

# MICHAEL CLARK COMPANY

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4 October 2011

Dear candidate,

Thank you for your interest in the role of Production Manager at Michael Clark Company.

Application is by CV along with a covering letter outlining your suitability for the role, which may be submitted by email or post to either of the following addresses:

Michael Clark Company  
Barbican Centre  
Silk Street  
London  
E8 1BG

[info@michaelclarkcompany.com](mailto:info@michaelclarkcompany.com)

Please state that you are applying for the Production Manager role in the subject line.

Please also include a completed **Equal Opportunities Monitoring Form** with your application, which has been sent to you with this pack.

The closing date for applications is no later than midday on Monday 31<sup>st</sup> October 2011 and interviews will be held during the week of 7 November 2011. If you have not heard from us by the end of 7<sup>th</sup> November 2011, then please assume that you have not been successful on this occasion.

Yours sincerely

Michael Clark Company

## **Job Description**

The job description covers the scope of the job, but responsibilities may include any other reasonable tasks not mentioned in this job description, but associated with the job.

**Job Title:** Production Manager

**Responsible to:** The Artistic Director (AD) and Executive Producer (EP)

**Responsible for:** Production and technical crew

## **Background**

The Michael Clark Company is a leading British contemporary Dance Company, presenting the works of the choreographer Michael Clark in the UK and internationally. The Company is an Associate Artist of the Barbican Centre and is supported by Arts Council of England and a range of international producers. Michael Clark is known for strong links with visual artists, for example Sarah Lucas and Peter Doig and other collaborators as well as having links to galleries and museums, such as Tate Modern.

To help deliver Michael Clark's vision, the Company is seeking to appoint the role of Production Manager. This position will have a proactive and collaborative role with responsibility for the technical elements of all Michael Clark Company productions. It will include national and international touring of existing pieces and the development of new work. In collaboration with the AD and other artistic collaborators the Production Manager will oversee the realisation of all technical aspects of the Company's projects, manage technical budgets and be responsible for technical staffing and schedules.

The Production Manager will be an excellent leader with exceptional skills and experience in the management of a touring production team - working on productions in theatres, museums, galleries and other spaces. They will also have strong knowledge of the sector, with extensive experience of touring, management and control of budgets, current knowledge of Health & Safety Regulations and excellent communication skills.

## **Essential Duties and Responsibilities**

To work closely with the Artistic Director and other creative collaborators to realise the AD's creative vision

To plan and manage the production elements of all MCC projects including technical and production staffing, budgets and schedules

To support the Executive Producer and Administrative Producer in the development of future projects and touring opportunities

Ensure that the company adheres to industry standards and best practice, in particular current H&S legislation

To oversee and support all R&D, rehearsal and touring periods with the company in an efficient and effective manner

### **Production Development**

- Realise the AD's creative vision for the company's work in theatres and other spaces (inc. galleries and museum spaces) in collaboration with the creative and management teams
- Oversee research and development of new work and ensure the effective communication of creative ideas to the production and management teams where appropriate
- Evaluate the technical/production requirements of artistic plans, and develop plans, priorities, and schedules accordingly.
- Liaise with the management team regarding technical plans of prospective venues and continue to liaise with venues in the run up to performances
- Develop production budgets in consultation with the management and artistic teams
- Manage production/ technical budgets and provide proper documentation for all production expenses
- Coordinate all production meetings ensuring a smooth flow of artistic and design information and effective communication between artists and technical staff
- Ensure all aspects of the production comply with current legislation

### **Production/ Touring**

- Manage the technical aspects of all MCC performances and touring
- Draw up technical schedules for all venues including crew calls
- Hire and manage the technical team for each production or tour
- Arrange all equipment hire as required, and inline with production budgets
- Produce risk assessments and method statements for all venues and places of work as required
- Support stage management during the rehearsal period and set up rehearsal rooms as required
- Arrange all the transportation, between venues and/or rehearsal rooms of all technical equipment, props, costumes and scenic elements
- Liaise between all technical departments, to ensure smooth running of performances
- Tour with the technical team to all performance venues and oversee the get-in and the get-out of the production at each venue
- Ensure the high production values of MCC are upheld
- Ensure that the company adheres to industry standards and best practice

## **General**

- To adhere to all company policies and procedures
- Ensure proper maintenance and storage of all company property (costumes/ set/ technical equipment etc)
- Attend staff meetings and other meetings as requested
- Maintain and communicate a positive image of the company
- To undertake any other tasks as may from time to time be required by the Artistic Director or Executive Producer

## **Person Specification**

### **Essential**

- Basic knowledge of theatre lighting, sound and AV systems and proven experience of production managing theatre or dance performances
- Experience of touring nationally and internationally
- Experience of working outside of traditional performance spaces
- Experience of managing schedules, staffing and budgets
- Up-to-date knowledge of H&S practices
- Experience of working under significant time pressure to find creative solutions to technical issues
- Excellent interpersonal skills
- The ability and willingness to travel in the UK and internationally, and to work flexible hours, including weekends, and the ability to have regular meetings in London
- The legal right to work in the UK

### **Desirable**

- Experience of working for Artist-led organization
- A demonstrable interest in dance, visual art and/ or music
- Specific experience of working in a visual arts setting
- Basic knowledge of CAD or equivalent software
- A clean driving license

## **Fee/ Retainer Details**

This position is offered on an ongoing freelance basis, with an annual retainer in addition to weekly freelance fees for pre-production and performance periods.

**Anticipated Start Date: Early December 2011**

**Application Deadline: 12 noon Monday 31 October 2011**