theatre presents a programme of visiting productions. The theatre also has an impressive creative learning and talent development programme delivering opportunities for thousands of young people every year.

This is an exciting time for The Rep: new Artistic Director Joe Murphy joins in mid March to lead the theatre artistically, with Madeleine Kludje as Deputy Artistic Director and Iqbal Khan as Associate Director. The artistic programme will comprise new plays, revivals, adaptations, family work and musicals, making full use of the theatre’s producing resource.

The Director of Productions leads The Rep's Production Department and the role has overall responsibility for the people, facilities, processes and resources managed within these departments. The postholder oversees delivery of all Rep productions, presented productions and other Rep events utilising the performance spaces. They are the Health and Safety lead for the department and responsible for fostering a strong H&S culture across production. The role leads the department of 30+ staff and large numbers of freelancers and casuals working across all production and technical disciplines and is a member of The Rep's Senior Leadership Team.

### Main Duties and Responsibilities

**Production and Technical**

* Manages delivery of all Rep productions ensuring delivery on time, on budget and to the highest production values.
* Manages production budgets and resources: controlling costs, scheduling staff and spaces to achieve efficiency and value for money.
* Manages relationships with external stakeholders including producers, creative teams, freelancers, key suppliers.
* Further builds the theatre's reputation as a first-class producer of theatre productions of all scales.
* Leads on developing environmentally sustainable productions, including delivery of Theatre Green Book Sustainable Productions.
* Lead the production and technical departments, directly line managing Production Heads of Department, Company Manager and Technical Manager.
* Manages risks within the department, contributing to risk planning and mitigation at strategic level and leading the same at departmental level.
* Contribute to programming discussions advising on scheduling and production aspects.
* Keep abreast of industry developments, representing The Rep at industry events and participating in external networks to ensure our practice is current and exemplary.
* Makes recommendations to the Executive and/or Board of Directors regarding capital purchases of equipment.

**Health and Safety**

* Leads Health & Safety across the production department to ensure all activities are compliant with HSE guidance and law.
* Ensure completion of departmental H&S documentation for the theatre's H&S Management System, including but not limited to H&S Policies, Risk Assessments, Method Statements, Safe Systems of Work and general H&S reporting.
* Plays a key role in the H&S Committee that meets regularly to monitor H&S performance across the organisation.
* Contributes to the H&S Training Plan ensuring all departmental mandatory training and certifications are completed on time.
* Completes regular audits and site inspections, reporting and escalating key risks for attention and monitoring through to completion.
* Continually improves the H & S policy, process and practice in the organisation, educating others on the importance of compliance with the H & S framework.

**Facilities Management**

* Oversees The Rep's off-site production facilities and storage spaces, ensuring compliance with all relevant legislation and effective resource management.
* Manages maintenance plan across Rep production departments including planning and delivery of preventative and reactive maintenance work and repairs.
* Manage all vendors, contractors and suppliers holding them to account for quality delivery, on time and within budget.

**Leadership**

* Develops effective communication and working practices so that production departments have clarity on standards expected and work in a collaborative and effective way to achieve them.
* Holds self and others accountable to outcomes always ensuring delivery teams understand how they contribute to overall business objectives and strategic aims.
* Contributes to the cyclical business planning processes by designing and embedding new and dynamic policies, plans and strategies for the departments you lead.
* Sets departmental objectives and actively manages team and individual delivery against these to ensure high quality outputs.
* Continually reviews organisational design to ensure it is effective, productive and fit for purpose.
* Ensures Heads of Department plan activity and lead their teams to ensure that current and future projects are achieved to appropriate standards.
* Actively contributes to The Rep's ambition to become a Training Theatre' through the design and delivery of a viable training plan and development of trainee roles in production.
* Actively contributes to The Rep's drive to diversify its workforce in relation to production roles, participating in positive action in recruitment initiatives and nurturing an inclusive culture across the department.
* Acts as an ambassador for The Rep brand in the sector and beyond.

