

The background is a solid grey color. In the top right corner, there is a large, bright pink quarter-circle. In the bottom left corner, there are three concentric pink arcs. The text 'fuel' is in a white, lowercase, sans-serif font, with a small pink dot to its left. Below it, the year '2021' is in a white, sans-serif font.

•fuel
2021

PRODUCTION MANAGER

WWW.FUELTHEATRE.COM



ABOUT FUEL

Fuel leads the field in independent producing in the UK's live performance sector. We work with brilliant artists to enable them to share their vision with audiences.

OUR STRENGTHS

- The reach of our programme, which is presented all over the UK and internationally
- Our distinctive and celebrated approach to artist development
- Our experience across a broad range of art forms
- Our building-free model and approach to collaborative partnerships
- Our commitment to and experience of growing new audiences for our work and for contemporary performances more widely

OUR VALUES

- | | |
|---|---|
|  Curiosity |  Collaboration |
|  Representation |  Sustainability |
|  Trust |  Learning |
|  Creativity | |

We produce an adventurous, playful and significant programme of work - live, digital, and across art forms - for a large and representative audience across the UK and beyond, transforming our national and global outlook and impact, and engaging with the big questions of our times.



OUR PROGRAMME LAST YEAR

Fuel launched our autumn/winter 2020 season of work entitled #ComeWhatMay, with the aim of finding safe ways to connect with each other, sharing stories and ideas, sharing space – real and virtual. Connecting with audiences, especially those traditionally underserved in the arts, is core to our purpose: when our planned programme was cancelled, we held on to our values and trialed different ways to serve those audiences.

These included: commissioning stories to be told by actors to isolated, rural audiences living in digital poverty by phone; turning a planned live performance for housing estates in Newcastle and London into a film to be streamed to their homes, with watch-along parties online and food deliveries; delivering a community engagement project for children in Hartlepool by parcel, providing opportunities for families to be creative and collaborate with local arts college students.

FUEL'S 2022 PROGRAMME

We are soon to announce the first projects in our 2022 programme. This will premier new projects that have been developed over the last two years, as well as new iterations and tours of existing work, including our recently launched *The Body Remembers* and *Peaceophobia*.

We'll be working with long-standing collaborators as well as new partners to engage audiences and participants in theatres, schools and site-specific locations, in both cities and rural locations across the UK and internationally.

Our 2022 season will hold our values and mission at its heart, as we seek to make a difference for everyone involved, from the teams who make our work possible to a passer-by who might encounter our work in public space.



JOB DESCRIPTION

PRODUCTION MANAGER

Fuel is looking for a brilliant, energetic and collaborative Production Manager.

The role involves working closely with our other existing Production Manager to manage our busy Production Department.

The Production Manager is expected to remain true to Fuel's core values: Curiosity, Trust, Collaboration, Learning, Representation, Sustainability and Creativity.

Line manager: Executive Director

Responsible for: Freelancers

Key roles and responsibilities:

1. Artistic Programme

- Work with the Director, Head of Programme and Production Manager on scheduling, planning, staffing and budgeting the Fuel yearly programme in advance
- Provide guidance for members of the producing team as appropriate around planning and delivery of the programme.
- Ensure all Fuel productions are sufficiently resourced (money, people and time) from a production point of view
- Attend project meetings with artists in order to feed into production plans at an early stage

2. Production / Technical Management

- Build and grow a team of freelance production personnel, manage them when contracted on projects and maintain contact between projects on an ongoing basis
- Carry out preparatory work for projects prior to green-light and freelance contracts beginning, and provide ongoing support for freelance production managers engaged by the company



- Production manage projects where appropriate
- Liaise with existing suppliers/contractors and identify opportunities for new relationships
- Ensure technical riders and plans for all Fuel projects are created and maintained up to date, and that other Fuel staff, venues and festivals receive up to date technical information upon request
- Manage Fuel's store
- Ensure Fuel complies with relevant legislation, regulatory requirements and good practice
- Review production contracts as required by the Director, Head of Programme or producing team, with a view to commenting on technical provision and any other relevant issues
- Use SketchUp and AutoCAD to draw up plans for production and touring as required.

