

STORYHOUSE

so
incredible.

**Production
Manager (FTC)
Recruitment
Pack**



Antigone, 2021, Mark
McNulty



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Storyhouse, 2017, Becci Lane

Welcome from the CEO

Storyhouse is one of the UK's foremost cultural charities; its home in Chester incorporates a library, theatres, and a cinema. It is also an acclaimed theatre producer and runs the country's most successful regional open-air theatre in the city's Grosvenor Park, as well as the innovative Moonlight Flicks open-air cinema each year.

Storyhouse plays an important part of cultural life in Chester and continues to be a beacon of inspiration for many other cities and towns for the role it has played in social and economic regeneration, its successful and unique integration of world-class theatre, cinema, and library facilities, as well as its bold, exciting, diverse, and award-winning programming.

It is also a great place to work. We offer a flexible and supportive working environment, value experience as well as skills and qualifications, and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.

We hope you decide to join us,

Annabel





Chester Disability Pride Parade, 2023, Mark McNulty

Our Story

You can find a bit about who we are on our [website](#), discover more about our innovative home and how it came to be in [this case study](#) by Arts Council England, or read about our renowned library in this [blog](#) by the DCMS's library team.

Above all, Storyhouse is a creative community. As a diverse cultural organisation, our home is one of the country's most successful cultural buildings housing a cinema, theatres and a library. Last year we welcomed 735,000 people through our doors. We are both a community hub and combined arts producer.

Our library attracts international recognition, known for its seamless integration, and boasts the longest opening hours of any UK public library.

In 2023-24, we supported 5,768 young people to connect and create, ran 180 free rhyme-time sessions, created 423 magical performances indoors and outdoors, sold 108,298 theatre tickets and hosted a total of 1,618 cinema screenings.

Visits are roughly split into thirds between event attendances, library users, and wider participation. We enjoyed the support of over 14k volunteer hours and 1,328 different individuals were involved in making and supporting our work.

Grosvenor Park Open Air Theatre, which we founded in 2010, is the UK's largest regional open-air theatre, welcoming over 25,000 every summer.



This House is Your House

We've become a vital part of the region's cultural landscape and a place of safety and support for the community - especially for young people, giving them a space where they can reimagine their place in the world.

Over 40 community groups use us as a base for creative activity each month, including LGBTQIA+ and disability groups, refugee integration activities, mental health support sessions, and groups combatting social exclusion by age.

We work extensively with young people and provide a range of different programmes, from youth theatre and our young company, to young leaders, young programmers, and our many schools and education programmes. Throughout our work we collaborate with local partners throughout to ensure we are reaching the people that would usually have the least opportunity to participate.

Across everything we do, we work to give people the power to build their own creative communities through inspiring stories and shared creative experiences: [this house is your house](#).

As we blend theatre, library, restaurant and cinema services, we share inspiring stories and stage creative events which empower people to nurture their creativity and bring together communities. Through our work, we hope to build a more connected, inclusive and creative community network.

The more open we are to the true and rich diversity of our communities, the more vividly we fulfil our purpose. More engagement from more of our communities will make more of Storyhouse.

We are committed to creating a team which is representative of our communities and to bringing together those with a variety of skills and experiences to help shape what we do and how we work.



A Midsummer Night's Dream, 2023, Mark McNulty

Our Strategy...

Storyhouse is about to enter an exciting new phase in our evolution as we look to develop our programmes, based on a new strategic plan, to deliver world class arts and meet community needs.

Our Vision:

Here at Storyhouse, culture is owned by everyone.

Our Mission:

We work every day to be a creative home for our communities.

Our Values:

LISTEN CLOSELY.

True empathy takes effort. So we work hard to understand different points of view.

LOOK AROUND.

Opportunities can be spotted by anyone, anywhere, at anytime. So we always have our eyes, ears and minds wide open.

SPEAK UP.

Not everyone's stories have been told. So we use our voices to amplify those that haven't been heard.

STAND UP.

Debate and discussion make things better for us all. So we don't shy away from a challenge.

REACH OUT.

Diverse perspectives solve the hardest problems and make the best decisions. So we seek them out, and invite them in.



A Midsummer Night's Dream, 2023,
Mark McNulty



Our Resources

Storyhouse is a medium-sized charity with approximately 140 staff and a gross revenue of over £6 million per year. The charity is financially stable, with a number of steady revenue streams, including a 20-year lease and contract for services with the local authority (Cheshire West and Chester) and NPO funding from Arts Council England for 2023 to 2026. Revenue from commercial activities is also essential to the charity's financial stability, and over 57% of its revenue is earned.

Storyhouse runs two wholly owned commercial trading subsidiaries: Storyhouse Production Company Limited - creating and staging Storyhouse Originals theatre productions - and Storyhouse Catering Company Limited - providing a range of catering, retail, cinema, receiving theatre and commercial services.

Despite our financial stability, like all other charities our resources are being eroded by rising costs caused by inflation and higher energy prices, and as a result of the continued cost of living crisis, demand for free-to-access services (such as warm spaces) is increasing.

