

PRODUCTION MANAGER

(revised 3 February 2009)

The Production Manager manages the production team and coordinates all the administrative and backstage aspects of the production, leaving the Director to concentrate on the artistic aspects.

Responsibilities:

- Using the FP's production planning proforma identify the key dates and schedule production activities accordingly.
- Establish the production team ensuring that there are leads with assistants as needed for each production activity, i.e. properties, sound, lighting, wardrobe, make-up and hairdressing, set construction, scenery artwork & prompt.
- Liaise closely with the FP committee to ensure that functions undertaken by and on behalf of the committee are coordinated and clearly understood. These normally include the following activities:
 - Box Office, Front of House and Bar
 - Obtaining performing rights and ordering scripts (Secretary)
 - Hall bookings
 - Programme design and production
 - Publicity materials production e.g. posters, flyers
 - PR and Marketing, including liaison with the media
 - Production photography and displays
- Liaise with the Director to co-ordinate the following key activities, ensuring that the appropriate cast and other personnel know and can attend:
 - auditions
 - first cast read-through
 - rehearsals, based on a schedule agreed with the Director
 - production meetings (to be scheduled at least monthly)
- Oversee all production team activities including:
 - ensuring good communications and avoiding mutual interference e.g. between set and lighting.
 - resolving problems, involving the Director where necessary.
 - scheduling the attendance of production team members at rehearsals.
 - liaising closely with the Resident Stage Manager.
 - ensuring that set build and painting is planned, scheduled and adequately resourced e.g. work space, personnel.
 - ensuring that props needed for rehearsal are available.
- Plan and coordinate the activities for Bolton Twill day.
- Manage the production budget, ensuring that expenditure is planned and authorised, and that receipts are obtained.
- Attend rehearsals and mark up "the book" with actors' moves, noting any changes as they are made by the Director. Alert the Director to any unscheduled changes made by the actors. Mark up the prompt copy.
- Monitor running times at rehearsals where Acts are run in full, to ensure that the production will not overrun.