**General Responsibilities**

* Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff handbook).
* Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture including playing active and positive roles in staff forums/committee’s.
* Complete all mandatory e-learning and training
* Take ownership for the safety of the working environment for your teams by being fully complaint with the Health and Safety policies, rules and training for yourself and your team members including casual and freelancer staff
* Ensure you and your team are fully compliant with all mandatory training and development
* Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
* Take ownership for the safety of the working environment for your teams by being fully complaint with the Health and Safety policies, rules and training for yourself and your team members including casual and freelancer staff.
* Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
* All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

## Any Other Duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

**Key Relationships**

This role is on the Rep Senior Leadership team and will report into the Chief Executive.

You will be responsible for the following:

* Technical and Production teams
* Company & Stage Management
* Production freelancers and contractors, including but not limited to creative teams, production and technical freelance staff, consultants, etc

This structure may change from time to time based on business need but reflects the broad areas of responsibility.

## Internal

* Senior leadership team
* Departmental managers, head of and leads across the organisation
* Members of the Board, and committees with oversight of departmental activities
* Staff groups, forums and trade unions as required

## External

* Providers, suppliers
* Associate artists, freelancers and guest production staff
* Users of the theatre and the public

**Person Specification**

## You must have…

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

* Significant experience of production managing theatre shows on all scales, including mid/large scale
* Knowledge of a wide range of theatre production processes
* Ability to manage creative teams and talent sensitively and appropriately
* Experience of transferring and touring theatre productions and ability to manage both processes effectively
* Appropriate H&S qualification and experience of implementing H&S systems in production management
* Excellent leadership skills and experience of leading a large team
* Excellent communication and relationship management skills
* Ability to manage human, physical and financial resources cost effectively
* Excellent planning and scheduling skills
* Experience of managing budgets
* Experience of managing risk
* Discretion to be able to handle confidential and personal information sensitively

## It’d be great if you had…

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

* Experience of working in a similar role in a similar sized producing theatre
* Experience of working with the green book and/or leading environmental and sustainability work-streams

# **Terms & Conditions**

**Period of Work**

This is a permanent contract, subject to successful completion of a probationary period of 6 months.

**Pay**

Commensurate with experience. £54,000 per annum with more for an exceptional candidate.

**Hours**

39 hours per week to be worked minimum or hours as required, worked flexibly in accordance with business needs. Some evening and weekend work will be required.

**Holidays**

25 days per year rising to 30 with service, plus bank holidays.

The holiday year runs from 1 September to 31 August each year.

**Notice Period**

The notice period will be 3 months.

**Location of Work**

Your main place of work will be The Rep in Birmingham, but you may be required to work permanently or temporarily at other locations locally. You may be asked to work temporarily in other locations in the UK.

### Other Benefits

* Contributory staff pension, 5% employee and 3% employer

### Non-contractual Benefits

* A day off for your birthday
* Free-to-use employee assistance service
* Staff ticket discount
* Staff discount in The Rep food and drink outlets (when available)
* 25% Season Ticket discount on parking at Q-Parks
* £5 day rates at Utilita Arena North and South Car Parks
* Access to salary sacrifice schemes including Bike to Work scheme and Health Cash Plans
* We actively encourage all staff to see shows as believe that being part of The Rep product enhances everyone’s experience as an employee and ambassador. To ensure everyone has a chance to attend shows every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

There’s no such thing as perfection…

At the Rep we don’t expect or look for the ‘perfect candidate’, instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it’s about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It’s important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

We are a disability confident employer and guarantee to interview anyone with a disability that meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

Environmental

As one of the largest producing houses in the midlands, we are aware that we have a responsibility to the environment beyond legal and regulatory requirements. As such, we are aiming to be carbon neutral within 10 years with sustainability at the forefront of our working practices and integrate climate aware work into our programme. We have committed to adopt the Green Book Sustainable Productions framework on a minimum of 2 productions a year. Our Environmental Working Group is comprised of staff from across organisation to become environmental champions and meet regularly to review and update our Environmental policy and plans. We are committed to exploring, trailing and renewing ways in which the organisation and staff can reduce their environmental impact and carbon footprint.

Flexible working   
We know flexibility is everything and we foster a working environment which is focussed on outcomes, not hours or being present. We actively encourage applications for flexible working and will make every effort to accommodate these requests

# Safeguarding

The Rep is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

# Offers

Any job offer we make is subject to:

* Receipt of 2 satisfactory references
* Proof of eligibility to work in the UK
* Role appropriate background checks
* Evidence of appropriate qualifications