

## **JOB DESCRIPTION - PRODUCTION MANAGER**

**AIM:** To produce the show on behalf of the Society you represent

To present to the Public a quality show on time and within the confines of the budget.

This role requires a lot of time, tact and perseverance. You must work with and alongside all members of the production team.

### **PRE PRODUCTION:**

Liaise with the committee regarding obtaining the rights, scores and scripts for the show.

Pre-production meeting – introduce all HOD's, discuss budget requirements

In consultation with the Director, MD and Choreographer put together a list of rehearsal dates and ensure you book your rehearsal venue for the same.

Have budget approved by the Committee.

Included in the budget should be:

- Theatre hire
- Copyrights
- Script/Score Hireage
- Audition costs (include hire of venue)
- Marketing/Advertising incl posters
- Set construction
- Set painting/speciality painting
- Props build/hire
- Sound
- Lighting
- Special effects i.e. dry ice, LED screen etc
- Make Up and Hair
- Directors/MD/Choreographer Fees
- Photocopying/printing
- Ticketing and Booking fees
- Wardrobe
- Programme
- Freight and postage
- Cast suppers
- Front of House requirements
- Westpac Trust building fund
- Other Sundry costs

## **AUDITIONS:**

In consultation with the Director /Musical Director and Choreographer decide on whether there should be a pre-audition workshop. If so liaise with Creative Team in the organisation of same.

Arrange with advertising HOD to organise an advertisement of the Pre Audition workshop

Ensure your Director, Musical Director, Choreographer, are fully aware of details for audition weekend /day.

Audition Pack is created and added to "The Membership", Creative team to have access to this. The Link to the pack to be included in all audition advertising,

Notification of all roles to be done by phone and MUST be followed up with an email to the person involved. All to be done prior to first read through

## **ONCE THE SHOW IS CAST**

Appoint your Heads of Departments, and give HODS Job Descriptions to ensure everyone knows what their role involves.

Ensure all HOD's are aware of their budget figure and receipts must be provided to the Production Manager or Treasurer for reimbursement.

It is advisable that you keep a budget running yourself and remind your HOD's that they must stay within the budget. Every payment made must be accounted for in a budget section.

Confirm with the Treasurer if the budget includes or is exclusive of GST.

Create timeline for all show requirements ( i.e. advertising, PR events, tickets on sale, posters up etc).

All HODS are to appoint their own assistance. Keep in contact and offer assistance if required.

Apply for any grants in consultation with Creative team.

## **IN REHEARSALS:**

Arrive early and turn the heaters on in the auditorium and in green room if you are using that area.

Ensure that the toilets are clean and available for use at each rehearsal, this includes, soap, toilet paper, hand towels.

If using the green room, make sure this toilet is also clean and ready for use.

If refreshments are offered at rehearsals (some Directors say water only), please make sure tea, coffee, sugar and milk are available (SOTS have an account at New World when running low – give receipts to Treasurer).

Make sure that the washing up is done and the kitchen kept clean and tidy after each rehearsal.

Distribute cast and crew lists but do not put phone numbers on with the express permission of every cast member

At the first get together ensure the cast and crew are aware that the taking of photographs or videos is strictly prohibited and must not be shared on social media.

Either at the first rehearsal or early on, you need to walk the whole cast/crew through the building to ensure they are aware of the location of all fire extinguishers/hoses/fire blankets. Also point out the Assembly Point (carpark across the road).

This is necessary for every new production. A separate trial evacuation can be carried out at another time.

Advise the cast on the rules that pertain to the rehearsal venue and express on them the need for punctuality (Code of Conduct details in Google Drive)

At this stage it is always a good idea to get everyone to check the spelling of their name and details and then give a copy to the person responsible for setting up the programme

Obtain all HOD's and Crew names for the programme

Obtain any acknowledgements for the programme

Constant involvement and communication to the cast and crew is required during the rehearsal period, make your presence felt, keep them informed of any changes to rehearsals etc.

Hold regular production meetings with all HOD's to keep everyone on track and know exactly what is happening.

Ensure the person creating the programme is given all names and photos at least one month before opening night. They will provide a draft for checking.

When the company move into TPoma (if show is not in the George St Theatre) it is your job to re-introduce the Stage Manager

At the final rehearsal you should thank the Director, Musical Director and Choreographer and hand the show over to the Stage Manager

Provide a written report for the monthly Committee meeting or attend in person.

### **RUN OF SHOW:**

Keep in regular contact with the Stage Manager. Solve any problems that may arise

Organise the supper roster if there is to be supper at the interval for cast and crew members.

Arrange (or delegate someone else) the after-show function, including a supper roster if at the theatre, if the venue is elsewhere, make sure this is booked well in advance.

Make sure to invite all those who have been involved with the production, including Marketing, FOH, painting, set construction etc., this includes HODs and their helpers.

Arrange (or delegate someone else) to arrange a collection for gifts for the Creative Team from the cast and crew, purchase gifts and cards, this will be presented at the after-show function.

Present the Production Managers Award for the person who you think deserves it for this production. i.e. going above and beyond.

### **POST SHOW:**

You are responsible for attending pack out and ensuring that all areas of the venue are left in a tidy state

Report any faults to the Committee or venue personnel.

Send a final report to the Secretary for the next Committee meeting.

Ensure that all receipts and invoices have been processed and handed to the Treasurer for payment

Ensure a programme is kept for our archives.