

Role Outline: Production Department Placement

Responsible to:	Production Managers
Liases with:	Deputy Production Managers, Production Office Manager, Digital Artists, Stage Managers, Production Office Manager, Contractors, Safety Risk Management Team, Workshop Heads of Department, Technical Heads of Department
Guidance from:	Production Managers, Deputy Production Managers, Production Office Manager, Safety Risk Management Team, HR Projects Coordinator,

The National Theatre

The National Theatre is central to the creative life of the country. In its three theatres on the South Bank in London it presents up to 25 new shows a year and productions also play in the West End and on tour. It broadcasts to cinemas worldwide through National Theatre Live, streams plays free to UK schools and produces a wealth of digital content about theatre.

Through an extensive programme of amplifying activities – platform performances, backstage tours, publications, exhibitions and outdoor events – it recognises that theatre doesn't begin and end with the rise and fall of the curtain.”

The Production Department

The Production Department consists of a team of Production Managers, Deputy Production Managers, the Events Production Management team and the Production Office Manager. The department oversees the production management of all of the shows and large scale events and exhibitions at the National Theatre. The Production Department does not deal with Producing at the NT.

The Placement

Production placements generally last between 6-8 weeks to allow candidates to experience the production process from rehearsals to the press night of one show; however placements are able to get involved with other productions at various stages during their time at the NT. Placement hours are approximately 10am-6pm, Monday to Friday, but with some flexibility; shorter hours when projects are quieter and longer hours around the fit up and tech periods, including occasional Saturday hours. Placements are welcome to use quieter periods to work on own projects/coursework, upon agreement of supervisor.

Likely Tasks

1. Assist the Production Managers and their team members during pre-production work:
 - o Carry out research as required.
 - o Purchase items required for productions using the NT's purchasing systems.
 - o Provide hospitality for visitors during meetings.
 - o Carry out production work as agreed.
 - o Undertake simple administrative tasks like taking minutes/typing up notes.

2. Act as runner to the Production Team during fit-ups and onstage Production periods:
 - Travel off site at short notice to purchase/collect items
 - Run internal errands to departments within the NT.
 - Support the pastoral care of the Production Team by providing refreshments
 - Carry out simple technical tasks as agreed

3. Assist in the day to day maintenance of the Production Office:
 - Assist in maintaining stationery supplies including IT consumables
 - Assist in general office housekeeping
 - Assist in the maintenance of the Production Office technical library
 - Attend departmental weekly meetings.
 - Seek out and pursue re-use and re-cycling options both into and out from the NT via contacts and resources such as Set Exchange website.

Person Specification

1. Excellent communicator with aspiration for a career in technical theatre, preferably in Production Management.
2. Good organiser with ability to manage and prioritise a demanding task list and be comfortable answering to several project leaders at the same time.
3. The ability to demonstrate a high level of initiative, attention to detail and thoroughness.
4. Resilient and with the ability to demonstrate and communicate enthusiasm.
5. Exceptional track record in reliability and punctuality.
6. Demonstrably enthusiastic, energetic and proactive in carrying out all tasks
7. The ability to manage a variety of competing tasks and confident in time management skills.

Ideal Preparatory Qualifications & Experience

1. Should be in second or third year of a relevant course in Technical Theatre; alternatively we would welcome applications from those with equivalent experience
2. Intermediate computer literacy.
3. Basic AutoCAD plan reading and editing

Applications should be made via the question sheet available on

<https://www.nationaltheatre.org.uk/about-the-national-theatre/careers/work-placements>

All question sheets should be submitted to workplacements@nationaltheatre.org.uk