

CHINESE ARTS NOW

PRODUCTION MANAGER RECRUITMENT PACKAGE

Thank you for your interest in the post of Production Manager at Chinese Arts Now.

Chinese Arts Now (CAN) commissions, produces and presents high-quality art that reflects diasporic voices in modern times. Our mission is to engage with, and reflect, contemporary notions of Chinese diasporic cultures and pioneer multi-disciplinary art forms from a wide spectrum of East and South East Asian (ESEA) voices.

CAN is looking for a Production Manager for CAN Festival 2023 and two to three CAN Productions (the majority of which will form part of the festival). The ideal candidate will have proven experience working within a range of venues and artforms with excellent budgeting, technical and organisational skills (particularly with regards to projection and AV systems). Reporting to the Artistic Director and liaising with the Producers, Designer, Creative and Stage Management team, the Production Manager will manage all technical aspects including: organising production meetings, set build, technical infrastructure and transportation requirements, as well as preparing technical schedules to agreed deadlines and managing the overall production budget.

To apply for the role, please complete the [online application form](#), including a cover letter, telling us what excites you about the opportunity of this role at CAN, what qualities, skills and experience you could bring, and your up-to-date Curriculum Vitae including two referee contacts (2 A4 pages max).

Deadline for applications is **5pm Thursday 26th May 2022**. **Interviews** are expected to take place in the week of **30th May**. We will contact all short-listed candidates by phone or email.

If you have any queries about the role, please contact CAN Artistic Director anting@chineseartsnow.org.uk.

Thank you once again for your interest in Chinese Arts Now; we look forward to receiving your application.

Programme

HOME X

HOME X is a hybrid live/digital performance mixing theatre, music and gaming, created by artists from the UK and Hong Kong working simultaneously via VR technology, which explores themes of roots and belonging, destruction and renewal. HOME X will be presented in London and two regional venues during the CAN Festival period. The high technology aspects will be looked after by the Creative Team and the Production Manager will manage the realisation of the immersive projection for the live performance.

LOW CARBON CHINATOWN

Low Carbon Chinatown is a community-led initiative involving a series of engagement workshops with sixty ESEA/Chinatown community participants to experiment and develop a set of low carbon Chinese recipes that can help tackle the climate crisis while reflecting on their individual and collective identities. The project features a public self-assembled physical outdoor pop-up installation in Chinatown, where the low-carbon dishes will be cooked by chefs and shared with the public for free as part of a 10 day event. The design and making will be managed by CAN Associate Artistic Director Ling Tan while the Production Manager will support the planning/risk management and operation of the outdoor installation.

CAN FESTIVAL 2023

CAN Festival presents works which reflect the varied perspectives of diverse ESEA artists, raising urgent questions relating to the word 'Chinese'. Working with London venues, CAN Festival 2023 will present 6-8 productions across all artforms, including theatre, dance, music and exhibition (HOME X will be one of the productions). Our previous venue partners included Southbank Centre, Shoreditch Town Hall, Soho Theatre, Rich Mix, Mayor of London, Little Angel Theatre and Kings Place. We expect to have a similar range of venues for 2023.

Reporting to	Artistic Director
Responsible for	Freelance technicians
Fee	In the range between £8,500 to £12,750
Contract	Fixed term contract late May 2022 to 10 March 2023

Exact schedule to be agreed; approx. between 10 to 15 weeks.

You will be required to work flexibly to meet the demands of the role including weekend and evening work during the Festival (1 February – 10 March 2023).

RESPONSIBILITIES

- Oversee the planning and delivery of all technical production aspects of CAN Festival 2023
- Create technical production budgets including technical hire and crew recruitment
- Consult with artists and venues to assess technical requirements
- Create technical schedules and specifications, liaising with artists and venues to ensure these requirements are met on time and in budget
- Source and hire technical equipments as needed
- Create and deliver technical plans within the budget for the design of the live performance part of HOME X
- Create and deliver technical plans for the outdoor installation part of Low Carbon Chinatown
- Potentially production manage for one more CAN Production
- Support the Administration Manager with technical contracts and financial administration such as invoicing and updating financial records related to technical work
- Recruit and manage technical support staff in line with budgets, providing training and briefing staff as required
- Oversee technical run-throughs/rehearsals and performances, including supervision of get-ins and get-outs
- Create risk assessments for each production and ensure the festival adheres to health and safety/insurance requirements in line with current legislation
- Attend meetings with Artistic Director and Associate Artistic Directors as necessary
- Assist with post-festival evaluation
- Any other technical/production related duties that may arise

Chinese Arts Now

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www.chineseartsnow.org.uk

PERSON SPECIFICATION

Essential

- At least five years' production experience across a range of artforms and venues
- Ability to manage multiple events across multiple venues with multiple staff
- Experience of creating and managing budgets, contracts, health/risk assessments, and production schedules
- Have experience working on productions involving innovative and advanced projection systems
- Have experience working with different stakeholders (e.g. council, landlord, venues, etc)
- Strong organisational and project management skills
- Excellent communication and negotiation skills
- The ability to remain calm under pressure
- The ability to work well independently and in a team
- Strong network of technical crew and subcontractors
- Experience of managing and motivating a team
- Excellent knowledge of current Health and Safety requirements
- Full clean driving licence
- Comfortable with using applications from Google Suite, including Google Docs and Sheets and to quickly learn how to use other IT systems appropriate to the organisation if needed

Desirable

- An interest and belief in the work of CAN
- First aid training