

Recruitment Pack for Head of Production, June 2021

Thank you for your interest in joining Polka.
"The place to be for children's theatre" ayoungertheatre.com



This recruitment pack is designed to tell you more about us, the job role you would be doing, the skills and experience you would bring to the role and the qualities and values we're looking for. It also explains how you can apply and the interview process.

If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know. We can be contacted on 020 8543 4888 or email ed@polkatheatre.com

We look forward to receiving your application by **9am on Monday 5th July.**

Equal Opportunities

Polka's commitment as an equal opportunities employer means we are keen to encourage applications from people of colour, people across the gender spectrum and people who self-identify as disabled, who are underrepresented in our sector.

Our newly redeveloped venue is accessible for wheelchairs and prams/buggies; most spaces can be accessed step-free.

As a children's theatre we are generally open during the daytimes and weekends, rather than evenings, making us well suited to people who have families and/or other caring responsibilities outside of work.

As an important part of our local community in Wimbledon and the London borough of Merton, we are also well suited to people who live nearby and are looking to work locally, rather than travel into or through central London.





About Polka

Polka is a pioneering national theatre for children based in Wimbledon, South West London. The first UK venue to be created exclusively for young audiences, we celebrated our 40th anniversary in 2019. We are one of just a handful of dedicated children's venues in the UK. Presenting a year-round programme of new work made at Polka, visiting shows, and Creative Learning activities for 0-12 year olds, we continue to pioneer developments in children's theatre, nurture artistic talent in the sector, and maintain an international reputation while serving local communities.

Polka is a charity and Arts Council England National Portfolio Organisation. Our mission is to empower children to navigate their world through inspirational theatre and creative experiences. Over 100,000 people visit us each year and a further 18,000+ take part in creative learning and community activities. We involve children at every stage of the creative process and lead the way in Early Years theatre for under 6s together with our academic collaborators and the EU-funded small size network.

Inclusivity is and always has been an integral part of the company's offer. In 2007, Polka pioneered relaxed performances for children on the autistic spectrum, a model which continues to be replicated across the cultural sector. We run a free ticketing scheme, enabling children from deprived areas to experience live theatre for the first time, and a range of initiatives that provide opportunities for children with particular access needs or who live in challenging circumstances to participate in our activities. We offer opportunities for all children and families regardless of age, ability, culture or background, to engage in theatre.

This is an exciting time to be joining Polka. Since opening our Wimbledon home in 1979, over 3.5 million children, parents, teachers and carers have been through our doors and we now have an opportunity to redevelop and reimagine Polka for future generations. Our redeveloped venue will open to the public in summer 2021.

For more information about Polka Theatre and our work, please click on this [link to Polka's website](#).

Polka is funded by Arts Council England, London, registered charity number 256979.



Vision and Values

Polka's mission is to 'empower children to navigate their world through inspirational theatre and creative experiences.' We are looking for people who are conscientious, proactive and reliable in their approach to work with a willingness to learn and ability to adapt to changes and share Polka's vision:

Improving children's lives, bringing communities together, creating ground-breaking theatre.

As well as our values:

Child-centred placing children at the heart of everything Polka does

Community engaging our diverse communities of children, families, educationalists and artists

Excellent pioneering, adventurous, offering the highest quality

Memorable creating magical, meaningful experiences

Inclusive welcoming, accessible, nurturing, supportive, representative.





Job Description

This role is permanent, full-time and as part of the interview process we're open to discussing flexible working patterns. Further details can be found in the 'Main Terms and Benefits' section below.

As an important member of the Senior Management Team, you will lead the production department and oversee the theatre and workshop onsite as well as at our off-site production workshop space. This is a varied and strategic role, where you will work closely with creative teams, designers and directors of all Polka productions to realise their vision, ensuring the highest possible standards are met on time and within budget. You'll be 'hands-on' on the creation of productions, with strong production management skills, managing the team to deliver our own productions, facilitate visiting companies and events, and drive commercial revenue through external set builds. You will oversee, manage and support the production team and recruit freelance staff.

Polka produces between 5 and 8 new in-house productions each year across its two theatre spaces. Around half of these are co-productions and partners have previously included Complicité, Little Angel Theatre, Royal and Derngate and The Royal Opera House. We undertake some touring and also receive companies to our Wimbledon home, although the majority of the year is presenting our home-produced work. Having our own workshop means we build all our own sets as well as sets for other theatre companies. With your team you will also facilitate various projects (including education activities and community and fundraising events) which take place in other areas of the building or at other venues.