Our Building

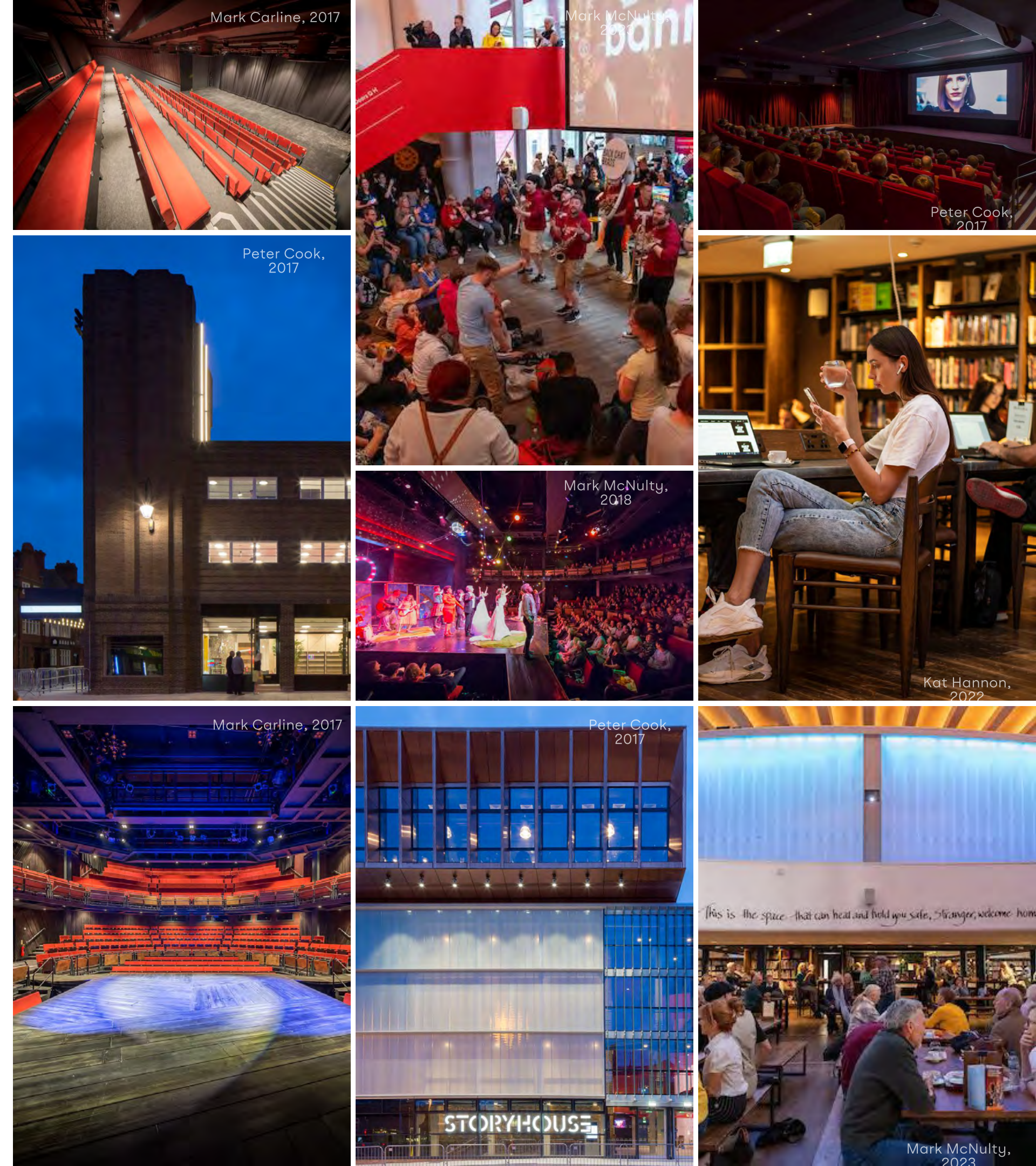
The original parts of Storyhouse were constructed as an art deco Odeon cinema in 1936, and have been restored, extended and renovated into a library, two state of the art theatres, a cinema, restaurant, and two bars.

The larger theatre is an 800-seat proscenium arch stage. With state-of-the-art facilities, its auditorium spreads across three tiers: stalls, circle and gallery. This same theatre converts into a 500-seat thrust stage (with the audience wrapping around three sides of the stage). In this format, the auditorium spreads across two tiers, with intimate seating putting the audience right in amongst the action.

On top of the building sits the Garret Theatre and Bar. This 150-seat black-box theatre is a flexible, fully-equipped performance, rehearsal, or workshop space. It is designed to be full of work made by local creative companies, individuals, and community groups, as well as a space we hire to companies and individuals.

The 100-seat boutique cinema is designed to honour the original Odeon's history as a cinema in 1936. With red velvet, soft, sunken seating, it is a beautiful event space.

The library spreads right through the building, with a dedicated family-friendly area (with wet play, storytelling room, and arts and crafts) in The Den and extensive book-stocks covering the walls throughout Storyhouse offering opportunities for studying, learning, and research.



The Role

The Production Manager will manage all of Storyhouse's home produced work both in the main Storyhouse building and at Grosvenor Park Open Air Theatre (GPOAT).

GPOAT performances run from 3 July 25 to 31 August 25. These are followed by the Shakespear for schools Twelfth Night shows which is produced as a tour to travel into schools before performances in both the Garret Studio theatre and main theatre within Storyhouse. This is followed by Beauty and the Beast, performing on the main stage at Storyhouse from 5 December 25.

This is a 6 month fixed term contract commencing in June 25.



Role and Responsibilities

You will

- Plan and manage, to the highest standards, the production and technical aspects of our produced shows (Storyhouse Originals)
- Work across multiple shows simultaneously
- Lead and manage the Production Department, its staff and resources
- Manage the production budget
- Contract a construction team to build and install sets both in Storyhouse and at Grosvenor Park Open Air Theatre, adhering to the designs within a set timescale whilst keeping within budget
- Work closely with the Producer and Production Designer to achieve and support the organisation's artistic work, whilst also working closely with the Head of Technical to ensure these artistic wants are carried out safely
- Work with the technical department to realise both Storyhouse Originals and, where necessary, other work within Storyhouse
- Obtain quotes from set builders following the model box sharings in order to work with the Producer and Production Designer to realise the design within budget.
- Collate, and where necessary create, technical drawings for each production.
- Oversee productions budgets and coordinate all interested parties to ensure that projects are delivered to budget
- Organise and minute all design meetings

Role and Responsibilities (continued)

You will

- Create technical schedules for all productions.
- Be a hands-on PM, working on fit ups, get outs and where needed, show cover.
- Build small scenic pieces and props where needed.
- Work with the Producer and Production Designer to set and maintain the production standards for the artistic work across the season
- Lead production meetings, attending rehearsals as appropriate, overseeing technical rehearsals
- Communicate relevant production information between internal colleagues and external partners
- Ensure that productions are realised as required, on budget and on schedule
- Support the Designer to ensure all aspects of set are achieved to a high standard whilst keeping within budget
- Ensure appropriate production and technical support is provided for each production
- Prepare and manage production finances; these include staffing costs, production expenditure, equipment maintenance and renewals, and petty cash
- Work with the TSM and CSM to create a get-in and get-out schedule for each production within a set timescale
- To ensure that all sets are show-ready for the start of technical rehearsals
- Oversee the backstage set ups ahead of each production to make sure they are fit for purpose

Role and Responsibilities (continued)

You will

- Plan, budget and schedule all get-ins and get-outs for all productions, both at Storyhouse and Grosvenor Park Open Air Theatre
- Act as the Health and Safety Officer for the productions, ensuring compliance with legal requirements and maintaining an appropriate Health and Safety Policy at all times
- Create risk assessments for all get-ins and get-outs and all productions
- Ensure that productions are staged in compliance with the relevant licence conditions, liaise internally with the theatre's licensee, and liaise as appropriate with external bodies, including the local authority and fire service
- Work with the technical department to release the technical requirements of Storyhouse Originals, stage builds and, where required, other work and events
- Be a designated van driver of the Storyhouse Van (or hired van where needed) 3.5T
- Work in the best interests of Storyhouse and in accordance with company policies including health and safety, safeguarding and IT
- Be an effective representative of Storyhouse in all situations and demonstrate the highest level of customer care and service

The main duties and responsibilities above are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised in consultation with the post-holder.

Skills & Experience

At least two years' experience in either Production or Stage Management or a technical theatre role

Experience working in a busy arts environment

Experience of working with and managing freelance creative staff, production staff and stage managers

Experience of using CAD

Experience of working on proscenium arch, thrust and outdoor stage (desirable)

An understanding of equal opportunity and cultural diversity issues in the delivery of our services

First Aid qualification (desirable)

Excellent numerical skills and proven skills of managing budgets and strong IT skills

Knowledge of set construction and technical equipment and production related health and safety

Excellent time management, scheduling and organisational skills

Proven excellent communication (both written and verbal) and interpersonal skills with people at all levels, both internally and externally

Knowledge of sustainable working practice

Calm under pressure and able to multitask, with excellent attention to detail

Able to work under pressure

Driving license up to 3.5T

Timber and metal construction.

The opportunity

Title: Production Manager

Reports to: Head of Producing & Technical Stage Manager

Responsible for: Construction Team, Show-Specific Crew

Salary: £35K PA pro rata

Contract: 6 months fixed term, commencing June 2025

Based: Storyhouse, Chester

Closing date: 10am 14th April 2025, with interviews taking place Thursday 24th April

Application Process

Applicants are asked to submit a cover letter expressing interest in the role and a CV demonstrating relevant experience online at:
www.storyhouse.com/jobs/

Applications should be submitted on or before 10am 14th April.

Interviews will take place on the 24th April.

For an informal discussion about the role or support in the application process, please contact our Head of People, Emma Hutt, at peopleteam@storyhouse.com.

No agencies please.



Faustus That Damned Woman, 2023,
Mark McNulty



GDPR

Personal Data Notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

STORYHOUSE