

February 2025

Thank you for your interest in the post of **Head of Production**.

This pack includes information on Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Enter your details on our online submission form: <https://hr.breathehr.com/v/head-of-production-39320> and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Midday on Monday 24 February. Applications received after Midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **w/c 03 March.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible

ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Stratford East.

Stratford East

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu

Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

Governance and Finances

Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team.

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising

income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

Safeguarding and Safer Recruitment Practises

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

JOB DESCRIPTION

Job Title: Head of Production

Reporting to:	Executive Director
Responsible for:	Head of Lighting, Head of Stage & Workshop, Head of Sound, Production Co-ordinator, temporary production staff and Stage Management
Key Working Relationships:	Artistic Director, Director of Producing, Operations Director, Learning and Participation Director

MAIN PURPOSE OF THE POST

The Head of Production leads the production department to support the creation and delivery of great theatre. They will be responsible for overseeing the successful staging of Stratford East and visiting company productions, our one night events programme, and will work with our Learning & Participation team to support the delivery of their on stage work and our Young Technicians programme

They hold overall production management responsibility for most in house productions (up to 5 productions a year) including working alongside the creative team, scheduling and managing the production process, leading production meetings, allocating and managing production budgets, schedules and show staff.

The Head of Production works closely with the Artistic Director, Executive Director and Producer to deliver the

artistic vision of the Theatre and its productions to the highest standards. They are also a member of the Senior Management Team, which consists of the Artistic Director, Executive Director, Finance and Development Director, Learning and Participation Director, Operations Director, Director of Producing and Head of Marketing and Communications.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Production

- Efficient and quality realisation of all Stratford East productions on time and within agreed budgets
- Collaborate with directors, creative artists and colleagues across the creative process to deliver our artistic vision, and ensure this positive collaborative culture is embedded across all production departments
- Lead Stratford East's production team to deliver high quality production values across the range of the theatre's work
- Work closely with creative teams to realise their vision and designs, on time and in budget, maximising the use of Stratford East's resources to ensure high production standards are always upheld
- Ensure designers are briefed on in-house creative options, budgets, staffing, licensing and health and safety requirements
- Schedule and chair all relevant production and design meetings

- Oversee an accurate costing process to ensure all shows can be delivered on budget, using the time and personnel available
- Produce production schedules and manage the production period from fit up to press night
- Ensure attendance across fit up, technical rehearsals, dress rehearsals, previews and press night, and that production notes sessions are run, and notes actioned in a timely fashion
- Ensure show risk assessments are produced prior to the start of technical rehearsals and updated as needed
- Where appropriate work with freelance Production Managers to ensure that all production elements can be delivered within agreed budgets and timeframes and within the artistic vision and values of Stratford East
- Work with the Director of Producing to inform production budgets and schedules across each season
- Manage production budgets for the Theatre's own work, agreeing resources with the Senior Producer
- Keep accurate records and forecast against budgets
- Oversee the recruitment of freelance show staff, working with the Heads of Department to ensure shows are fully staffed
- Oversee the schedule of production team staffing to ensure all production requirements, technical maintenance and building wide responsibilities are carried out efficiently

- Liaison with visiting companies to ensure effective and efficient delivery of Stratford East technical services within agreed parameters and budget
- Arrange and manage transfers of productions to/from co-producing venues and touring venues. Where necessary, overseeing get ins of touring productions.
- Smooth and efficient operation of Production Department budgets and resources including ensuring systematic maintenance, care and replacement of production tools and equipment

Management

- Line management of the production team including recruitment, appraisals, performance management and professional development in accordance with Stratford East's policies
- Ensure the Production Department adheres to current legislation and guidelines in respect of but not limited to, European Working Time Directive, ABTT codes of practice, CDM/HSE regulations, BECTU and Equity agreements.
- Work with the Production Co-ordinator to oversee the management of any hires
- Ensure production areas are suitably maintained, managed and risk assessed
- Oversee weekly rotas ensuring full cover and cost effectiveness

- Work closely with the Learning & Development team to support the delivery of their work on stage, and their technical training programmes
- Lead on capital projects relating to the production department and its activities

Health & Safety

- Membership of the Health & Safety Committee and actively promote working practices that adhere to Stratford East's policies
- Act as Emergency Incident Manager on a Senior team rota
- Ensure all production activity adheres to CDM and HSE regulations and does not invalidate Stratford East's codes of practice
- Ensure equipment & machinery involved in production activities are adequately serviced and maintained
- Keep abreast of current developments in health and safety and ensure production team compliance with the requirements of Health & Safety legislation and Stratford East's policies

General

- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of Stratford East
- To be familiar with and abide by all Stratford East Company Policies including, but not limited to, our

Equal Opportunities Policy, Dignity at Work Policy and Health & Safety Policy

- To represent the theatre at events, conferences and meetings etc
- Occasional travel to performances outside Stratford East, or rehearsals in London or elsewhere as required
- To undertake any other duties as appropriate to the post

PERSON SPECIFICATION

	Essential	Desirable
Experience and Knowledge		
At least three years' experience at a senior level in technical theatre	X	
Production Management experience	X	
Prior experience of coordinating professional theatre projects and delivering them to the highest artistic and technical level	X	
Knowledge and experience of current Health and Safety issues and legislation	X	
Experience of managing and leading a team	X	
Knowledge of production and technical techniques including	X	

stage, construction, rigging, lighting, sound and projection		
Skills		
The ability to demonstrate excellent technical and financial control	X	
PC literate (including Word, Excel and CAD)	X	
Proven project management, organisational and time management skills	X	
Excellent communication and interpersonal skills	X	
CAD drafting skills (AutoCAD)		X
Personal Attributes		
Self-motivated and pro-active approach	X	
Ability and willingness to work flexible hours	X	
An interest in and commitment to developing the next generation of theatre technicians	X	
A good network of freelancers working in theatre production	X	
Qualifications (if applicable)		
A degree in Technical Theatre and/or equivalent professional experience within a theatre environment		X
Health & Safety qualification or training		X
Full clean driving licence		X

First aid training		X
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INFORMATION

Contract type: Full time, permanent

Salary: £44,500 - £47,000 per annum (depending on experience)

Hours of Work: 40 hours a week. Usual office hours are Monday to Friday 10am to 6pm, with evening/weekend work required for which an informal TOIL system is in operation.

Holidays: 30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days. Holiday is pro rata for part time roles.

Probation: 6 months

Notice Period: 3 months (after probation)

Pension: Up to 5% matched pension contribution after qualifying period

Other Benefits: Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets,

staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)

INFORMATION

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

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