3. Communication and representation

- Ensure effective communication systems are maintained internally and externally by the Production team
- Build, develop and sustain positive working relationships with organisations and individuals who help to facilitate the realisation of the company's mission and vision
- Represent the company and act as a positive advocate for its work, as a senior member of the team.
- Respond to general production enquiries across new and existing Fuel projects



PERSON SPECIFICATION

Essential:

- At least 5 years of experience in production management. This experience should cover fringe, small scale touring, repertory theatre and mid-scale touring.
- A minimum of 3 years relevant planning experience of producing a slate of medium to large scale projects, whether in a venue or independent live performance company.
- Strong collaborative and leadership skills. Will have solid commitment to being a supportive part of a team and confidence in playing a lead role in that team.
- Knows the rules. Will have a comfortable knowledge of the contents of the yellow book (technical standards) and a thirst for applying the ethos and process of the green book (sustainability)
- Creativity: Will be willing to bring their own creativity to bear on problem solving in a very pro-active way.
- CAD skills: Will feel at ease with computer aided design, both in terms of interpreting others' work and creating new drawings.
- Excellent financial literacy and writing skills. Will value high quality written communication and recognise the importance of clear and timely response.
- Experience of creating and maintaining systems and ensuring that 'the house is in order'
- A careful driver - Will be a competent and experienced van driver with a clean license.
- The ability to handle and manage production assets
- Strong communication skills – by phone, in writing and in person
- Good scenario planner. Will be able to plan what ifs up to a year ahead, based not on knowing the schedule but on their ability to imagine different scenarios.
- Cares about sustainability. Will ideally see the value and potential in things before they are thrown away, such that they can promote sustainability.
- The ability to work as part of a team and adapt quickly to a busy working environment
- Curious and open minded: Willingness to acquire new skills and try something new and approaching each project with a fresh pair of eyes.
- Experience of working with co-producer and commissioning partners

Desirable:

- Familiarity with Fuel's projects and the artists we work with
- Understanding of the wider arts sector in the UK and internationally
- Will have some freelance production experience
- Some training and applied experience of sound, lighting, projection, carpentry, wardrobe and stage management.
- Experience of experimental devised theatre and some experience of outdoor performance
- Happy to break with convention and healthily sceptical
- Digital literacy and experience of digital projects.
- Experience of working with/in the commercial sector.
- Experience of participatory projects - Will have experienced the challenges of safely mounting projects in environments with little or no existing infrastructure
- Experience of international touring - Will have experience of the challenges of presenting work in a country outside the UK
- Has contacts and looks after them. Will ideally have a small black book of their own contacts who can augment Fuel's existing pool
- Aware of limits - Will have experienced at least one massive fail in their career such that they are aware of their capacity and limitations and be all the stronger for it, regardless of how many years spent in the business

TERMS

Closing date: Monday 6th December, 10am

First interview: Tuesday 7th December 2021

Second interview: Thursday 9th December 2021

Hours

- 10am-6pm Monday to Friday
- Fuel operates a Time Off In Lieu (TOIL) system
- Evening and weekend work will be required

Base

- We are based at Somerset House, South Wing, Strand, London WC2R 1LA
- The role involves travel around the UK with on-site work as required by specific projects.
- Fuel operates a hybrid model of part-time at home and part-time office working across the team.

Salary

- £32,000 - £35,000 per annum FT (40 hours per week), depending on experience
- We are open to discuss part-time working (4 days per week) with the right candidate.
- Fuel offers a designated stakeholder pension scheme.
- This is a new permanent position at Fuel

Holiday

- 25 days pro rata per year (20 for 4 days).
- Plus bank holidays.

HOW TO APPLY

Please submit your application, in one PDF attachment by e-mail to arrive by 10am on Monday 6th December 2021 to: admin@fueltheatre.com

Please save your application as follows: Full name – Production Manager

