



**THISISPOPBABY**

### **Production Manager (Part-Time)**

THISISPOPBABY is inviting applications for the role of Production Manager (part-time) to work across an array of exciting theatre projects in 2022.

We are seeking a dynamic leader who is an excellent communicator and outstanding problem solver, with rigorous attention to detail and excellent standards of delivery.

The successful candidate will have a significant theatre and events track record, will be passionate about collaboration and will understand how to galvanise a team. They will have experience in a demanding role in the arts or similar environment, and will have excellent networks to help make great things happen, locally, nationally and internationally.

Our Production Manager will be passionate about art and will understand and facilitate the supports required to make exceptional theatre. They will be familiar with THISISPOPBABY's range of exciting work, share our values and our sense of adventure, and will be as passionate as we are about presenting electrifying nights out.

Is this you? Download a full job spec and timeline at [thisispopbaby.com/news/pm22](https://thisispopbaby.com/news/pm22)

Deadline for applications **15 January 2022**.

*THISISPOPBABY is an equal opportunities and family-friendly employer.*



## **THISISPOPBABY: PRODUCTION MANAGER (PART-TIME) JOB SPECIFICATION**

THISISPOPBABY is a busy and dynamic theatre and events production company based in Dublin, Ireland. Our primary activities are creating new theatre work, touring that work around Ireland and internationally, curating and producing festival programmes and organising legendary art parties.

We create new contexts for theatre, bringing diverse audiences to the arts in large numbers, while supporting exceptional artists to make their best work. We tell stories that shine light into unseen corners of society and are passionate about fostering community, equality and the power of art to affect change.

The company, founded by Jennifer Jennings and Phillip McMahon, will be fifteen years old in 2022. Recent production highlights include *Conversations After Sex* by Mark O'Halloran, *Where We Live Festivals*, *RIOT World Tour* and *Sure Look It Fuck It* by Clare Dunne. We have a full slate of projects and projections planned for 2022 and are looking to expand our year-round team.

Our team values include fairness, adaptability, ingenuity, tolerance, honesty, reliability and professionalism.

### **ROLE OF PRODUCTION MANAGER (PART-TIME)**

The Production Manager is a key team member who will be at the very heart of Company production, creating and facilitating smooth working processes between directors, designers, producers, venue/festival partners and the technical teams.

The Production Manager will oversee each element of the production process for THISISPOPBABY across a variety of activities in 2022, from workshops to full-scale productions to multi-venue tours.

The Production Manager will collaborate with the General Manager to provide technical and budget information for grant applications as well as exploring the feasibility of ideas, projects, productions and touring opportunities as they arise. The Production Manager will also oversee year-round production-related policies, processes and best practices.

The Production Manager will report directly to the General Manager, with project-specific reporting to the Company Producer as required.

Duties will include, but are not limited to, the following:

- Lead on the Production Management for each THISISPOPBABY project
- Deliver productions within agreed budgets, timescales and standards, working with Producer, Designers and Director
- Manage production budgets and all related financials
- Oversee advance scheduling of get-in, technical rehearsals, pre-show scheduling and performances, closely liaising with venues, festivals and presenters as required
- Hire and manage appropriate and qualified crew for each project



- Schedule and lead production meetings, and ensure follow-up actions are completed
- Coordinate technical requirements of design team and artists
- Attend weekly Company meetings
- Act as Health & Safety Officer and Covid Officer throughout the pre-production and production period and agree to act in accordance with all practices as required by the Company or Venue for the purpose of safeguarding the Company and the public's health and safety during workshops and presentation
- Collaborate and provide technical expertise for funding applications of varying scale
- Collaborate and explore the feasibility of ad-hoc event opportunities as required
- Coordinate and manage all aspects of the Company's stores, based in Maynooth
- Lead on production related policies, processes and best practices
- Any additional reasonable production duties that may be assigned to you by the Company from time to time

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The Production Manager role is part time with increased hours required during rehearsals and tech weeks (*please see Schedule 1 for THISISPOPBABY Show Schedule 2022, subject to change*). Late nights and weekends occasionally required due to the nature of the industry.

The role is primarily based at THISISPOPBABY office in Dublin 2, Covid restrictions permitting, and on site as required during production.

Salary range is €38,000- €45,000 pro rata equivalent (€19,000-€22,500 *part-time*), depending on experience.

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Please apply with a detailed CV and a cover letter articulating why you are the right person for this job.

Applications to [tomorrow@thisispopbaby.com](mailto:tomorrow@thisispopbaby.com) and must have the following subject line: *THISISPOPBABY Production Manager Application / "First Name" "Second Name"*

Deadline for receipt of applications is 5pm, 15 January 2022.

Interviews will be held the week of 22 January 2022.



Schedule 1: Draft THISISPOPBABY Show Schedule 2022 / Subject to change

Show 1 -

Rehearsals: 14 Feb-26 Feb

Tech/show week: 27 Feb

Show 2 -

Rehearsals: 28 Feb-12 March

Tech/show week: 13 March

Show 3 -

Rehearsals: 9 May-June 11

Tech/ Show week 1 (Cork): 12 June

Tech/ Run (Dublin): 19 June-4 July

Show 4 (large-scale, final dates subject to change) -

Rehearsals: 2 August-3 Sept

Tech / Run: 4-19 Sept

*Other ideas, workshops and tours are in the pipeline, dates tbc.*