



Production Manager **Applicant Information Pack**

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A home for the extraordinary

We harness the incredible power of art, creativity and collective imagination to create a better future for everyone. A future that is more inclusive, more sustainable and more equitable.

Mission

We work with extraordinary people to create ideas that reimagine what's possible, inspiring positive change for both individuals and their communities.

We love to take creative risks, providing people who are often underserved or ignored by others, the space and the freedom to share bold new ideas that can inspire us all.

We are a learning organisation, and we're open about the times we succeed spectacularly and fail gracefully, as we believe this transparency helps us all to achieve extraordinary things.

Values

We live by the old town hall motto, inscribed on our beautiful building;

Not for me, not for you, but for us.

This is our guiding principle; our code of conduct, the north star for everything we do. Our aim is to always work compassionately, collaboratively and generously with others for the greater benefit of everyone.

Introduction & How to Apply

Thank you for your interest in the role of Production Manager at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the online application.

All applications must be submitted by 10am **Monday 12 May 2025**. Successful shortlisted applicants will be invited to attend an interview during on either **Friday 23 or Monday 26 May 2025**. Interviews will take place in person at Battersea Arts Centre. We can provide a BSL interpreter if required.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector. If you share a commitment to BAC's mission and values, we want to hear from you.

We have provided different methods of capturing your application information (written text, audio and video) as a part of our commitment to ensuring that our application process is accessible. It is your responsibility as a candidate to ensure that your application text, audio or video is in a format that can be accessed by our shortlisters. BAC does not take responsibility for any incorrect or inaccessible links provided in an application, and we may have to reject your application.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at recruitment@bac.org.uk. We look forward to receiving your application

Project Working

BAC operates a project working structure, which means that teams and team members work flexibly across projects to deliver activity.

Project working is about working collaboratively and bringing out the best in all our staff. It's a structure that recognises people's strengths and specialisms, creating an innovative and open working culture.

Our projects all sit underneath the following areas of work:

- **Creative Impact:** our programme of work that supports artists, young people and communities, via public programming, creative development programmes and access to the venue.
- **Commercial Enterprises:** income generating activities including commercial events, building hires and retail.
- **Continuous Improvement:** projects that improve the way BAC works to make it more effective, efficient and equitable.

Working at Battersea Arts Centre

BAC's office is an open-plan shared space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles, uphill. There is a disabled parking bay on Theatre Street next to the building. There are accessible toilets and a mix of loud and quiet spaces.

BAC is an innovative and diverse organisation and has around 60 members of staff. A culture of development and support is fostered through a combination of line management, in-house coaching, and individual supporter and mentor schemes.

BAC operates a **Dynamic Working** policy. This means we aim to create an environment that values experience and empowers colleagues to balance their professional and personal lives. It promotes inclusion and considers our whole team, creating a culture that respects the 7 day a week operational venue, with a range of skills, roles and requirements. The office is open every day from 9am and staff are on site at various times depending on their roles. Most meetings take place between 10am and 4pm and many of these will include an option to join online.

In general, those with admin focused roles work during the week and do a mix of days in the office and alternative locations. More operational roles are led by the programme of activity taking place in the building. Flexible working is welcome and agreed between the employee and line manager.

The role will involve some meetings, communicating via phone / video, email and in person, and using a computer for several hours across the day. Evening and weekend work will be required as part of this role, plus travel to external partner meetings and events if the role requires it.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at BAC.

The Role

Responsible to:	Head of Production & Technical
Working Closely with:	Producing Team
Responsible for:	Technicians, contracts & casual staff

This role will be part of BAC's **Production & Technical Team**. It may be expected to contribute to a range of projects, but the role will primarily lead on all our P&T work as set out below.

General Description

The Production & Technical (P&T) team is made up of the Head of Production & Technical, Technical Manager, Production Manager, and 2 full time Technicians, as well as an important group of casual technicians and crew. Alongside being an integral part of the P&T Team, the Production Manager will also have a strong relationship with the Producing Team.

We are looking for an efficient and personable Production Manager to join this team through an exciting phase of development at Battersea Arts Centre. You will already be a strong and ambitious Production Manager who will relish the opportunity to lead a team. BAC has a strong track record for developing exceptional staff and this role is no exception.

The culture at BAC is a collaborative and open one. We work in an open plan space with no closed private offices and frequently work across teams and roles. We are lucky to have an outdoor

terrace adjoined to the office which is particularly nice in the summer months. There's a good culture of people taking lunch breaks away from desks and two equipped kitchen and eating areas where the team tend to spend their down time. We organise regular social events and things can get competitive at our annual sports day and Christmas quiz. Though to be clear, spectating is respected as much as taking part here at BAC!

