

# Touring Production Manager Application Pack

## Summary

Mimbre seeks an experienced Touring Production Manager to work with us on the creation and tour of Mimbre's new production, *The Exploded Circus*. The role will include pre-tour production management and technical stage management while on tour. It is a freelance role beginning November 2017.

*The Exploded Circus* will tour with a self-standing rig to theatre venues and found spaces as well as two performance weeks in a hired circus tent. Flexibility and an ability to problem-solve is essential for this unusual and exciting production and we are seeking someone who enjoys working collaboratively and has experience of working with weight-bearing sets.

## About the role

Because of the particular nature of the rig and the variety of touring venues, we are ideally seeking an experienced candidate to join our team from the start of production to cover production management tasks as well as being directly in charge of technical stage management on tour.

However, if you are interested or available in just one part of the role; production management (spread across November 2017-May 2018) or technical tour manager (spread across May-November 2018) please still be in touch to register your interest.

## Key Tasks (this list is not exhaustive):

### Production

- Production management during creation, including:
  - managing the build of rig and set
  - budget and petty cash management
  - acting as the main contact for the set-designer and rig builder
  - arranging certification of rig
  - identifying and sourcing of equipment and materials
  - set-up and break-downs in rehearsals
- Liaising with technical departments at programming venues
- Preparing risk-assessments, method statements and technical specifications
- Managing the pack of touring equipment

### Tour

- Managing and scheduling all technical aspects of get-in and get-out, being responsible for the safe and efficient installation and use of the rig

- Managing lighting set-up for the show, including re-lighting arrangements (part of the lighting design will be touring lights incorporated into the show's design, part of it will be using the venue's lighting)
- Managing sound set-up on tour
- Managing the venue's technical crews as well as managing Mimbre's team for their involvement in set-up and get-outs
- Budget and petty cash management
- Sharing the driving of van/truck on tour
- Checking and organising repair and upkeep of all touring materials and vehicles when necessary
- Along with the rest of the crew and cast, taking responsibility for Health and Safety

Mimbre is used to working with a small team where everyone gets involved including performers and gives a hand where needed, so we are looking for a person who is happy to work in a proactive collaborative way and have flexibility in their role.

A positive outward facing attitude and good people skills to work in unusual settings is essential. In exchange you will be working with a supportive team and on an exciting artistic project.

## Outline Terms and Conditions

**Contract:** Fixed term, freelance

**Fee:** £5,500 (pre-production, rehearsals and production week),  
£625 per week once on tour

**Dates:**

- November 2017 – February 2018, various dates: Production Management, including management of design and building of rig, pre-production planning and site-visits
- 19<sup>th</sup> – 23<sup>rd</sup> February & 26<sup>th</sup> February - 2<sup>nd</sup> March 2018: Design Construction and installation (101 Outdoor Arts Creation Space, Newbury)
- 9<sup>th</sup> April – 11<sup>th</sup> May 2018: Production rehearsals (London)
- 13<sup>th</sup> – 17<sup>th</sup> May 2018: Production week (Worthing) with premiere 18<sup>th</sup> - 20<sup>th</sup>
- Touring: Final schedule still being confirmed, indicatively we are expecting 4-6 weeks spread across May- September, with a second shorter touring period planned for late October – November 2018 (availability for this is not crucial).

We are happy to discuss the schedule further on request or at interview stage, but indicatively we think the role requires roughly the equivalent of 3 weeks across the pre-production stage, full time availability for the Design Construction and Production weeks, and flexible availability for the majority of production rehearsals.

## Skills and Experience

The role still has some flexibility to be built around the experience of the right person, so this list is indicative:

- Production Management experience
- Technical/stage management experience on tour
- Clean driving licence up to 7.5 tonne vehicle.
- Experience touring to venues as well as festival/found spaces
- Experience working with circus performance or other performances with weight-bearing set-design.
- Basic sound and lighting technical skills
- Experience of interactive sound equipment (Makey Makey or other basic recording equipment) is a plus.

The roles of Company Stage Manager and Rigger will be recruited to fit around your experience to create a strong team. This might for example include sharing some of the lighting and sound set-up across the team depending on the other team-members' experiences and strengths.

## About Mimbre

Mimbre is a female-led company creating nuanced, breathtaking and highly skilled acrobatic theatre. We use circus and dance innovatively as a physical language to illuminate human connections and promote a positive image of women.

## About The Exploded Circus

*The Exploded Circus* is an all-female contemporary circus production with a highly visual narrative that uses the scene of a devastated circus and its performers as an allegory to explore what we perceive as society and how we might rebuild it were our world to collapse.

The show invites audiences into a moment where an explosion has been frozen in time, the remnants of a circus caught mid-air - with everything from the circus ring, sequins, and fairground horses suspended above the ground. Featuring acrobatics, aerial work, juggling and other specialist skills the performance weave a physical story told without words; where six circus performers have to find their own order in the chaos and create a new normal, exploring themes around change, belonging, community, and what being human means to us.

A purpose made, self-standing rig will be created for the performance and the design integrated into the rig – allowing the show to be toured to venues who don't normally have possibilities for circus rigging. The tour includes theatres, an old town-hall, an old fruit market as well as two weeks in a circus tent.

The tour will include audience development elements such as open rehearsals, workshops and post-show events.

## Application Details

### **Timeline**

Application Deadline: 6pm Friday 27th October 2017

Interview Notifications: Monday 30<sup>th</sup> October

Interviews: Tuesday 31<sup>st</sup> October or Wednesday 1<sup>st</sup> November

### **Application Process**

To apply please send a covering letter and CV by 27<sup>th</sup> October to Lissy Lovett at [lissy@mimbre.co.uk](mailto:lissy@mimbre.co.uk). Email applications are preferred.

Separately please fill in an equal opportunities form at this link:

<https://goo.gl/forms/HbiEgE2W7RhNlCHH2>

This information will be considered separately from the recruitment process.

Mimbre are an equal opportunities employer and are proud to say we were named one of the Top 10 SME's for working families at the Working Families awards 2013. We are open to suggestions of flexible working that allow the candidate/s to fulfil the requirements of the role. If you are interested in proposing an application based on flexible working patterns please get in touch with us to discuss.

Mimbre is a female-led company and believes that women, people from a Black or minority ethnic background and disabled people are underrepresented at leadership level and on stage within the contemporary circus and outdoor sectors. Because of this we particularly encourage female, BAME and disabled candidates to apply for this role.

Please feel free to contact us if you have any questions or if you would just like to discuss the post in more detail before applying.

Please also let us know if you require the information about the role in any other format.