
Job Description

Job Title:	Head of Production
Hours:	40 hours per week
Location:	BKL Head Office, London (Paddington)
Salary Band:	Commensurate with experience
Annual Leave:	25 Days holiday per annum, plus bank holidays
Reports To:	Executive Director
Responsible for:	Deputy Production Manager, Production Co-Ordinator, Stores Manager, Store Supervisor, All production staff & stage management
Works with:	Executive Producer, Producers, Programmer

Application Information:

To apply please send your up-to-date CV and a cover letter outlining why you are suitable for the role by email to jon.woodley@kenwright.com. Please include your current notice period (if any) and when you would be available to start.

Main Purpose

Bill Kenwright Ltd is looking to appoint an experienced, passionate, and established Head of Production to lead the production and technical departments, working across multiple theatre productions across the UK, West End and internationally. The key elements of the role are:

- To deliver all productions on time and within budget ensuring high production values.
- To line manage all production and technical staff, both within the production department and on each production.
- To maintain and improve upon working practices, systems, and existing structures to ensure efficiency.
- To advise on feasibility and scheduling of future productions, providing technical and financial considerations around logistics, touring, production staffing and budgets.
- To review, propose and maintain subsequent and historical relationships with suppliers.
- To maintain strong working relationships with creative teams, production staff, venues alongside technical HODs.
- Oversee the timely and effective communication of technical information and plans for each production whether touring, West End, Co-productions or international.
- To be aware of changing Health and Safety and other key laws and legislation, and ensure it is adhered to throughout all works.
- Oversee and work with the Stores manager and supervisor to ensure the suitable and safe storage of technical equipment, instruments, costumes, props, and scenery to allow for re-use, including facilitating and overseeing the completion of the asset management system.
- To prepare technical and financial reports where required.
- To oversee all ongoing production spending in line with the technical HODs.

General Information

Bill Kenwright Ltd is one of the UK's largest commercial theatre producers, the company produces a range of touring, West End, and international productions in addition to running both Theatre Royal Windsor, The Other Palace London and its film and TV department BK Studios. Head office is based in Little Venice a 5-min walk from London Paddington station.

With over 5 decades of producing and more than 500-productions to date, the company is one of the most established theatre producers in the UK. Recent productions include: Heathers (West End and UK Tours), Cruel Intentions (The Other Palace), Blood Brothers (West End and UK Tour), Cruel Intentions the musical (The Other Palace), Sleuth (UK Tour), My Sons A Queer (West End), Frank & Percy (Tour & The Other Palace), Calendar Girls the Musical (UK Tour), 12 Angry Men (UK Tour), Saturday Night Fever (West End and UK Tour), Be More Chill (West End), Hamlet & The Cherry Orchard (Windsor season with Ian McKellen), Catch Me if you Can (UK Tour), Evita (West End and UK Tour), The Best Man (West End), Cabaret (West end and international tour),

Dreamboats and Petticoats (West End and UK Tour) amongst many others. In addition to head office and its two venues (Theatre Royal Windsor and The Other Palace), BKL also owns a large warehouse facility for the storage of scenery, costumes, props, instruments, and production technical equipment for all its productions.

Working closely with both the executive director, finance director and the producers, the role will lead on both the smooth delivery of existing planned productions as well as the development of new projects and productions both in the West End, on Tour and around the world. The ideal candidate will have substantial experience in commercial theatre as a production manager with a demonstrable knowledge of delivering a range of productions from touring plays to large-scale musicals, on time and within budget. Demonstrable experience of managing multiple productions at any one time is required. Some evening and weekend work is required, particularly with production weeks and show visits.

Responsibilities include:

1. To plan, develop, budget, and deliver first-class theatre productions for both UK Touring, West End, and international markets, including undertaking feasibility studies and budget preparation for new productions, with suitable consideration of logistics, staffing, practical and financial considerations, with support from the Deputy Production Manager and Technical HOD's
2. To manage and deliver each production within the timescale and budgets specified, ensuring that production values and good working practices are not compromised.
3. To line manage all technical and production staff, ensuring development of skills and knowledge for career professional development through the appraisal process, including strong working relationships with the Deputy Production Manager and technical HOD's.
4. Recruit, line manage and co-ordinate all production and show specific staff, working closely with both technical HOD's and company managers to ensure good and timely communication to all departments.
5. Be the key and lead on ensuring our internal processes and working practices are operating efficiently and effectively, ranging from the collation and distribution of technical information and riders to venues, site visits and production parameters with creative and production teams, to production payroll and timesheets, petty cash, and purchase orders / invoicing.
6. Lead on ensuring that all production work is undertaken in line with the latest applicable H&S legislation, ensuring training and certification is undertaken as required. Utilising support from our external H&S consultants to ensure the suitable planning, assessing and delivery of all activity in line with suitable safe working practices.
7. Co-ordinate and lead the team on ensuring the timely and accurate distribution of technical information.
8. Lead on the completion and on-going delivery of the asset management system to ensure that our storage facilities are operated effectively and efficiently to maximise the ability to reuse stored equipment, costumes, instruments, props, scenery and staging.
9. Working with the finance director to ensure budget monitoring and reporting on all production and department activity in a timely and suitable manner, including reporting at board level or directly to Managing Director.
10. To ensure all production documentation is organised and stored in a suitable manner including archiving upon completion.
11. To work alongside our venue technical and management teams at both Theatre Royal Windsor and The Other Palace as required.

