

**Job Title:**                    **Production Manager**

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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 base houses a year-round programme of both professional and community classes and projects, and provides 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.

## **Overview**

**We are looking to strengthen and develop our core management team and create two new full-time positions: Tour Manager and Production Manager.**

Both posts are understood as development opportunities for people who wish to take the next step in their career, building on previous experience and developing the skills needed to become senior members of the company with considerable responsibility.

It is **NOT** expected that either post holder will initially possess **ALL** the skills or experience to fully deliver on the full Job Description. Rather, we are looking for people with ambition and considerable potential who have the ability to grow into complex and demanding roles.

Both posts are therefore offered as an initial three-year fixed term contract with annual incremental pay rises to reflect growing responsibility and experience. Following the three-year supported development period the post may then be offered on a permanent basis.

As the roles develop and evolve and the level of responsibility increases, both post holders will need to progressively delegate and cascade their knowledge within their teams, to 'bring others up behind them' and enable both post holders to take on wider responsibilities within the senior management team. This could include:

- Playing a major role in the development and management of the planned new production faculty and the on-going programme within it.
- Working more closely with the Artistic Director on the long-term development of new productions and creative projects
- Company-wide planning to manage the conflicting demands of multiple projects

## **The Job Descriptions define the responsibilities for both post holders in year three.**

Both posts-holders will be members of the producing team, based in Cardiff outside of touring periods, and will work with the company on tour. The enhanced producing team will be responsible for:

- developing all new touring productions
- securing national and international co-producing and presenting partnerships
- selling all national and international tours
- planning and managing all touring projects

## Personal Qualities

**These are the personal qualities we expect the post holders to possess by the end of the third year as a result of both personal potential and a supported personal development plan.**

### **Outcome focussed strategic alignment**

You have the ability to keep your eyes on the big picture and ensure that your choices and decisions are driven by big picture success. You are a strong, clear thinker, with the ability to recognise and balance competing demands and strategically prioritise your own focus and work. You are outcome focussed.

### **Leadership**

You take responsibility for your own actions and decisions. You own failure and celebrate success. You know that you cannot please everyone all the time and can explain your actions and decisions in terms of overall success and the big picture. You stay calm under pressure and are prepared to make the difficult choices where needed. You are consistent in your behaviour and can inspire and motivate others. You are able to make clear decisions, communicate them effectively, and then follow through to ensure success.

### **Team focussed success**

You are a strong team player. You understand the interdependency of roles within a team – and are focussed on team success as much as personal achievement. You are emotionally resilient. You support others to succeed. You actively work to upskill and empower others and cascade your expertise. You ask questions, seek advice, are open and flexible, and actively listen.

### **Negotiating skills**

You have the ability to put yourself in someone else's shoes, see the world through their eyes, and find win-win solutions. You are emotionally intelligent and will robustly defend the company's interests where needed.

### **Personal development**

You enjoy learning and are excited by new experiences and challenges. You are instinctively entrepreneurial. You consistently question the why and the how to find better, simpler, and more cost-effective solutions and more efficient ways of working.

You are able to set yourself clear goals. You are able to articulate what you need to succeed in your role and identify your own knowledge gaps. You are able to actively manage your own personal development.

### **Communication**

You are a strong verbal and written communication skills and you recognise the importance of when information needs to be shared as well as the clarity of the communication.

**Job Title:** Tour Manager  
**Reporting to:** Tom Rack, Artistic Director  
**Responsible for:** Production staff (both permanent and project based)

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## JOB DESCRIPTION

As a member of the producing team you will feed into and contribute to the development of:

- New production creation and production processes including:
  - Co-producing partnerships and contracts
  - Production budgets
  - Production schedules
  - Defining the roles and recruiting project based production teams
- Tour planning including:
  - The development of tour schedules and budgets
  - Negotiating and concluding presentation contracts
  - Defining the roles and recruiting project based tour management teams, and touring and local crews

Managing and taking responsibility for:

- Negotiating contracts with the creative team, production team, and performing company (for both production and touring periods)

### As Tour Manager

Working in partnership with the Production Manager to:

- Constantly review tour schedules, adapting the details as and where necessary
- Constantly review the practical demands of each site and ensure adequate human and physical resources are in place.
- Constantly review tour budgets, achieve cost savings and authorise discretionary spend where needed
- Create the design and layout of the living village to ensure the quality of the living environment for the touring company
- Create the design and layout of the Front of House area outside the tent to ensure the quality of the audience experience pre and post show and maximise secondary spend

Take primary responsibility for:

### Leadership

- Leading the company on the road, maintaining a strong and positive working culture within the touring company and the company's professional reputation with all external partners. In particular, maintaining our relationship with presenting partners – representing NFSC and resolving problems on the ground
- Ensuring the quality of the production and high professional standards are maintained in all areas.
- Staff appraisals and project evaluation