Role Responsibilities

Responsibilities	<ul style="list-style-type: none">• Oversee the Production Management aspects of BAC's public programme, creative development work, and delivery of festivals, building takeovers, and young people and community activity• Cost, advance and deliver BAC's Programme, ensuring efficient use and distribution of technical equipment and personnel across all visiting and BAC productions.• Lead on the design & layout of BAC's flexible auditoria and performance spaces, collating all required production information and sharing with the Technical Manager in a timely fashion• Lead on the recruitment and maintenance of the pool of casuals and freelancers to ensure the adequate staffing of creative activities as listed above
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| | <ul style="list-style-type: none">• Ensure the smooth deployment of permanent and casual staff to BAC's programme, supporting the Technical Manager on permanent recruitment as required• Lead the process of managing and maintaining BAC's production equipment & facilities, ensuring all tech specs, plans of spaces & technical inventories are accurate & up to date• Hold an oversight of the P&T departments systems and processes, connecting with BACs dynamic digital transformation• Manage assigned budgets in line with monthly forecasting cycle, collaborating with the Technical Manager to ensure overall P&T Budget is on track• Under guidance from the Operations Management Group, lead in the implementation of health and Safety policies to ensure the safety of BAC's staff, artists & audiences• Ensure appropriate technical support & advice is provided to supported artists during runs and residencies, providing all the required information to the technical manager in good time• Keep up to date with industry standards and practises and advise on & research possible future developments in BAC's Technical and Production infrastructure |
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Team Development & Leadership	<ul style="list-style-type: none"> • Establishing a positive culture of collaboration with BAC Teams, young people, artists, community users and clients • Lead by example in your conduct and approach, providing mentoring, in depth training and support to team members across the P&T team • Work with the rest of the Production and Technical department to create and maintain working relationships with industry suppliers • Ensure all activity is delivered to a high quality and upholds BAC's purpose and values
General	<ul style="list-style-type: none"> • Work in accordance with BAC's Code of Conduct and organisational policies, such as Safeguarding, Health & Safety, Environmental and Access & Inclusion • Consider ways to limit BAC's carbon footprint in all areas of your work • Undertake any other duties as reasonably required by the Head of P&T and the leadership of BAC

Person Specification

When we shortlist, we use these criteria to select the best matched candidates.

Essential Criteria	Description
Knowledge: the understanding of a subject or information that a candidate has	<ul style="list-style-type: none">• Good knowledge of health & safety legislation• Thorough working knowledge of drawing scale plans on AutoCAD, and experience of interpreting and analysing plans sent from third parties and advising on changes for compliance and building restrictions• Thorough knowledge, understanding and application of Health & Safety legislation, including regulations such as PUWER, COSHH, LOLER and CDM• Knowledge and understanding of theatre production techniques
Experience: the practical application of the knowledge that a candidate has acquired through working or living	<ul style="list-style-type: none">• A Degree or equivalent industry experience in technical theatre• Minimum of 4 years working in a technical and production environment• Experience of touring work• Experience of public events• Experience of budget management• Experience of staff management• Experience of health & safety management
Skills: the specific abilities that a candidate has acquired	<ul style="list-style-type: none">• Excellent communication and interpersonal skills and the ability to communicate with people at all levels• Excellent office and administrative skills including budgeting

through practice or training	<ul style="list-style-type: none"> • A good level of organisational skills and clear ability to prioritise and seek solutions • IT literate and working experience of MS Office Suite including Excel
Values: the behaviours a candidate should be able to demonstrate	<ul style="list-style-type: none"> • Accuracy and attention to detail • Strong efficiency and organisation • A positive and flexible approach • Confident, professional, enthusiastic and self-motivated • Ability to work effectively in a team, whilst also being able to work independently • A passion and commitment to arts with a social purpose; • A commitment to Battersea Arts Centre's mission & values; • Willingness to take part in professional development opportunities and to develop new skills.
Desirable Criteria	Description
Experience, Knowledge & Values	<ul style="list-style-type: none"> • Experience of working with ensembles or devised theatre makers • Experience of working on site-specific shows or in non-traditional spaces • Experience liaising with clients and supporting commercial hires business • An IOSH or similar qualification • Interest in cutting-edge theatre and new work • Willingness to take part in professional development opportunities • Working knowledge of QLab, ETC Lighting desks and Yamaha sound desks

Terms & Conditions

Salary: £32,500 gross per annum

Hours: 35 hours per week, excluding a daily one-hour lunch break.

This role is rota'd across daytime, evening and weekend shifts and spends time both operationally and in the office. We offer flexible working where possible.

All staff at Battersea Arts Centre are expected to attend performances and events, and be a part of the artistic life of the organisation.

Overtime: No overtime payments; we operate a Time Off in Lieu (TOIL) system, to be taken within two weeks of accrual.

Annual Leave: 4 weeks per year, pro rata (5 weeks following one full year of service)

Probation period: 6 months, with a 3 month review

Notice period: 3 months

Contract Period: Permanent

Workplace

Pension Scheme: BAC's pension scheme is provided by NEST

Staff Benefits Complimentary tickets for performances at BAC (subject to availability and staff ticket policy)

Employment Assistance Programme provided by Health Assured
Cycle to Work Scheme
Discount in the BAC cafe (subject to discount policy)
5 Development Days, pro rata