

## Job Application Pack TEABREAK: Production Manager

If you need this pack in a different format please contact our Admin Assistant [jamie@triggerstuff.co.uk](mailto:jamie@triggerstuff.co.uk) or phone 0117 403 4260.



TEABREAK, photograph by Kirkpatrick Photography for Now Then! Selby, 2025

### ABOUT TEABREAK

TEABREAK is a free outdoor performance for up to 50 seated audience members. TEABREAK is set against the backdrop of a beautifully designed and hand painted Tuk Tuk, powered solely by electricity. The show is 40-minutes in length. Audiences are served tea and are seated at tables in front of the TukTuk. They will have headphones to listen to an immersive audio experience, accompanying a live dance performance.

*As you stir your cup, gently glide through the history and ritual of tea with a transportive audio piece and live dance performance. Follow the journey of tea across continents and centuries, onto our shores and into our teapots as the great comforter of our time.*

TEABREAK will be touring between June – September 2026.

### ROLE SUMMARY

Trigger is looking for a forward-thinking, diligent and organised Production Manager to oversee and manage the TEABREAK 2026 tour. We are looking for a resourceful 'yes' person who is both practical and has good people skills as you will be present and visible during the performance. You will be an experienced Production Manager who is used to working with a collaborative team, and has a rigorous, innovative and positive approach to production management. You will be personable and able to work with our partners and everyone on the team.

## **DATES – penciled**

- 7<sup>th</sup> May – 1 full day of rehearsals in Bladgdon, North Somerset
- 12<sup>th</sup>–15<sup>th</sup> June, Skegness TBC (2 performance dates)
- 17<sup>th</sup>–19<sup>th</sup> July Southampton TBC (1 performance date)
- 26<sup>th</sup> July – 2<sup>nd</sup> August Southeast Tour (5 performance dates)
- 4<sup>th</sup>–7<sup>th</sup> Aylesbury TBC (2 performance dates)

Other dates between June and September will be checked with the PM as they come in and the tour is booked.

## **LOCATIONS**

Various locations across the UK.

## **FEE**

£1328+VAT for Southeast tour inclusive of prep and holiday pay

£200+VAT for rehearsal day

£200+VAT per day for each additional performance date that is confirmed

## **THE ROLE**

**Responsible to:** Assistant Producer

**Working with:** Creative Director, Dancers, Head of Programme, and external partners

## **RESPONSIBILITIES**

### **Preparation:**

- Plan and supervise all aspects of production activity.
- Manage the tour logistics including transportation of the Tuk Tuk/set
- Coordinate and oversee a high standard of delivery for all performance taking charge of all set, props, costumes and sound
- Manage production relationships with partners, venues and others as necessary including the management of the production rider.
- Attend and lead production meetings with Trigger and presenting partners
- Consult with the Assistant Producer on any additional items of expenditure and on day-to-day matters, budget reconciliation and analysis.
- Liaise with key partners regarding Health and Safety such as crowd management, food and health standards
- Lead and manage the rehearsal day and ensure tech is set up to rehearse the show.
- Pre-event prep: Prepare production schedules for the live event days and send to performers and Assistant Producer.
- Pre-event prep: collect hire van, attach trailer, collect tuk tuk from storage in North Somerset, check tuk tuk is secure on trailer with ratchet straps, and pack van with set items.

### **Live event preparations:**

- Prepare the chai
- Set up PA system
- Ensure all headphones are charged and ready for use
- Set up tables and chairs
- Ensure the sound is working via the bluetooth headsets and PA system
- Ensure rope and post is laid out and the parameters of the performance are in line with the festival's requirements
- Support the performers with their in-ears.
- Run the audio on Q Lab, ensuring two different tracks are playing on speakers and headphones/in-ears.

### **During the performance:**

- There are a number of cues within the performance that will require the PM including pouring chai for audience members.

**Post performance:**

- Pack down all equipment
- Delivery of tuk tuk and remaining set back to storage facility in North Somerset or to the next performance location if bookings are concurrent.

**DESIRABLE KNOWLEDGE AND EXPERIENCE**

**Essential:**

- A full clean driving license with towing permissions which will be required to transport the Tuk Tuk to each location
- 2 years technical stage management/ production management experience in outdoor theatre/ live events
- Experience of managing production budgets effectively
- