



PRODUCTION MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Head of Production

Key relationships: Producers, Production Assistant, General Management

Salary: £46,000 - £50,000 per annum, dependent on experience and the project

Contract: 6 months with potential to extend. This position would be offered as a freelance or fixed-term contract.

Location: Woolwich, London, UK

Start Date: We are looking for candidates who can start immediately or within the next two months

Deadline for applications: 10am on Monday 22nd April

How to apply: Complete the application form [here](#) including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com.

OUR HISTORY

Founded in 2000 by Felix Barrett MBE, Punchdrunk is widely recognised as the “pioneer of the ‘immersive theatre’ phenomenon” (The Telegraph). The company is best known for their mask shows, a form of theatre in which roaming audiences experience epic storytelling inside singular, sensory worlds. These productions have been cited amongst the 40 creative moments that changed culture (Creative Review) and currently play across three continents: *Sleep No More*, New York has been running since 2011; *Sleep No More*, Shanghai (2016 - present) is the longest-running international show in China; and *The Burnt City*, London has welcomed over 200,000 audiences since it opened in March 2022. In March 2024, Punchdrunk announced their latest project, *Viola's Room*, opening in London in May 2024.

Alongside these landmark theatrical productions, Punchdrunk has taken its ground-breaking approach to live experiences and created cross-cultural collaborations in music, tech, fashion and TV - from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and from Samsung to Brad Pitt's Plan B Studios. The company was listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside David Bowie, Sir Steve McQueen and Vivienne Westwood.

Previous projects include: *The Third Day* (BAFTA-nominated TV series starring Jude Law and Naomie Harris with HBO and Sky Studios), *Believe Your Eyes* (with Samsung, 58th Venice Biennale, 837, ArtBasel and Cannes 2016), *ANTIdiary* (with Rihanna and Roc Nation), *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No More* (with the American Repertory Theatre), *It Felt Like A Kiss* (with Adam Curtis and

Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), and *Faust* (in collaboration with the National Theatre).diary (with Rihanna and Roc Nation), *The Drowned Man: A Hollywood Fable* (with the National Theatre), *The Crash of the Elysium* (Manchester International Festival), *The Duchess of Malfi* (with ENO), *Sleep No More* (with the American Repertory Theatre), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival), *Tunnel 228* (in collaboration with The Old Vic), *The Masque of the Red Death* (with Battersea Arts Centre), and *Faust* (in collaboration with the National Theatre).

THE ROLE

In this stage of Punchdrunk's history, we are creating new, boundary-pushing immersive experiences as well as looking for new partners and homes for our large-scale existing shows internationally. We're looking for an experienced and dynamic Production Manager to work with us on developing new project ideas.

We are looking for an adaptable individual who is happy being part of a team. The Production Manager will be strategically placed on our team to help deliver projects, this might include working out a project's feasibility at its early stages, as well as being able to drive a whole project in our home in Woolwich or being the production backbone of an international project with our partners.

You'll bring a fresh perspective and collaborate with producers and creatives to transform ambitious ideas into unforgettable experiences. If you're a team-oriented, can-do professional who thrives on turning visionary concepts into reality, this is the perfect opportunity for you.

The successful candidate will have a strong technical background, with a good amount of immersive or site-specific knowledge that informs strategic thinking about integrating work into spaces. First and foremost, you will be a team player with exceptional communication skills. We are looking for someone with solid project management, budgeting and scheduling skills. Experience working internationally is a plus.

JOB DESCRIPTION | RESPONSIBILITIES INCLUDE

- Collaborating closely with producers and creatives to conceive and develop an inventive site-specific project.
- Alongside the Producer, leading the planning and initiation phases of the project,, working closely with the creative team to support their vision in balance with the specific parameters for the project.
- Alongside the Producer, developing a comprehensive delivery plan for the creative vision, including planning relevant R&D sessions and a detailed build and fit up, technical rehearsal, opening and running schedule.
- Overseeing the planning for all technical and production aspects, including set design, props, scenic elements, and other vital production departments.
- Write specifications, planning documents and schedules for all production departments based on the creative brief.
- Supporting the hiring and management of the production team as required, ensuring a smooth workflow and fostering a culture of innovation and collaboration.