Key Responsibilities

Your job description includes responsibility for:

Productions and projects (including activities and events)

- Ensure the delivery of Polka's productions within agreed budget, to agreed timetables and to appropriate high standards
- Create and drive production schedules and lead production meetings
- Drive the practical planning, set up and build of productions, including assisting Designers in pre-production and pre-rehearsal phases to cost up and plan the delivery of the design
- Work 'hands on' including on get-ins and get-outs, production weeks and previews as required
- Oversee the theatre's workshops to produce sets and props for Polka's productions, co-productions, or income-generating external production services, overseeing good use of the facilities for set builds

- Oversee relationships with visiting companies and outside hires for their technical and staging requirements, ensuring they feel welcome and receive the highest levels of production support available
- Liaise with Production Managers of Polka's co-producers to ensure technical needs are being met through design and realisation
- Arrange and attend all production and post-production evaluation meetings for in-house shows, ensuring that Polka's production department team are fully involved at every stage of the process
- Develop a strategic overview of Polka's technical resources and production equipment, ensuring a log is kept of them and they are well maintained and renewed or replaced as required
- Safely store the set and equipment for past productions or arrange to dispose of them economically and environmentally
- Oversee your team in the delivery of all Creative Learning activities, fundraising and development events, and any other Polka projects reasonably required
- Manage all hires of production items (e.g. sets and props).
- Ensure productions are maintenance once up and running
- Attend offsite venues for co-productions and touring productions as required

Premises

- Oversee the organisation and maintenance of production areas at the theatre and the off-site workshop space.
- Actively seek opportunities for generating income using Polka's production facilities to hit annual targets
- Ensure all production areas at the theatre and the offsite workshop space are ready for relevant inspection by the local authority and other statutory bodies
- Ensure all stage and plant equipment meets appropriate operating standards and complies with licensing requirements.

People

- Maintain and encourage excellent standards and practise in the production department
- Schedule and supervise the work of the production team to ensure the most cost-effective planning of their time
- With the Executive Director manage Human Resources (HR) in your team including holidays, working hours, weekly time sheets, pay and any employee relations issues
- Manage and support your team, ensuring they receive appropriate training and development
- Communicate Polka news and messaging to your team on a regular basis
- With your team, negotiate and contract all freelancers and casuals involved in the making, staging and upkeep of Polka's productions and co-productions, ensuring they are paid in line with Equity/ITC guidelines.

Health and Safety (H&S)

- Act as H&S Officer for all production areas and liaise with the Head of Operations regarding the H&S policy and risk management strategy
- Keep up to date with current H&S legislation
- Carry out risk assessments for all in-house productions at the theatre and offsite, ensuring that these are received, of a sufficient standard, from visiting companies
- Lead quarterly Safety Team Meetings and ensure that sufficient standards of H&S are maintained at all times
- Oversee relevant fire safety procedures and measures relating to production areas of the building that are carried out by the Operations Team
- Ensure that the company vehicle is maintained in a safe and legal condition
- Inform the Executive Director when H&S issues are not being addressed.

General

- Contribute to the development of artistic policy and programming with particular regard to the technical and financial operations of Polka productions
- Attend and contribute to Producing and Production team meetings, Senior Management and Company meetings.

All team members are expected to

- Champion and honour Polka's vision and values (you can find these on the previous pages)
- Maintain confidentiality and abide by Polka's policies and procedures
- Follow Health and Safety rules at work
- Follow Safeguarding rules and legislation
- Actively ensure Equality, Diversity and Inclusion is part of Polka's culture
- Contribute to Polka's Environmental Action plan by thinking and working sustainably
- Contribute towards Polka's fundraising goals, this may include research, writing applications, advocacy and managing relationships
- Take part in operational teams to help share learning, find joint solutions and drive change
- Participate in all training, development and wellbeing initiatives as required
- Undertake any other duties as may be reasonably required.



Person Specification

The following skills, knowledge and experience are required to carry out this role. There are some which we have suggested are beneficial but not essential to have.

