



PRODUCTION MANAGER - DYNAMIC FLIGHTS

MAYA PRODUCTIONS

Maya Productions makes diverse theatre that creates change, bringing together organisations and individuals who passionately want their work to enable social change and racial justice. We create opportunities for people of all ages, abilities, culture and classes to experience theatre.

We make work led by Global Majority artists, involve underrepresented communities in creative activities and promote workforce diversity across the arts.

Applications are encouraged from the Global Majority who are currently under-represented in the arts sector.

THE PROJECT

We are recruiting a Production Manager for production of a new piece of theatre, Dynamic Flights. This play has been developed over 2023 and 2024 through two phases of participatory creative sessions with residents in two Sheffield housing schemes for people living with long term Mental Ill Health. The show will tour in South Yorkshire with a professional cast and creative team, and participants will be part of the rehearsal process.

The first phases of the project were funded by the Baring Foundation. Their research ***Creatively Minded*** highlighted “few diverse-led, organisations were specifically devoted to arts and health work and that ethnically diverse people were not well represented, either as service users or within the workforce of the arts and health organisations” (2020)

A key aspect of this project is to develop the skills and career progression of Black, South Asian, East Asian and global majority arts practitioners, to work in the arts and mental health sector.

THE ROLE

We are seeking a Production Manager for our new production, Dynamic Flights (working title). They will be responsible for overseeing the production process for Dynamic Flights set, rehearsals, production week and tour.

Key duties will include:

- To be responsible for the realisation of all production aspects of Dynamic Flights during preparation, rehearsal, production and tour.
- Working with the Director and Creative Team to establish how production and technical elements will be developed and toured.

- Liaising with the tour community venues about arrangements in advance of visits, particularly focussing on any logistical and technical issues.
- Working with the Director and Creative Team to establish how the show will work in the non-traditional, small scale community touring venues we will bring the show to.
- Creating a Technical Specifications document for the production.
- Creating and managing a small tour schedule with excellent advanced planning and advanced recognition of resources required to do so.
- Liaising and communicating all relevant information with creative and other team members regarding technical requirements, equipment, music, set, props and costumes.
- Oversee set building and costume / prop making and purchasing.
- Managing and being responsible for the safe transport of the set, props, costumes and any technical equipment necessary for the show.
- Supporting the SM to manage and maintain stock levels of consumables and be responsible for the maintenance of set, props, costumes, and any technical equipment on tour and organise the completion of any specialist repairs as required.
- Working closely with the creative team to properly source and trouble-shoot any production or technical issues that arise during rehearsals or performance.
- Working with the Producer to ensure that all technical aspects of the production adhere to any Statutory, Local Authority, or other relevant regulations, and to ensure that your's and the company's work follows all venue health and safety guidelines.
- Engaging, overseeing and monitoring the work of outside contractors (including casual crew).
- Ensuring that up to date information is available and followed regarding quality, efficiency, materials and costs at all times.
- Attending meetings and rehearsals as necessary.

Equipment

- Arrange hire or purchase of equipment & vehicles as necessary within the agreed budget.
- Maintain stocks of consumable equipment for touring.
- Maintain & store all company equipment, ready for use.
- Liaise with Stage Manager over any production transport requirements.

Health and Safety

- Lead on production risk assessments and report any Health & Safety concerns
- Take the appropriate actions required to minimise risk for all aspects of the production and the tour.
- Report accidents and incidents as appropriate.
- Be responsible for implementing the company's Health and Safety policy for all productions.
- Maintain COSHH records, ensuring correct use of electrical and other technical equipment;
- First Aid and, where appropriate, giving instruction in Manual Handling.

- Ensure all physical elements of the productions comply with current Health and Safety legislation, including fire-proofing. Inform venues of any activity that may require licensing by the Local Authority.
- Undertake Health and Safety instruction for the creative team.
- Promoting a positive approach to Health & Safety and safe working practices at all times.

Finance

- Creating and Managing the Production budget, working closely with the creative team from inception to staging including costing of materials, crew, labour, understanding budgetary constraints to maximise resources and minimise expenditure, and informing the Producer promptly with budgetary concerns.
- Supervising and monitoring costs, making sure the production is coming in on budget, to a high standard and meeting deadlines.
- Demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Presenting financial updates in a timely and accurate manner and providing clear accounts and a full set of invoices/receipts at the end of the process.