- Delivering comprehensive budget reports to producers, maintaining financial transparency and accountability.
- Assuming responsibility for the Health & Safety of the project.
- Fostering strong relationships internally and externally, supporting or facilitating stakeholder communication and coordination where needed.
- Alongside our Production and Design team - Develop building specifications and design layouts for projects nationally and internationally that require great operational, practical, technical production understanding of immersive experiences.

PERSON SPECIFICATION

The desired candidate should have 7+ years hands on experience in production managing immersive, site-specific, or large-scale theatrical projects or events. This includes being able to demonstrate the following skills and experience:

EXPERIENCE

Essential

- Proven experience collaborating closely with producers and creatives to develop and bring to life a creative vision.
- Familiarity with technical aspects of theatre production, including sets, costumes, lighting, sound, props, and special effects, with the ability to oversee their design, construction, and execution.
- Experience managing production teams, including designers, technicians, stage crew, and other production staff, ensuring that everyone is informed, organised, and working effectively toward common goals.
- Demonstrated experience in creating and managing production budgets, including tracking expenses, negotiating contracts, and ensuring that financial resources are allocated effectively.
- Familiarity with health and safety regulations and best practices in the theatre industry, with the ability to ensure that productions comply with all relevant guidelines and requirements.
- Familiarity with QLab and timecode systems for audio and video cueing, synchronisation, and playback during theatrical productions

Desirable

- Use of open-source technology in events or theatrical contexts
- Experience working as a production manager on international projects, including coordinating logistics, managing cultural differences, and navigating legal and logistical challenges associated with productions in different countries.

SKILLS

Essential

- Excellent verbal and written communication skills, with the ability to articulate ideas clearly and effectively, enabling seamless collaboration with diverse stakeholders.
- Strong organisational skills, with the ability to prioritise tasks, meet deadlines, and manage multiple priorities simultaneously.
- Project management skills, including budgeting, scheduling, and effective team management.
- Effective negotiation skills, with the ability to advocate for the needs of the production while maintaining positive relationships with stakeholders.
- Ability to work collaboratively with a diverse team of artists, technicians, and other production personnel, fostering a positive and productive working environment and ensuring that everyone is aligned with the production's vision and goals.
- Strong problem-solving skills, with the ability to identify issues and develop creative solutions in a fast-paced, high-pressure environment.
- Meticulous attention to detail, with the ability to oversee all aspects of production and ensure that nothing is overlooked.
- Flexibility and adaptability to navigate unforeseen challenges and changes in direction throughout the production process.
- In-depth knowledge of H&S regulations, with a proven track record of establishing robust safety practices in new shows or venues. Ideally, including the integration of this within immersive i.e. Building Control
- Extensive technical expertise across all production aspects, including set design, props, and scenic elements.
- Strong leadership and management abilities, with a knack for assembling and inspiring high-performing production teams.
- A solid understanding of financial principles and practices, including budgeting, forecasting, and financial reporting, with the ability to manage production budgets effectively and maximise resources.
- Working knowledge of AutoCAD and/or Sketchup.

Desirable

- Familiarity with building regulations and licensing, ensuring compliance and smooth operations.
- Possession of IOSH or NEBOSH qualifications
- IPAF certification
- Knowledge of integration of live projects with digital apps and XR

NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

We particularly welcome applications from applicants living in the Royal Borough of Greenwich.

RECRUITMENT TIMELINE

Deadline for applications: 10am on Monday 22nd April

Interviews: Shortly after applications close

Contract commences: As soon as possible

We reserve the right to close this vacancy before the advertised closing date if we receive sufficient applications for the role. Therefore, if you are interested in this role, we encourage you to submit your application as early as possible.