JOB DESCRIPTION
Vacancy Ref: A3312

Title: Production Manager
Department: Lancaster Arts
Directly responsible to: Director
Grade: G7P
Supervisory responsibility: Technicians in specialist areas and casual staff, as necessary

Contacts
Internal: Lancaster Arts team, LICA technical team, University staff (both academic and professional services), Room Bookings, Technical Staff, Great Hall Porters, Facilities

External: Visiting artists and artist representatives, specialist hire companies, technical consultants and/or casuals, local and regional arts organisations

Lancaster Arts: Where ideas, people and creativity connect

Lancaster Arts is a distinctive combined arts organisation in the North West of England and part of the National Portfolio of Arts Council England (NPO). We are based at the Lancaster University campus, and our venues include the Great Hall, Nuffield Theatre and Peter Scott Gallery as well as off campus. Lancaster Arts has an acclaimed reputation for the presentation, creation and development of innovative contemporary work and works within an Arts Strategy for the University that places art and creativity at the heart of the institution. We are proud of our artist development programme, which supports and features artists at all stages of their careers. We also develop and lead on bespoke projects that connect to overarching themes in our work and respond to regional and local needs.

We host a wide spectrum of events and participatory opportunities across theatre, dance, music, visual art, live art, circus, spoken word and comedy and work with partners locally, regionally and internationally. We are committed to working in close partnership with internal and external partners (e.g. Ruskin Library, local arts organisations) through delivering joint projects to realise our values and achieve our goals.

The Lancaster Arts team is committed to the development, production and presentation of artistic work of the highest calibre, ensuring that it reflects and speaks to the lives of our audiences, participants and artists. This commitment requires the whole team to be engaging with all stakeholders on a regular basis to enable a relevant and responsive programme and engage with artistic work across the region. We are keen to ensure a broad range of public access points are provided throughout our work. All team members are advocates for Lancaster Arts and how the arts and higher education can work together seamlessly for the benefit of society and the values that working in the arts brings to other disciplines, public services and civic agendas. Although roles in the organisation fall into primary functions such as administrative, managerial, operational and artistic, all members of the team integrate all of these aspects into their own specific roles, bringing initiative, leadership and creativity into the ways we work together.

PURPOSE OF POST
The Production Manager facilitates the smooth and technical delivery of the artistic programme across the combined arts remit of Lancaster Arts. The role will ensure that technical support is provided across all spaces (the Nuffield, The Peter Scott Gallery, the Great Hall) and external spaces, both on the university campus and beyond) for visiting artists and commissioned work. The Production Manager sits on the Senior Leadership Team of Lancaster Arts.
MAJOR DUTIES

- To have oversight for the delivery of the technical needs for the Lancaster Arts artistic programme, including public performances, exhibitions, artist support and commissions, ensuring the highest standards of professional technical support are met, as befits a National Portfolio Organisation of Arts Council England
- To work closely with the Operations and Planning Manager and Production Assistant to coordinate production and technical needs across the whole programme, agreeing technical budgets, workloads and supplementing with external casual support, where necessary
- To line manage the part time technical posts of Lancaster Arts and coordinate rotas that align specialist technical support with delivery needs
- Supervise weekly Production meetings during Seasons
- Act as Area Safety Officer for Lancaster Art activity, liaising with other Areas Safety officers working with the Great Hall Complex
- To oversee the Lancaster Arts production scheduling software, YesPlan is updated, working closely with programming team and Production Assistant
- To play a full role in monthly Programming meetings to agree programme and ascertain proposed work’s technical specifications for fit with capabilities of space and budget constraints
- To work closely with the Creative Producing team to inform the artist development programme from production and technical perspectives
- To work closely with artists and support teams in artist development programmes (such as the Nuffield Residency)
- To support the Senior Leadership Team (SLT) in ascertaining needs for production support in Lancaster
- To liaise with visiting companies/artists to ascertain their technical requirements
- To liaise with artists, producers/technical staff for visiting productions to ensure clear communications and that expectations for delivery from all parties are met
- To work closely with the Curator in care for the Peter Scott Gallery Collections including handling, installing, packing and undertaking transit/couriering for works of art
- To support the SLT to develop a long-term strategy for technical support and equipment provision to enable Lancaster Arts delivery
- To support and maintain transparent systems for the use, upkeep and replacement of shared equipment in the Great Hall Complex, and facilitate the safe use of space and equipment by staff, companies and professional artists (in close partnership with LICA technical staff)
- To work closely with all technical staff and management in the Great Hall Complex to ensure good communication and collaborative working practices
- To support Lancaster Arts Volunteer Exchange Programme, offering production expertise, when necessary
- To ensure Lancaster Arts activity is aligned with other users of the Great Hall Complex
- To ensure a supportive, creative and communicative space for all partners

General

- Be a champion for the Creative Case for Diversity, assisting in the implementation of appropriate policies to ensure that Lancaster Arts is employing best practice through a proactive approach to equality, diversity and inclusion
- Undertake training and development to further develop skills and competencies in areas of technical support across art form specialisms or other duties commensurate with the grade and as reasonably requested by the Director/Senior Leadership Team
- Maintain up to date knowledge of Health and Safety legislation and best practices, both at university based venues and external venues and public realm
• Undertake any professional development or other duties commensurate with the grade and as reasonably requested by the Director/ Senior Leadership Team