

## Production and Operations Manager

### Job Description

#### Aim

To lead on all building compliance, ensuring Friargate Theatre is safe, presentable, and in good repair, and meeting all legal regulations. Lead on the technical and production operations for all Riding Lights productions and Friargate Theatre events. To act as Production Manager on Riding Lights productions.

#### Organisation

Reports to: Artistic Director  
 Direct Reports: Technical Casual Staff  
                     Facilities Officer  
                     Building Volunteers

#### Key Responsibilities

##### Operations

- **Lead on all building maintenance, compliance, and inspections.**
- **Ensure all Regular inspection and servicing is carried out in a timely manner, and logged on Blue Lemon.**
- **Lead on communication with external contractors.**
- **Lead the management of Blue Lemon, ensure the company is compliant with all H&S regulations.**
- **Management of all company vehicles, including all servicing and ensure they are kept in good working repair.**
- **Lead on all building hires, in conjunction with Executive Director, to maximize income. Manage all the communication with building hirers.**
- **Lead on building preparation of all hires and events.**
- **Manage café and bar stocking.**
- **Support the scheduling of Friargate Theatre spaces.**
- **Manage facilities officer to ensure Friargate Theatre is kept presentable at all times.**
- **Coordinate the use of building volunteers.**

##### Technical & Production

- **Manage the technical provision for Friargate Theatre, ensuring all activity is adequately supported and staffed.**
- **Ensure all technical equipment is maintained in good repair, reporting concerns to Executive Director.**
- **Support Riding Lights productions in appropriate roles as required, this could include, but not limited to; Production Management, Stage Management, and Touring Technician.**

These key responsibilities are not exhaustive and other duties may be allocated as appropriate to the role.

### General Duties

- **Create and maintain key relationships with external stakeholders**
- **Work collaboratively with all departments**

### Person Specification

#### Essential

- Proven experience in technical or production roles within a producing theatre environment.
- Skill in programming and operation of technical theatre equipment.
- Knowledge of relevant Health & Safety regulations, risk assessments, and compliance requirements for theatre/venue management.
- Strong organisational and administrative skills, with attention to detail (e.g. record-keeping on compliance systems such as Blue Lemon).
- Ability to manage multiple projects, prioritise tasks, and work under pressure to deadlines.
- Practical problem-solving skills and the ability to take initiative.
- Excellent communication and interpersonal skills to liaise confidently with colleagues, contractors, hirers, and external stakeholders.
- Full Driving Licence

#### Desirable

- Experience working in touring productions.
- Experience of production management in a theatre setting.
- Formal health and safety qualification.
- First Aid certificate.

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