Placement Outline: Production Department

Responsible to: Production Office Manager, Production Managers
Liaises with: Deputy Production Managers
Guidance from: Production Managers, Deputy Production Managers, Production Office Manager, Workforce Development 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, a Production Assistant, the Events Production Management team and the Production Office Manager. The department oversees the production management of all shows and large-scale events and exhibitions at the National Theatre.

The Production Department is a separate department from Producing at the National Theatre and oversees the realisation of the technical elements of the show, i.e. the scenery, props, costume, lighting, sound and video. The production manager is responsible for delivering the production to schedule and within budget and has an overall responsibility for health and safety. Although we work closely with stage management and the producer, we do not spend much time at all in rehearsals, instead working closely with the set designer and the production and technical workshops to build and deliver the show, in response to the design and rehearsal process.

The Placement

Production placements generally last between 3-5 weeks to allow candidates to experience the production process from rehearsals to press night of one show; however placements are sometimes 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.

Likely Tasks

Assist the Production Managers and their team members during pre-production work:
- Attend meetings with the Production and/or Deputy Production Managers
- Take notes for yourself, or for the Production Managers
- To research materials or products
- Purchasing online or from a store
- Attending rehearsal to observe, if appropriate and on agreement of stage management and the Director
- Reading the script
- Contributing to the creation of safety documentation with guidance and instruction from the Production Managers
- Travel off site at short notice to purchase/collect/deliver items
- Run internal errands to departments within the NT, on instruction of the production managers
- Assist in general office housekeeping
- Attend departmental weekly meetings

**Ideal Preparatory Qualifications & Experience**

1. Excellent communicator with aspiration for a career in technical theatre, preferably in Production Management. (We cannot provide experience with stage management or producing during this placement).

2. Ability to follow instructions and ask for help when unsure.

3. Good organiser with ability to manage and prioritise a demanding task list and be comfortable answering to several project leaders at the same time.

4. The ability to demonstrate a high level of initiative, attention to detail and thoroughness.

5. Resilient and with the ability to demonstrate and communicate enthusiasm.

6. Exceptional track record in reliability and punctuality.

7. Demonstrably enthusiastic, energetic and proactive in carrying out all tasks

8. The ability to manage a variety of competing tasks and confident in time management skills.

9. Previous experience of a professional theatre environment.

10. Intermediate computer literacy.

**Applications should be made via the form available on**
https://www.nationaltheatre.org.uk/about-the-national-theatre/careers/workplacements

Any questions please email workplacements@nationaltheatre.org.uk