

the boundless theatre

Touring Production Manager

FREELANCE/FIXED TERM 15 Days 4th October until Nov 22nd 2021

Fee £2040 (17 days, 12 for performances and 5 for Prep)

Your Role at a Glance

The Touring Production Manager will be responsible for supporting the successful delivery of the community tour of HOW TO SAVE THE PLANET WHEN YOU'RE A YOUNG CARER AND BROKE by Nessah Muthy directed by Stef O'Driscoll in November this year. The role will act as a liaison between the venue, stage manager, producer and director for all technicalities and logistics of the production as we tour around community venues, schools and theatres in London. You will work closely with the venues to ensure that the show runs smoothly and adapt to each space.

What You'll be Doing

You will be liaising with each venue to organise the transfer of the show to each space. You will work with the creative team to ensure the design and technical elements will work in both conventional and non-conventional performance spaces. You will organise the get in and get out logistics and create detailed schedules and checklists. You will work with the Stage Manager to create a technical plan for the production. You will brief the cast and production team on all aspects of health and safety in the space. You will manage the set up & logistics of front of house at each community venue. This will include running box office and serving in a front of house capacity in rotation with the producer and Boundless staff.

Boundless aims to deliver this show in a sustainable way. We are looking for someone who is keen to work with the producer to ensure that every aspect of the production is as sustainable as possible, including after this tour.

You'll work over 17 days to the end of November to ensure delivery of the practical production/tour. There is scope to negotiate the breakdown of working days.

Responsibilities

Pre-tour

- Acting as a liaison between venues and the Stage Manager, producer & director for all technical and logistical aspects of the production.
- Being the first point of contact for all venues with regards to get-in, get-out and running of the show.
- Creating a technical plan for each show, alongside the stage manager ensuring delivery is achievable in small and unconventional performance spaces.
- Planning get-ins and a full tour schedule and communicating them with the team.
- Monitoring carbon footprint with the Producer and Stage Manager

On-tour

- To be available for the majority, if not all, performances, get-ins & get outs.
- To run the get-in and get-out.
- To brief the team fully and run all aspects of health and safety in the space in liaison with venue Health & Safety officers.
- To manage the running & logistics of front of house at each community venue, liaising with each venue to put this in place.

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- Lead on all practicalities of technical aspects of the production.
- Monitoring carbon footprint with the Producer and Stage Manager.

Post-tour

- Responsible for recycling & repurposing of any materials & set.
- Delivering an evaluation report to the Boundless Team with key recommendations for the future.
- Reporting on carbon footprint of the production.

What We're Looking For

- Excellent organisation and planning skills, with proven ability to work quickly and accurately under pressure and to meet deadlines.
- Ability to self-motivate, prioritise, and manage a complex workload.
- Passionate about sustainability in theatre and with some knowledge of best practice.
- Excellent project management skills.
- Has worked in a variety of contexts, at different scales and across different forms/types of work.
- Confident to take a leading role, get on the phone and get stuff sorted.
- This role might be suitable for a producer with technical knowledge and practical skills.
- Someone who can do 5 days of prep from October and then commit to full time working from 8th November to 20th November with flexibility to work to specific deadlines and targets.

About Boundless Theatre

Boundless Theatre is a mission led creative and charitable organisation specialising in developing talent, delivering innovative projects and producing new theatre for 15-25 year olds. The needs and concerns of young adults inspire everything we do and our Advisory Group of young people work across the organisation from programming and project development to business development and strategy.

Founded in 2001, Boundless Theatre has consistently built community in the UK and internationally, often as audiences for productions and projects that promote creative development. A dynamic team work, supported by a diverse board of trustees are ambitious to find new, even disruptive ways to reach more young people. We aim to support their personal and professional growth as talented creatives in their own right or a community of independently engaging and sophisticated audience for culture.

Terms of Employment

Hours	17 Days (at £120 per day) through to end of November 2021 including intense work from 8 th – 20 th November
Fee	£2040
Contract Type	Freelance, Fixed Term
Start Date	Early October

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