Communication and Relationships

- Assisting the production team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Coordinating work with others and sharing relevant information, ideas and resources.
- Maintaining high standards under pressure and carrying out tasks without detailed supervision.
- Creating an environment of positive and engaged communication and information sharing with and between all teams.

Person Specification

Below is a list of the experience, skills and attributes that we're looking for but we know that not everyone can meet all of them. If you don't think you have everything on the list but know that you could make a real difference to Maya then we encourage you to make an application.

- Demonstrable experience in a Production Management role in a professional theatre setting (5 years +)
- Significant experience in touring at a small scale.
- A thorough working knowledge of Production and all technical aspects of theatre.
- High attention to detail and able to problem solve to ensure creative visions are maintained
- Experience of managing individuals or a team.
- Strong leadership, communication, interpersonal and collaboration skills
- Excellent time management and able to prioritise workload effectively

- Good administration and organisation skills.
- Flexibility and ability to multitask.
- Has experience creating risk assessments, method statements, managing budgets, managing a team, leading on health and safety, communicating with venues and operating shows.
- Is motivated, resourceful and hands on
- Works sensitively and can use their skills to expand on and support existing creative ideas.
- Has lived experience of or understanding of the experiences of global majority/underrepresented communities.
- Sheffield/South Yorkshire based

TIMELINE & KEY DATES

Application Deadline: 9am 7 January 2025

Interview dates (online): Tuesday 14 Jan (morning) and Wednesday 15 Jan

Production Timeline:

Design deadline: w/c 3 February

Rehearsals: w/c 3 March 2025.

Tech w/c 24 March 2025

Performances 26 March-3 April 2025

Debrief w/c 22 April 2025

The exact production schedule is tbc but it is likely we will rehearse on Saturdays during the rehearsal period.

FEE: £2000 (Includes any training, all production meetings, production period and evaluation/de-brief meetings)

HOW TO APPLY

If you are interested in this opportunity, please send:

- A letter of application of no more **than 2 sides of A4** responding to the criteria listed in the role/person spec section above.
- **OR** a video application responding to the criteria listed (**no longer than 3 minutes**).
- An up to date CV (no more than 2 sides - which could include links/photos/films that showcase your own work and/or the work you have produced with community groups)

The deadline is **January 7th at 9am**.

Please email your application to **Ada Onyekwelu** : info@mayaproductions.co.uk

Please state in your application if you are unavailable on the interview dates.

For more information, an informal discussion about your application or if you would like a more accessible way of applying, please email Ada Onyekwelu: info@mayaproductions and we will respond to your message as soon as possible.

Maya Productions is committed to Equal Opportunities and welcomes applicants from all sectors of society. Applications are encouraged from people currently underrepresented in the arts sector, such as the global majority, women, D/deaf, disabled, neurodivergent people and different socio-economic backgrounds.

ABOUT MAYA

Founded in 1994 by Sita Brand and Christopher Preston to combat a lack of cultural diversity in theatre Maya Productions is now led by British Asian theatre director and Clore Fellow Suzanne Gorman who has a track record in new writing and pioneering new ways of working with communities. ***“The work of Maya Productions is very important. There needs to be more ethnically diverse visionaries like Suzanne Gorman who is also an experienced and inspiring director to work with.”*** Seema Bowri, Actor.

Recent Achievements:

Over the past 2 years, Maya Productions has reached over 7,000 audiences and visitors, employed 150 Global Majority artists and practitioners, and involved hundreds of participants from underrepresented communities in creative activities. We toured our Offie nominated, bi-lingual and interactive Latin American musical - [Súper Chefs](#) by Betsy Picart with music by Ariel Cubría from October 2024.

Other activities include ***Routes to Routes - A South Asian Heritage Project***. Working creatively with communities in Bradford, Croydon and Sheffield to explore themes around migration this participation project is inspired by Maya's new musical in development ***Benny and the Greycats***.

Link to recent work:- [Routes to Roots: A South Asian Heritage Project](#)