Skills and knowledge required	
1	Proven ability to organise budgets, projects and people, giving the attention required, within a set timeframe or by a deadline and within budget
2	Proven ability to write and speak eloquently in order to negotiate with people both internally and externally and manage difficult conversations
3	Ability to use Microsoft Office: Outlook, Word, Excel, Vectorworks or similar CAD package and QLab on a regular basis
4	Ability to work well in a team and independently, dealing with a diverse range of people at all levels using diplomacy, discretion and patience
5	Proven knowledge of H&S legislation and procedures, including PUWER, COSHH, LOLER, PAT, Construction Design Management, and IOSH Level 3 in H&S and industry guidelines and safe working practices including ABTT and SOLT
6	Full and clean driving license, and ability to drive a Luton van
Experience required	
7	Significant experience working at a senior level in the production or technical department of a professional theatre or performing arts environment, preferably a producing venue or significant experience of producing theatre
8	Experience of managing other people and working with external partners and suppliers
9	Proven experience of:

	<ul style="list-style-type: none"> a. production management b. producing and interpreting scaled drawings c. writing risk assessments d. plotting on ETC Eos family of consoles e. staging, rigging, scenic, lighting, sound and AV/video systems f. stage carpentry or experience of set construction/building scenery including using a wide range of workshop-based tools and machinery g. budget management
10	<p>The following qualifications/certifications are beneficial but if you've not got them or they've lapsed Polka will arrange and pay for them: First aid, manual handling, ladder use, mansafe plus relevant H&S courses to be agreed</p>

Main Terms and Benefits

Job title Head of Production

Reporting to Artistic Director/Joint CEO

Responsible for: Technical Manager, Wardrobe Manager, Opening Programme Assistant and Freelance Production Staff.

Works closely with Head of Operations, Building & Facilities Manager, Senior Producer, Executive Director/ Joint CEO, freelancers

Role Permanent, full-time and as part of the interview process we're open to discussing flexible working patterns, dependant on experience and/or job share proposals. Please let us know your preference for this in your application.

Salary £33,000 - £35,000 per year depending on experience

Hours This role is permanent, full-time and we're open to discussing flexible working patterns dependant on experience and/or job share proposals. A full-time working week is 35 hours over 5 days (excluding 1 hour for lunch). This role requires a flexible approach to working hours and days which can include evenings and weekends. We operate a Time of In Lieu (TOIL) system for additional hours worked. As a children's theatre we are generally open during the daytimes and weekends, rather than evenings.

Location 240 The Broadway, Wimbledon, London SW19 1SB.

Holiday 20 days per annum plus bank/public holidays.

Pension and benefits

- After 3 months you will be automatically enrolled into NOW Pensions scheme in accordance with statutory deadlines and contributions
- Flexi-time within the needs of the organisation
- RISE health and wellbeing service (including face to face counselling)
- Complementary tickets for all Polka productions subject to availability
- Discounts on main meals, tea and coffee in Polka's café.

Probationary period Appointment is subject to satisfactory completion of 6 months. Notice period during probation: 2 weeks for both you and Polka.

Notice Period 3 months for both you and Polka.

Application Process

Key Dates

Deadline 9am on Monday 5th July 2021

Interview Friday 9th July 2021

Second interview tbc

Ideal start date August 2021



How to apply

Please complete and send the following to Peter Glanville, Artistic Director at peter@polkatheatre.com. Remember to include *Head of Production* as your email subject line.

Document	Link to click on
Current CV	
Short cover letter addressing the Person Specification.	
If you would prefer, you are welcome to send us a short video (no longer than 8mins), telling us about yourself, your current and previous job roles and any relevant qualifications and/or knowledge, skills and experience.	
Privacy Notice	Please click here to download our privacy notice form - https://polkatheatre.com/jobs/
Equality monitoring questionnaire	Please click here to complete our Equality Monitoring survey - https://www.surveymonkey.co.uk/r/WSRB5ZD



The Equality monitoring questionnaire is not sent to the person named above. It helps us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. It is completely separate from your application and we do not connect the two.

On completion of all the above documents by the deadline, we will acknowledge receipt of your application. We regret that late applications will not be considered.

You can find out more about us by clicking on [this link to our website](#).

If you would like to discuss this role in more detail please contact Peter Glanville, Artistic Director on peter@polkatheatre.com.

Interview Process

Because of the nature of this role, we would like the interviews to take place in-person at Polka Theatre (with a visit to the workshop at Batsworth road to be arranged as part of a second-round interview); this will give you an important chance to see the buildings you'll be working with. Zoom interviews are also possible for first round interviews if you prefer.

We will let you know if there is anything in particular that we need you to prepare in advance.

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a weeks' notice ahead of the interview date.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest in this role. We look forward to hearing from you.

POLKA

Where Theatre Begins

