



Production Manager

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 120 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" Audience Member



Our Vision & Mission

"To ensure the performing arts are essential to our communities."

From our base in Perth City and across Scotland at large, our mission is to use the performing arts to inspire, explore, connect, and educate, as sustainably as possible:

Inspire - as a source of entertainment, enlightenment, joy, and wellbeing;

Explore - forging into the new, inventing fresh approaches and developing different ways of working;

Connect - with our communities, meeting their needs, striving to include everyone;

Educate - by supporting learning and training across our whole range of activities for staff, participants, the sector, and future generations.

IDEA – Inclusion, Diversity, Equality & Accessibility

Perth Theatre and Concert Hall is working to ensure our organisation is fully representative of the communities we engage with locally and nationally. We believe in the transformative power of the performing arts and understand that embracing diversity of backgrounds, experiences, skills, cultures, and outlooks is critical to fulfilling our Vision.

We start from a position of inclusion being fundamental to all our activities. We are committed to providing life-enhancing experiences for everyone, whatever their age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the letter of the law to achieve this.

Our commitment to IDEA will be central to all our policies and processes, from recruitment and operations to the delivery of our public engagement, performances, and events. Undertaking continual review and training, we will closely monitor, and be transparent about, our progress.

The Role

Job Title: Production Manager

Status: 39 hours per week

Reports to: Producer

Responsible for: Head of Construction, Master Carpenter, Scenic Artist and Head of Costume

Salary: £38,434.68

We are looking for an experienced and enthusiastic Production Manager to lead the theatre production department and manage production staff and their duties. This person will be responsible for all aspects of the physical production; this could include in-house, touring, co-productions, and visiting productions in any of our spaces, as well as the management of all production details, including production creative teams and company members.

This job description details the principal purpose and main elements of the job at this time. It serves as a guide to the nature of the main duties as they currently exist but is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.

Duties and Responsibilities

Production:

- To be the first and principal point of contact with relevant designers and directors throughout the production process;
- To work with the Head of Technical Services and Producer on initial planning and costings of in-house programme and projects;
- To be the principal interface between the artistic and the production and venue teams;
- To ensure that designers are fully aware of the restraints of budgets, staffing, Health & Safety requirements and the parameters of the building;
- To obtain accurate costings for all productions and staffing requirements, and to ensure that designs can be delivered within budget;
- To ensure that production milestones and deadlines are met throughout the production process;
- To carry out an assessment of the design ambition at the concept and white card stages, and where necessary to work with the creative team to help bring the design within the agreed parameters and resources of the production;
- To coordinate and lead a high standard of delivery of sets, props, costumes, lighting, sound, and all other aspects of physical production within agreed briefs, budgets, and timescales;
- To work closely with the artistic teams to realise their designs and compositions, maximising the use of the theatre's available resources;
- To chair production meetings and ensure that notes are taken and distributed in a prompt fashion;
- To ensure that all departments are kept informed of the requirements of the artistic team;

- To compile and distribute schedules, plans and other necessary information;
- To work with the scenic construction team to plan and schedule the scenic build;
- To attend the fit-up, technical rehearsals, dress rehearsals, and previews to opening Press Night, ensuring that all technical notes arising from them are passed on and acted upon;
- To plan staff requirements, consult with the Head of Technical Services on in-house and casual needs and/or make any necessary appointments to meet the needs of the theatre programme and production schedule;
- To address problems that arise within the production and, where appropriate, to communicate those problems to the Producer and Head of Technical Services or other relevant senior staff;
- To work in conjunction with external partners to coordinate any planned tours or transfers by the theatre;
- To work with the Producer and Finance team to reconcile all show budgets for which the post holder is responsible.
- Collaborate with the Producer, Venues Manager and Head of Technical Services to oversee the effective management of the theatre's off-site store at Inveralmond.

Health & Safety:

- To ensure that all production operations are carried out in compliance with relevant health and safety legislation and within the parameters of the organisation's Health & Safety Policy;
- To ensure that production Risk Assessments, Safe Systems of Work and CDM plans are carried out and distributed to the production, technical and venue teams;
- To undertake assigned training within the organisation's health and safety training portal;
- To develop and plan training programmes for members of the production team;
- To comply with all relevant legislation, including the promotion of a health and safety culture within the production team;
- To be active in the continued development and delivery of a safe and healthy workplace, including the development of safe and efficient systems of working;
- To keep abreast of current developments in health and safety;
- To remain current with industry best practices;
- To comply with all relevant legislation and to champion the promotion of a health and safety culture within the organisation.

General:

- To develop a clear understanding of the key aspects of our work and be able to articulate the vision of the organisation in a compelling and confident way;
- To comply with our charitable objectives and organisational procedures;
- To support the implementation of PTCH's IDEA and Environmental Policies;

- To undertake ongoing professional development and training as required;
- To undertake the professional development of younger team members, trainees and apprentices, within your expert field and assist in the presentation of workshops
- Any other reasonable requests, appropriate to the post, made by the Producer.
- Support the Head of Technical Services in the delivery of festivals, music promotions and special events when required.

Person Specification

Essential:

- A minimum of 5 years' professional experience in theatre production management;
- A proven track record of delivering projects to the highest standard of artistic and production values;
- Knowledge and practical experience of production and technical techniques, including set construction, rigging, lighting, sound, and video;
- Experience in managing, reconciling, and reporting on financial and budgetary targets;
- Experience in managing a wide range of people and departments across a production process;
- Knowledge of Health & Safety Legislation and procedures as related to the theatre industry and proven experience of implementing these legislative requirements in a positive and sympathetic manner;
- Computer literate, fluent in the use of Excel, Word, PowerPoint, and Outlook applications.

Desirable:

- CAD drafting skills (AutoCAD, VectorWorks);
- Health and safety qualification e.g., IOSH;
- Knowledge of sustainability in theatre production, e.g. the Theatre Green Book;
- First Aid training;
- Knowledge of and experience with touring both domestically and internationally;
- Full clean driving licence.

Personal Qualities:

- Demonstrable calm, clear leadership skills;
- The ability to act on one's own initiative, dealing proactively with issues that arise;
- The ability to multitask, work calmly and professionally under pressure, and meet tight deadlines consistently;
- The ability to prioritise and cope with last-minute changes;
- The ability to work well within a small, dedicated production team;
- The ability to work with and support all other departments;

- The ability to prioritise and plan their time effectively;
- Strong interpersonal skills, with the ability to manage and sustain working relationships with multiple stakeholders;
- An enthusiastic and flexible approach to work;
- The ability to nurture the skills of individuals under their supervision;
- An interest in and enthusiasm for theatre.

Terms & Conditions

Salary: £38,434.68 per annum paid monthly by bank credit transfer on the last working day of the month. No paid overtime or infringements are payable.

Annualised hours of 39 hours per week (2028 per annum);
Evening and weekend work and flexible working on and off-site are a requirement of the post

Annual Leave entitlement is 30 days (rising by 2 days after 3 years' service, plus an additional 3 days after 5 years' service), including 10 days Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year's Day, 2nd January).

The Company operates auto-enrolment and has a Pension Scheme in place. We will comply with legislation around auto-enrolment, including opt-in and opt-out arrangements.

This role is subject to a 6-month probationary period. During probation, notice will be 1 week, and subsequent to the successful completion of probation, notice shall be 3 months.

How to Apply

Deadline: 4 August 2025

Interviews: W/C 18 August 2025

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role to:

recruitment@perththeatreandconcerthall.com

If you have any questions regarding this opportunity, please contact our Producer, Sandra Grieve: sandrag@perththeatreandconcerthall.com