bill kenwright limited

BKL House
Number One
Venice Walk
London
W2 1RR

020 7446 6200

Job Description

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

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 opportunities@kenwright.com. Please include your current notice period (if any) and when you would be available to start.

The ideal candidate will have experience as a production manager in regional or touring theatre, or relevant experience as a touring technical stage manager. Basic CAD skills are a key requirement. Experience of working across multiple productions at any one time is desirable. Some evening and weekend work is required, particularly with production weeks and show visits.

Main Purpose
Bill Kenwright Ltd is looking to appoint a Deputy Production Manager to join their busy Production Department. Working with the Head of Production (HOP), the Deputy Production Manager will assist in the delivery, running and logistics of multiple theatre productions across the UK, West End, and internationally. The key duties are:

- To assist the Head of Production with the budget management and delivery of all productions ensuring and maintaining high production values, taking ownership of assigned productions.
- Work with the Head of Production and others in appointing show staff, including interviewing and contracting production and show staff as necessary.
- Work with the Head of Production to approve weekly financial paperwork including payroll, petty cash and invoices alongside the Production Co-Ordinator and Finance Department.
- To support the Head of Production with the creation and distribution of plans, riders, schedules and associated paperwork to venues as required whether for touring, West End, Co-productions or international.
- Work with the Head of Production and Production Co-Ordinator on weekly staffing and transport schedules.
- Work with the Workshop & Stores Manager 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 Deputise for the Head of Production when required.

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 the musical (New York, Australia / New Zealand Tour, West End and UK Tours), Barnum the Circus Musical (UK Tour), The Shawshank Redemption (UK Tours), The Lightning Thief (The Other Palace and UK Tour), Boys from the Blackstuff (NT, West End & UK Tour), Cruel Intentions (The Other Palace & UK Tour), Blood Brothers (West End and UK Tours), Ghost the Musical (UK & International tours), 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.

BKL also owns a large warehouse facility for the storage of scenery, costumes, props, instruments, and technical production equipment for all its productions.

Responsibilities include:

1. Alongside the Head of Production, assist in the running and management of the shows out on tour, Internationally, and in the West End. Deputising for the Head of Production when requested.

2. To assist the Head of Production in production managing new and existing shows, with a view to managing assigned productions.

3. Alongside the HOP and Co-Ordinator liaise with touring venues regarding schedules and technical riders to ensure all requirements can be met appropriately.

4. To work with the HOP on recruitment, line-management, and co-ordination of all production and show specific staff, working closely with technical HOD's and company managers to ensure good and timely communication to all departments.

5. At the direction of the Head of Production organise suppliers, transport and accommodation.

6. In conjunction with the Production Co-Ordinator, to book and manage rehearsal room requirements including the movement of props, costume, and set as necessary.

7. To attend Production and Head Office meetings when necessary, taking minutes if required, including leading and running production meetings on assigned shows.

8. Along with HOP, ensure all departments are kept up to date with production-related matters.

9. Liaise with external suppliers regarding show requirements.

10. Act as a liaison between external freelance staff and the Production and Producers departments.

11. Support and assist with the smooth running of the production department.

12. Archive and update all department & show paperwork, ensuring full archives of show bibles and paperwork are recorded.

13. To assist in 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.

14. To work alongside our venue technical and management teams at both Theatre Royal Windsor and The Other Palace as required.

15. To maintain effective internal working relationships with other BKL departments, in addition to always acting as an ambassador for the company.

16. 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.

17. Lead on creating a culture of pride in the workplace by always ensuring clean and well-presented office.

PERSON SPECIFICATION

Position Title:	**Deputy Production Manager**	**Date Reviewed:**	**23/09/2026**
Department:	**Production Office**		

AF= Application Form I = Interview T= Test

	REQUIREMENTS	**Essential**	**Desirable**	**Assessed**
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Knowledge and experience of touring theatre either in the UK or Internationally.	✓		**AF/I**
1.2	Demonstrable understanding or experience of production managing theatrical productions.		✓	**AF/I**
1.3	Experience in budget management.	✓		**AF/I**
1.4	Understanding of creative and pre-production processes for all technical elements of a production from concept to final model and plans, communicating budget and timescale considerations.	✓		**AF/I**
1.5	Strong initiative and drive to work with colleagues to further develop departmental process and procedures	✓		**AF/I**
1.6	Demonstrable understanding of current H&S legislation including but not limited to H&SAW, CDM, LOLER.	✓		**AF/I**
1.7	A solid foundation and understanding of industry union agreements between UK Theatre / SOLT / Equity / BECTU/ MU		✓	**AF/I**
1.8	Experience of utilising CAD software including AutoCAD and or Vectorworks,	✓		**AF/I**
1.9	Good attention to detail, excellent verbal, and written communication skills with good information technology skills.	✓		**AF/T/I**
1.10	Working knowledge of all production departments including carpentry, Lighting, AV and Sound.	✓		**AF/T/I**
1.11	Demonstrable understanding and experience in technical theatre.		✓	**AF/T/I**
1.12	Proven administration and numeracy skills.	✓		**AF/T/I**
1.13	Proven management skills, including the ability to lead and motivate a team of freelancers.	✓		**AF/T/I**
1.14	Able to work under pressure and to strict deadlines.	✓		**AF/I**
1.15	Excellent level of negotiating and influencing skills	✓		**AF/I**
2.	COMPETENCIES			
2.1	**WORKING WITH PEOPLE** 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** 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** 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** 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** 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** 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**
3.4	Full driving license valid for use in the UK		✓	**AF**

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