- Cascading knowledge and developing the skills and expertise of the entire team to ensure ongoing learning for more junior staff

## Press, PR and Marketing

- Organising and managing VIP and press nights and press and PR opportunities (including local TV, radio, online, and print interviews and press calls).
- Hosting potential future presenting and producing partners in the tent
- Overseeing the on-the-ground marketing campaigns and street teams

## Line Management

- Line managing the:
  - Catering team
  - Stage Management team
  - On tour marketing team (where needed)
  - FOH teams (bar, merchandise, Box Office and FOH)
  - Assistant Producer (The Assistant Producer is a largely administrative role supporting bookkeeping and financial reporting, logistics and travel, internal communication)
- Maintaining standards of behaviour within the touring company and following through on grievance and disciplinary processes if necessary
- Ensuring effective and appropriate pastoral support

## Finance

- The effective management of all internal financial systems and accurate and timely financial reconciliation and reporting
- Ensuring secondary spend opportunities and income are maximised

## Skills and Experience to be developed over the three-year fixed term contract

Essential at the beginning of the contract	Acquired position by the end of three years
A clean full driving licence	
At least 3 years' experience within a producing and / or event and production management team within festivals, live events, or live performance festivals, contemporary circus or theatre productions, touring.	The skills and experience to produce and manage large scale and complex multi-partner projects
Good understanding of budgeting and financial reporting and the ability to work to a defined budget	Ability to set robust financial targets with an in depth understanding of projected sales curves, yield, financial stressing and variance impact assessment.  Robust financial risk assessment and management and cashflow management
Ability to prioritise and efficiently self-manage own workload	Ability to set strategic priorities and support others to efficiently self-manage their own workload
Ability to work well within established frameworks and systems	Ability to develop and define working frameworks and systems
Awareness of required contract elements	Ability to negotiate robust contracts
Ability to understand own role within a team and contribution to big picture success	Ability to understand all roles within a team and contribution of each to big picture success

Computer literate and comfortable using and learning to use a variety of software packages including database systems	Familiarity with project and financial management software packages
Strong understanding of arts marketing	In-depth understanding of traditional circus marketing techniques, audience segmentation and development, and focussed marketing campaigns to achieve defined targets
Familiarity with social media platforms	Enriched understanding of social and digital media identity and communication to build communities of engagement and passion
Ability to work calmly under pressure	Ability to anticipate and quantify future challenges and, through robust forward planning, timely communication, and planned allocation of resources, reduce the impact and scale of future pressures
Strong and clear communicator	Strong and clear communicator with the ability to motivate and inspire others

## Development Pathway

### Year 1

Big Top circus touring involves touring the venue, the accommodation and living spaces, and the production. The first 6 months of year one is designed to provide an overview of all three areas and gain a clear understanding of the practical demands of Big Top touring, in particular:

- The company ethos and the practical demands of the public facing operation (Box Office, FOH, audience safety and quality of experience)
- Safe practice in relation to circus and Big Top operation (H & S policies and procedures and necessary certification and documentation)
- The roles and responsibilities, the necessary planning cycles and work patterns for all touring departments
- The variety of financial arrangements and contractual models entered into with different presenting partners
- Relevant legislation and regulation around international touring and employment
- Financial reporting and analysis systems.

The second 6 months within year one will provide the opportunity to apply the experience gained to support tour planning and contract negotiation for year 2. This will include the opportunity to contribute financial analysis, prepare draft schedules for discussion and review, review draft contracts, and undertake financial and operational risk assessments.

### Years 2 and 3

Within years 2 and 3 the post holder will take on specific management responsibilities within the tour. These will progressively expand in scope and allow for progressively greater autonomy. Throughout this period the post holder will continue to be supported and guided by the producing team and offered dedicated training opportunities to ensure the strongest possible personal development journey.

**Salary:** Year One £24,000 - £28,000 depending on experience.

**Job Title:** Production Manager  
**Reporting to:** Tom Rack, Artistic Director  
**Responsible for:** Production staff (both permanent and project based)

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## **JOB DESCRIPTION**

As a member of the producing team you will feed into and contribute to the development of:

- New production creation and production processes including:
  - Co-producing partnerships and contracts
  - Production budgets
  - Production schedules
  - Defining the roles and recruiting project based production teams
- Tour planning including:
  - The development of tour schedules and budgets
  - Negotiating and concluding presentation contracts
  - Defining the roles and recruiting project based tour management teams, touring and local crews

Managing and taking responsibility for:

- Recruiting project based technical and operational staff, defining their roles
- Tracking and monitoring all production budgets, maximising cost effective solutions and efficient working practises

