

Director of Productions

Job Pack

[Apply here](#)



the
Rep

About The Rep

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.



Our Shows

We are the city's world-class producing theatre. We create inclusive, exciting and exceptional theatre by, with and for Birmingham and the wider world. You can find us performing live on our three stages here in Birmingham (The House, The Door and The Studio), in the West End, or touring globally. We might pop up on your doorstep in local streets, in schools and colleges, in shops, parks and city squares.

We're all about the live experience, here's some of the shows we've had on our stages
Click on the photos to read more about the show



Becoming Nancy

Presented by Birmingham Rep and directed and choreographed by two time Tony award winner, Jerry Mitchell, this musical featured smash hit songs by George Stiles and Anthony Drewe. This UK Premier production is nominated for the What's on Stage Best Regional Production award.

Bhangra Nation

Presented by Birmingham Rep in association with Mara Isaacs, Tom Kirdahy and Peggy Koenig. With a book by Mike Lew and Rehana Lew Mirza, music and lyrics by Sam Willmott, direction by Stafford Arima and choreography by Rujuta Vaidya, this was a brand new musical, premiering at The Rep.



Our Shows

We're all about the live experience, here's some of the shows we've had on our stages

Click on the photos to read more about the show

Animal Farm

Presented By The Children's Theatre Partnership and Birmingham Rep. Animal Farm is directed by Robert Icke, whose version of 1984 (co-adapted and directed with Duncan Macmillan) was a smash-hit in the West End and on Broadway. This brand new production features puppetry by Toby Olié (whose credits include War Horse, Running Wild and Goodnight Mister Tom) and is designed by four-time Olivier award-winner Bunny Christie.



The Way Old Friends Do

Presented by Birmingham Rep and James Seabright in association with Jason Haigh-Ellery and Park Theatre. Written by and starring Ian Hallard (The Boys In The Band), this world premiere is directed by Mark Gatiss (Sherlock, Dracula, Doctor Who, The League of Gentlemen).



Our Shows

We're all about the live experience, here's some of the shows we've had on our stages
Click on the photos to read more about the show



Nativity! The Musical

Presented by Birmingham Repertory Theatre in association with Jamie Wilson. Since its world premiere at The Rep in 2017, NATIVITY! The Musical has been seen by over one million people during an acclaimed UK tour and three successful London runs.

Based on the film Nativity!, written and directed by Debbie Isitt and produced by Nick Jones.

Grimeboy

Presented By Birmingham Rep. The unmissable new play from Casey Bailey, the Birmingham Poet Laureate and winner of the Greater Birmingham Future Face of Arts and Culture 2020. Directed by The Rep's Deputy Artistic Madeleine Kludje with set design by Ebrahim Nazier.



Period of Work

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



Pay

Salary: Commensurate with experience but not less than £54,000 per annum



Hours

Full time: 39 hours per week and additional hours as required
Hours to be worked flexibly in accordance with business need.
This role will include evening, weekend and occasional bank holiday workings.

Notice Period

The notice period will be 3 months.

Holidays

25 days per year, plus bank holidays.
The holiday year runs from 1 September to 31 August each year.

Being our Director of Productions

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.



Being our Director of Productions

Main Duties

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.

Being our Director of Productions

Main Duties

Leadership

- Manages delivery of all Rep productions ensuring delivery on time, on budget and to the highest production values.
- 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.

Being our Director of Productions

Main Duties

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.

For a full list of duties and responsibilities for this role please download the job description here

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**



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. As part of our Ramps on the Moon legacy, we have experience in supporting individuals to Access to Work requests and encourage any and all staff who may benefit from the scheme to use it. We will always try to make the adjustments needed so that you can perform to the best of your ability and professionally thrive in a supportive and engaging environment. 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.



Your Birmingham Rep



To apply this role, you will need to submit a CV and covering letter through our online application portal. You can find a link to the portal [here](#). Alternatively go to our [Jobs and opportunities page](#) on our website and press the 'Apply Here' button for the role. This will redirect you to our application portal.

You can [find a flowchart of the stages on our application portal here](#).

We also accept other forms of submission such as video or audio. Please reach out to us if you wish to submit your application in an alternative format at reptalent@birmingham-rep.co.uk.

We want you to feel comfortable and prepared for your interview so that you are able to show case all your brilliant skills and experience. For those with access needs we are able to offer numerous adjustments including: sending out questions in advance, allowing more time for tasks or applications, re-wording questions, providing a BSL interpreter or whatever else you might need. Don't be afraid to talk to us at reptalent@birmingham-rep.co.uk.

Your Birmingham Rep

The Rep is a Disability Confident Employer. This means that we guarantee to interview anyone who is d/deaf or has a disability for the post who meets the minimum criteria. Also as a Theatre of Sanctuary, The Rep supports and encourages applications from refugees seeking asylum in the United Kingdom and will guarantee to interview any refugee if they meet the minimum criteria for the job vacancy and has the legal right to work in the UK.

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. If you would like to apply under either of these schemes please select this option on our application portal.

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 progress, we kindly ask you to answer Equality and Diversity questions alongside your application. Your responses will not be shared with the recruiting managers.



Working at The Rep



Benefits

By working at The Rep you'll have access to some incredible benefits:

- Free to use Employee Assistance Service which gives you access to Financial Advice, Legal Information, Child Care Information, Counselling and general information and guidance
- 24/7 Virtual GP Service
- Staff ticket discount
- Staff discount at The Rep Café Bar
- An additional day off on your birthday
- Discounts at local restaurants and hotels
- £5 Daily parking rate at Utilita Arena plus 25% discount on season tickets at Q-Parks.

Flexible Working

We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the building to help with the running of performances. We actively encourage applications for job shares and will make every effort to accommodate these requests.

We want all staff to see as many of our shows as they can and share in the excitement of being one of the first audiences to see a new production come to life on stage. 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 to most shows as well as competitive discounts throughout the year.