

Position: Production Manager (Freelance)

Reports to: Executive Producer

Works with: Producer; Company Coordinator; Orchestra Manager; and Project staff including audio engineers and lighting designers. The role will also liaise with the Artistic Director and Associate Music Director

Terms: £200 per day pre-production

£250 per day on site

4 days pre-production per month to be worked flexibly as needed

Fixed term contract until 30th June 2021 with potential to extend

On site days vary dependant on projects schedule

Invoices paid monthly within 7 days.

Location: Our office is in Bristol but since March 2020 the company have been undertaking all office work remotely and are expecting this to continue for several more months. Project work will take place within Bristol and nationally. We are ideally looking for someone based in the Southwest or within a commutable distance of Bristol, but this is not an essential requirement.

Paraorchestra are currently looking for a freelance Production Manager to support the creation and touring of new projects during 2020-21. We are looking for a flexible and experienced individual, with excellent attention to detail who can help us bring our work to life.

Paraorchestra is the world's only large-scale integrated ensemble of professional disabled and non-disabled musicians.

Working with our Artistic Director, Charles Hazlewood, we create exceptional music-based experiences for the broadest possible audience. We collaborate with an array of brilliant artists and organisations to create ground-breaking work. We are not a traditional orchestra and our projects reflect this. Ideally, we are looking for someone who is as comfortable managing music festival set ups as they are theatre performances, documentary film recordings, or outdoor performance. Previous experience working at multi-artform venues or festivals would be advantageous.

Covid-19 means that Paraorchestra need to take a flexible approach to the upcoming months and as such we expect the scope of the projects we work on to shift and change.

Job Description

As a small organisation, we realise this role will often overlap and interchange with other duties. The main duties of the role are:

- To oversee the technical presentations of all Paraorchestra projects including feeding into the creation process, advancing projects and tours with venues and external organisations, and managing production on site
- Creating and updating technical specs when new pieces are developed/alterd to share with venues and external organisations
- Working with project staff including freelance audio engineers, lighting designers and AV technicians when engaged on specific projects and making sure their technical requirements are facilitated
- Sourcing production equipment and technical hires, working closely with the project staff
- Supporting with the recruitment and management of additional technical staff on projects when needed

- Working with the Orchestra Manager to produce and draw stage plans
- Producing production schedules for projects and implementing them
- Managing Health & Safety documentation for projects including producing risk assessments for each project/venue
- Working closely with the Executive Producer to write and implement risk assessments and health and safety protocols working during the coronavirus (COVID-19) pandemic
- Working with the Producer to ensure that all production budgets are kept up to date and accurate

What we are looking for in a Production Manager:

- A can-do attitude with the energy and enthusiasm to maintain Paraorchestra's high level of quality
- A keen problem solver with the ability to foresee issues that may arise
- Excellent attention to detail
- Proactive, friendly, and flexible working approach, with willingness to travel regionally, nationally, and sometimes internationally.

The essential experience and skills we require for the role are:

- Experience working within the performing arts sector across multiple art forms
- At least 3 years' production management experience with a demonstrable track record of successful project/production delivery
- Experience in production managing performances taking place not only in performance venues but within festivals and outdoor environments
- Experience producing stage plans preferably in CAD or Vectorworks
- A strong technical background particularly in sound and lighting
- Budget management experience
- Excellent communication, teamwork, and interpersonal skills, with the ability to communicate effectively with venue and event staff as well as the general public, audiences, and participants
- Excellent time management and multi-tasking skills with the ability work calmly under pressure and to tight schedules
- A valid UK driving license

Experience of the following is desirable:

- Previous experience working with disabled artists and an understanding of the social model of disability
- Driving large vehicles (LWB transit and Luton vans)

As an organisation with a national remit, the role will include some travel. Where needed for the role, travel and accommodation expenses will be covered. Some projects may involve occasional anti-social working hours during productions.

How to apply

Please apply in writing to applications@paraorchestra.com and include:

- a copy of your CV
- a covering letter of ideally no more than 2 sides of A4 explaining why you would like to work with us and why you are most suitable for the position
- Your completed Equalities Monitoring form

- 2 references either on your CV or cover letter

Key Dates

Deadline for submissions: Midnight Sunday 8th November

Applications will be reviewed: week of 9th November and shortlisted individuals will be contacted. Although we aim to get back to every applicant if you have not heard from us within 1 week of the deadline then unfortunately you have not been successful this on this occasion.

Start date: ASAP (We can be flexible around existing commitments)

Accessibility

If you require this information in any other format, or if you need discuss how you may submit an application in an alternative method for access reasons, please email us on applications@paraorchestra.com