

## Job Description – Production Manager

### Context:

Greenwich Theatre produces one of the capital's best-loved pantomimes (Winner: Best Panto and Best Panto Script at the national panto awards 2025), and consistently delivers a show that seems to go above and beyond the production values that might be expected of a venue of our size.

For 2025/26, we have high-flying aspirations with our new version of Peter Pan. We are now seeking a Production Manager to lead us through the final stages of production. We have a confirmed set design and the build is underway. We have a full creative team with sound design, operation and hires confirmed. We have a full stage management team in place.

In short, we need a Production Manager to:

- take over the liaison with the builder and work with our (relatively) new technical manager to see the show into the venue
- support the delivery of the lighting design
- oversee the addition of flying effects to the show
- act as a remote line manager to stage management during the rehearsal period
- provide administrative oversight to the whole project

### Key Responsibilities:

- To lead the final stages of the delivery process of Greenwich Theatre's production of **Peter Pan: A Pantomime Adventure** in a collaborative, proactive and professional manner enabling creative team to create the best version of the show possible within the agreed parameters as set by the Artistic Director and Executive Director.
- Provide leadership by example through inclusive production practices and model behaviours to ensure that Greenwich Theatre remains a safe working environment for all staff and collaborators.
- Liaise with creative team (director, designer, AV designer, sound designer, lighting designer) and outside contractors (SAS construction), sourcing additional contractors as needed, to ensure the delivery of the set to design and to budget
- Liaise with lighting and sound hire companies and creative team to deliver sound and lighting to design and to budget
- Source a solution for flying effects, and supervise installation and training as required
- In conjunction with the production team, plan and manage fit up, production period and get out for the production
- Call and chair production and other planning meetings
- Collate and produce risk assessments, construction phase plans and other relevant Health & Safety paperwork as appropriate
- Ensure that all production and auditoria operations are carried out in compliance with relevant Health & Safety legislation
- Remain current with industry best practice and applicable technologies and seek out opportunities to adapt and improve our working practices
- Monitor expenditure, scheduling and safety practices on the production and communicate any areas of concern in a timely fashion
- Report on budget to Executive and Artistic directors at regular intervals

- Carry out any other reasonable duties required to support the production

Essential skills / experience needed:

- Minimum 2 years working as a production manager or senior technical role in theatre
- Team Management and Leadership, managing a staff schedule/rota, all in a time pressured theatre environment
- A recognised qualification in theatre technical craft, or equivalent several years' experience in a relevant technical management or supervisory role within a theatre or creative sector.
- Managing budgets, and negotiating, booking and contracting production suppliers.
- Production scheduling, working with transportation suppliers and storage facilities.
- Strong proficiency in: Outlook, Word, Excel, and CAD software.

Desirable skills / experience:

- Experience of managing flying effects

Responsible to: Artistic Director and Executive Director

Fee: £3,000

Terms: Must be completely available to work on site for the get-in period – 17-28 November 2025