

RECRUITMENT CALL: Freelance Production Manager



Quarantine is seeking an experienced Production Manager to collaborate with us on our new live work, **12 Last Songs**.

12 Last Songs is part-performance, part-exhibition – a 12-hour long piece that invites people to demonstrate their labour, the work that they do. It forms a complex portrait of people and place, bringing people together who might not normally meet.

Quarantine's processes are rarely about repetition or arrival at a fixed version of the work, but rather about preparation for the live encounter with others. We expect and encourage everyone we work with to have a voice in the creation of the work.

The role is unlikely to be suitable for someone who likes to work with a script and arrive at a fixed way of running the production. It will never arrive at a 'finished' version, and will be different every time we do it, so there's a significant amount of problem-solving and 'thinking on your feet' during each performance; and this is part of our process.

To get an idea of what it might be like to be part of Quarantine's production team, please read [this entry](#) on our website by our previous Production Manager. It gives a good flavour of how we work...

We're looking for a freelance Production Manager to join us for a period between July 2022 and May 2023 to deliver several versions of **12 Last Songs** in Manchester, Strasbourg (France), Cambridge, Gateshead (tbc) & Utrecht (Netherlands) (tbc).

Key responsibilities

- To take the lead on the management and delivery of technical and production aspects of realising Quarantine's projects, on time and within budget
- To liaise with the Director, Executive Director, Designer, LX Designer to do the above, implementing decisions made regarding set, lighting, sound, AV and other aspects of production
- To liaise with the relevant contacts for Quarantine's partners (e.g. venue/festival)
- To produce a detailed production schedule including a get-in and get-out in liaison with the Director, Executive Director, Designer, LX Designer and in consultation with the venue
- To ensure appropriate transport is available as identified for production personnel, equipment and materials and that current legislative requirements are adhered to
- To drive hired-in vehicles when required
- To ensure all production personnel are booked, contracted and briefed appropriately (in collaboration with the Executive Director)

- To supervise freelance production/technical personnel as necessary
- To deliver or oversee purchasing, building, hiring or sourcing of equipment and consumables needed for the projects/productions
- To work within an allocated budget, and report on this
- To promote and manage safe working practices, working in line with our and our partners' Health & Safety policies
- To take the lead on the preparation of Risk Assessments and other necessary documentation, with the support of the Executive Director, including feeding into any necessary licensing applications, and liaison around PRS returns
- To be responsible for running performances/projects from a production/technical point of view
- To occasionally programme and operate LX/Sound/AV
- To take part in reviews and debriefs reflecting on the design and technical aspects of projects; and to use this information to inform future planning
- To support the company's sustainability aims and objectives and the implementation of our Sustainability Policy and action plan, including considering sustainable options in lighting, sound, prop sourcing, transport planning and general production operations
- To promote and implement other policies, especially our Equality & Diversity Policy and Safeguarding Policy
- To coordinate PAT and other equipment testing as necessary
- To provide technical/production information to support the Executive Director in scoping, planning and costing of speculative projects to assess their feasibility
- To share knowledge generously and support the growth and development of others (e.g. trainees, students, others wishing to develop their skills)
- To take part in any organisational training provision (where available and relevant) and specific training to develop the skills and knowledge of the Production Manager
- To represent Quarantine as part of the production team when we have a public audience

Person Specification

ESSENTIAL

- Strong communications skills
- Amiable and collegiate, able to get on with a variety of people and work well within a team
- Ability to work on own initiative
- Ability to multitask, manage multiple jobs at varying stages of production
- Ability to work well under pressure and to deadlines
- Ability to problem solve and 'think on your feet'
- A positive attitude and flexible approach
- Experience of working in a similar role in the cultural sector, and specifically in delivering non-text-based work
- Must be comfortable appearing/being "on stage" during rehearsals/performances. You would be present in your role as Production Manager
- Competent user of Microsoft Office, QLab, AutoCAD
- Passport holder
- Full clean driving licence, with ability to drive 7.5T truck

DESIRABLE

- First Aid at Work qualification
- Ability to programme and operate LX, sound, AV

Amount of work

In the first instance we are offering the following:

General

Introduction/familiarisation/handover: up to 3 days

12 Last Songs

12 Last Songs, Manchester

Advance preparation (up to 6 days) during August/September 2022

Delivery of **12 Last Songs**, Manchester: 9 days, 17/18-25/26 September 2022

We will then review and hopefully proceed with the following offer of work:

12 Last Songs, Strasbourg, France

Advance preparation (up to 5 days) between January and March 2023

10-11 days for production - 10/11 March – 21 March 2023

12 Last Songs, Cambridge 12LS

Advance preparation (up to 5 days) between January and March 2023

9 days for production - 25/26 March – 2/3 April 2023

12 Last Songs, Gateshead TBC

Advance preparation (up to 5 days) between February and April 2023

9 days for production - 22/23 March – 30 April/1 May 2023

12 Last Songs, Utrecht, Netherlands TBC

Advance preparation (up to 5 days) between April and May 2023

10-11 days for production* - 18/19 May – 28/29 May 2023

There is also significant international interest in **12 Last Songs** and we expect to present it again in autumn 2023, then spring and autumn 2024.

Additionally, there is the potential to work on other projects as and when they are developed including artist commissions (October/November 2023) and a new touring project that we plan to make in spring 2024 and touring in 2024 and 2025.

Fees

Freelance; £175/day for days booked outside project work (e.g. meetings, scoping/checking feasibility of future venues etc)

Fee-based for rest of the work/project work; based on £675/week for 5 consecutive days and £750/week for 6 consecutive days; & £175/day for other extra or individual days.

For handover/familiarisation and **12 Last Songs** in Manchester (advance and production), we are offering a **fixed fee of £2,800**.

The Production Manager would be engaged on a freelance contract and would be responsible for their own Tax and NI. Ideally, we're looking for someone based in Manchester or the Northwest but would consider people based outside the area.

Quarantine's commitment to equality, diversity & anti-racism

Access and inclusion are at the heart of how Quarantine operates. We recognise that institutional racism, discrimination and inequality exists in our sector and we are dedicated to helping to address this. We particularly welcome expressions of interest from people with lived experience of racism or marginalisation. This includes working class, disabled, LGBTQIA+, global majority individuals, and other marginalised groups, as well intersectional individuals. We also welcome applications from people with dependents and those who have had unconventional career paths.

Quarantine will support any access requirements you may have during this process, and if you are selected, we will discuss any adjustments to ensure you can carry out the role. If you are invited for an informal face to face conversation, we will cover reasonable travel costs. If you require any access support relating to the application process, or require further information, please contact ali@qtine.com

To apply

To apply, please submit your CV or equivalent and a 1-2 page supporting statement, explaining your interest in the role and your relevant experience. This can also be submitted by short (3 mins max)

audio or video submission. Please also complete and return our Equal Opportunities Monitoring Form (which you can find on our website [here](#)).

Deadline

Please submit this by email, to: ali@qtine.com by 6pm, Monday 25 July 2022. We'll arrange informal conversations via Zoom or in person (Manchester city centre), which will take place on Thursday 28 July.

If you haven't been short-listed, we'll let you know by email.

If you'd like to have an informal chat or ask any questions about this role, please contact our Executive Director, Ali Dunican, via ali@qtine.com

Covid-19

Interviews/auditions, development/rehearsals and public presentations will take place in line with current government guidance in relation to Covid-19 to ensure the safety of everyone we work with and members of the public. Full risk assessments will be carried out prior to each activity.