

Job Title: Technical Production Manager
Reporting to: Tom Rack, Creative Producer
Responsible for: Production staff (both permanent and project based)

NoFit State is the UK's largest touring contemporary circus company.

Every year NoFit State tours 2 to 3 productions within its own Big Top, to theatres, and to outdoor locations throughout the UK and internationally. The company's Cardiff building houses a year round programme of both professional and community classes and projects, and provide facilities for a wide range of visiting companies and independent artists.

NoFit State is a dynamic creative organisation that thrives on challenge and is constantly seeking to learn and improve in all areas of everything that we do. We are inspired by the extraordinary things that ordinary people can achieve and celebrate the communal strength that comes from the traditional circus touring life.

Purpose of Role

The Technical Production Manager will support the development and delivery of all NoFit State projects and programmes of activity through effective production, technical, logistic and resource management.

Main Responsibilities

The Technical Production Manager will work closely with the creative and production teams to ensure the safe, smooth, efficient, and cost-effective delivery of all productions and the company's community programme.

- To plan and manage all aspects of technical, production, site and operational management of touring productions including:
 - Managing and reporting on agreed production budgets and, in liaison with creative teams and project producers, achieving best value for money
 - Liaising with creative teams, artists, project partners and statutory authorities to ensure the necessary technical, site and production specifications are in place, and all necessary information is supplied
 - Participating in and bringing creative and technical expertise to the creative process
 - Assuming overall responsibility for technical and site management of performances, rehearsals, workshops and technical work and securing event licenses where necessary
 - Overseeing the recruitment of, and contracts for, production and operational staff and required sub-contractors

- Staff appraisals and project evaluation
- To assume overall responsibility for Health and Safety:
 - Ensuring best practice at all times and compliance with all relevant legislation
 - Ensuring that all necessary documentation and certification is in place and maintained, including event safety manuals and appropriate risk assessments
 - Ensuring that all necessary policies and processes are maintained
 - Identifying all H & S related training needs and ensuring that all such needs are met
- To develop, procure and maintain the technical infrastructure required to be able to quickly fit-up and strike a production complete with sound, AV, lighting and staging, tents and rigging including:
 - Ensuring an effective cleaning, repairs and maintenance regime carried out by competent individuals for all equipment. This includes PAT testing, rigging certification, MOTs, etc.
 - Ensuring that all testing, certification and maintenance is logged and all necessary paperwork is filed and available on request to all relevant staff and authorities
 - Ensuring that the company's asset management and tracking system is fully utilised
 - Identifying and costing capital investment needs for touring and production equipment

Person Specification

The Technical Production Manager will be based at the company's main offices in Cardiff and will be required to support some touring productions on the road, nationally and internationally. They will have a creative and practical approach to problem solving, a can-do attitude and enjoy making things work well.

Requirements

Essential	Desirable
Highly organised and self-motivating with demonstrably excellent organisational and management skills	Organisational/management qualification
Creative thinker with good problem solving skills	
Ability to plan workloads and effectively manage multiple tasks and priorities	
Ability to positively collaborate with and motivate co-workers	

Ability to meet deadlines and work calmly under pressure	
Educated to degree level or equivalent vocational experience	
At least 3 years' experience of technical, and / or event and production management within festivals, live events, or live performance festivals, contemporary circus or theatre productions, touring.	Experience of circus production and touring – including both tented and open productions – and knowledge of circus and theatre rigging, digital control systems for lighting, sound and AV
Demonstrable experience of effectively managing significant budgets	Familiarity with finance software packages
Full driving licence	7.5 tonne driving licence
	Trained in forklift and/or mobile access platforms
	HGV licence
Computer literate and comfortable using and learning to use a variety of software packages including database systems	Experience of using cloud-based asset management systems
	CAD / SketchUp
Demonstrable experience of responsibility for Health and Safety management	H & S qualifications IOSH or NEBOSH
Valid passport	

This is a full-time job. The contract will initially be offered for 12 months (following a 3 month trial period) with a view to creating a permanent position.

Closing date for applications: Tuesday 3 April 2018
 Interviews: Week commencing 16 April 2018
 Indicative start date: as close as possible to 2 June 2018
 Starting salary: £26,000 – £28,000 per annum, depending on experience, subject to review

NoFit State is an Equal Opportunities employer and welcomes applications from all sections of the community.

If you wish to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and send together with a covering letter and a copy of your CV to: jobs@nofitstate.org or **Technical Production Manager Application**
NoFit State Circus
Four Elms Road, Cardiff CF24 1LE