12. Attending and leading on fit-up's, production weeks and previews of productions as required in line with technical HOD's attendance and requirements across all productions / the office.
13. To maintain effective internal working relationships with other BKL departments, in addition to always acting as an ambassador for the company.
14. Preparation of information for management KPI's meetings as needed in addition to reporting daily and weekly performance figures against KPI's set.
15. Any other duties appropriate to the post and under the Equalities Act with due consideration to any employees with a "protected characteristic" and within the framework of equal opportunities.
16. Lead on creating a culture of pride in the workplace by always ensuring clean and well-presented office.

PERSON SPECIFICATION

Position Title:	Production Manager	Date Reviewed:	24.03.2024
Department:	Production Office		

AF= Application Form		I = Interview		T= Test	
	REQUIREMENTS	Essential	Desirable	Assessed	
1.	EXPERIENCE AND KNOWLEDGE				
1.1	Significant demonstrable experience of delivering multiple large scale commercial theatre productions within the UK.	✓		AF/I	
1.2	Demonstrable understanding or experience of production managing in the West End and international markets.	✓		AF/I	
1.3	Strong experience in budgeting and managing touring productions.	✓		AF/I	
1.4	Experience and understanding of managing creative processes for all design elements of a production from concept to final model and plans, communicating budget and timescale considerations, with experience of handling conflict resolution, motivating teams and coordinating activity with multiple partners	✓		AF/I	
1.5	Demonstrable understanding of current H&S legislation including but not limited to H&SAW, CDM, LOLER.	✓		AF/I	
1.6	A solid foundation and understanding of industry union agreements between UK Theatre / SOLT / Equity / BECTU/ MU	✓		AF/I	
1.7	A solid understanding and experience of utilising CAD software including AutoCAD and or Vectorworks	✓		AF/I	
1.8	Good attention to detail, excellent verbal, and written communication skills with good information technology skills.	✓		AF/T/I	
1.9	Strong established knowledge and relationships with leading industry suppliers including scenic workshops, lighting, sound and haulage suppliers	✓		AF/T/I	
1.10	Demonstrable understanding and experience in technical theatre with ability to lead by example.	✓		AF/T/I	
1.11	Proven administration and numeracy skills.	✓		AF/T/I	
1.12	Proven understanding of commercial viability, including budgeting and profit & Loss	✓		AF/T/I	
1.13	Able to work under pressure and to strict deadlines.	✓		AF/I	
1.14	Excellent level of negotiating and influencing skills	✓		AF/I	
1.15	Experience of line managing staff, to motivate, encourage and develop professional and department skillbase.	✓		AF/I	

1.16	Experience of reporting at Board or executive level	✓		AF/I
2.	COMPETENCIES			
2.1	WORKING WITH PEOPLE <ul style="list-style-type: none"> a. Demonstrates an interest in and understanding of others b. Adapts to the team and builds team spirit c. Recognises and rewards the contribution of others d. Listens, consults others and communicates proactively e. Supports and cares for others Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓		AF/T/I
2.3	RELATING AND NETWORKING <ul style="list-style-type: none"> a. Establishes good relationships with customers and staff b. Builds wide and effective networks of contacts inside and outside the organisation c. Relates well to people at all levels d. Manages conflict e. Uses humour appropriately to enhance relationships with others 	✓		AF/T/I
5.2	CREATING AND INNOVATING <ul style="list-style-type: none"> a) Produces new ideas, approaches or insights b) Creates innovative products or designs c) Produces a range of solutions to problems d) Seeks opportunities for organisational improvement e) Devises effective change initiatives 	✓		AF/I/T
6.1	PLANNING AND ORGANISING <ul style="list-style-type: none"> a. Sets clearly defined objectives b. Plans activities and projects well in advance and takes account of possible changing circumstances c. Manages time effectively d. Identifies and organises resources needed to accomplish tasks a) Monitors performance against deadlines and milestones 	✓		AF/I/T
6.2	DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATION <ul style="list-style-type: none"> a. Focuses on customer needs and satisfaction b. Sets high standards for quality and quantity c. Monitors and maintains quality and productivity d. Works in a systematic, methodical and orderly way a) Consistently achieves project goals 	✓		AF/I/T
2.6	ENTREPRENEURIAL AND COMMERCIAL THINKING <ul style="list-style-type: none"> a. Keeps up to date with competitor information and market trends b. Identifies business opportunities for the organisation c. Demonstrates financial awareness d. Controls costs and thinks in terms of profit, loss and added value 	✓		AF/T/I
3	EDUCATION AND TRAINING			
3.1	Educated to degree level with a focus on Production management, stage management or technical theatre, or equivalent career experience.	✓		AF
3.2	IOSHH or CIEH H&S Qualifications		✓	AF
3.3	A minimum of 5 GCSE grade A*-C passes, including in English and Math's	✓		AF

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If you have any questions or would like more information about the role, please email jon.woodley@kenwright.com including the role you are enquiring about, and a contact telephone number.