### **As Company Production Manager**

- Participate in the development of the new (planned) production facility
- Look after the company's short-term storage provision
- Ensure the company's vehicles are properly maintained and fit for purpose
- Progress the systems for maintenance, certification and tracking of all equipment
- Develop and create all necessary paperwork as required by presenting partners and other relevant authorities in line with best practice
- Co-ordinating all necessary training for technical and operational staff to ensure compliance and a robust approach to Health and Safety
- Undertaking H & S related risk assessments and ensuring that all H & S policies and procedures are followed at all times and accurately documented
- Staff appraisals and project evaluation
- Develop an understanding of different regulatory requirements international and the complexities of international shipping

### **As Tour Production Manager**

Working in partnership with the Tour Manager to:

- Constantly review tour schedules, adapting the details as and where necessary
- Constantly review the practical demands of each site and recruit additional crew where necessary
- Constantly review tour budgets, achieve cost savings and authorise discretionary spend where needed

- The design and layout of the living village to ensure the quality of the living environment for the touring company
- The design and layout of the Front of House area outside the tent to ensure the quality of the audience experience pre and post show and maximise secondary spend

Take primary responsibility for:

- Tour logistical planning
- Co-ordinating the advance planning and providing all necessary information to presenting partners in relation to site infrastructure, local crews, arrival and departure schedules
- Planning and co-ordinating all get-ins and get-outs
- Assuming overall responsibility for technical and site management of performances, and rehearsals.
- Securing event licenses where necessary

### Skills and Experience to be developed over the three-year fixed term contract

Essential at the beginning of the contract	Acquired position by the end of three years
A clean full driving licence	
At least 3 years' experience within a technical and / or event and production management team within festivals, live events, or live performance festivals, contemporary circus or theatre productions, touring.	The skills and experience to technically and logistically support and manage large scale and complex multi-partner projects
Good understanding of budgeting and financial reporting and the ability to work to a defined budget	Ability to think laterally and develop creative solutions to technical, operational and logistical challenges in a way that achieves a better outcome more cheaply and efficiently
Ability to prioritise and efficiently self-manage own workload	Ability to set strategic priorities and support others to efficiently self-manage their own workload
Ability to work well within established frameworks and systems	Ability to develop and define working frameworks and systems
Ability to contribute to project and production planning and schedules and deliver to developed plans	Ability to analyse project and production needs and priorities and develop and implement robust plans to ensure success
Ability to understand own role within a team and contribution to big picture success	Ability to understand all roles within a team and contribution of each to big picture success
Computer literate and comfortable using and learning to use a variety of software packages including Sketch Up and CAD	Ability to introduce new software packages to support all aspects of technical and logistical planning, delivery, and recording
Ability to work calmly under pressure	Ability to anticipate and quantify future challenges and, through robust forward planning, timely communication, and planned allocation of resources, reduce the impact and scale of future pressures
Strong and clear communicator	Strong and clear communicator with the ability to motivate and inspire others

## Development Pathway

### Year 1

Big Top circus touring involves touring the venue, the accommodation and living spaces, and the production. The first 6 months of year one is designed to provide an overview of all three areas and gain a clear understanding of the practical demands of Big Top touring, in particular:

- The infrastructure and utilities needed for a performance and living site
- Safe practise in relation to circus and Big Top operation (H & S policies and procedures and necessary certification and documentation)
- The roles and responsibilities, the necessary planning cycles and work patterns for all touring departments
- Relevant legislation and regulation, equipment tracking, certification, and reporting requirements
- Financial reporting and budget management

The second 6 months within year one will provide the opportunity to apply the experience gained to support tour planning and contract negotiation for year 2. This will include the opportunity to contribute to cost planning, prepare draft schedules for discussion and review, and undertake operational risk assessments.

### Year 2 and 3

Within years 2 and 3 the post holder will take on specific management responsibilities within the tour. These will progressively expand in scope and allow for progressively greater autonomy. Throughout this period the post holder will continue to be supported and guided by the producing team and offered dedicated training opportunities to ensure the strongest possible personal development journey.

### Onwards

Within years 3 to 5 and as the company's 5-year development strategy comes onstream this role will evolve with the touring production elements progressively delegated to either freelancers or a full time assistant. This is to create capacity to take a more strategic and operational overview of the resources and faculties and manage and maintain the production cycle.

**Salary:** Year One £24,000 - £28,000 depending on experience.

## Further information

If you would like more information or an informal conversation about this post, please email [alison@nofitstate.com](mailto:alison@nofitstate.com)

These are both full-time jobs. Following a 3 month trial period the contract will be offered with initial personal development pathways outlined and regular reviews in place.

Closing date for applications: 12midday on Monday 14 January 2019  
Interviews: Week commencing 21 January 2019  
Indicative start date: On, or before, 1 April 2019  
Starting salary: Year 1 £24,000 – £28,000 per annum pro-rata, depending on experience, subject to review

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

## To apply

If you wish to apply, 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](mailto:jobs@nofitstate.org) or

Production Manager Application  
NoFit State Circus  
Four Elms Road, Cardiff CF24 1LE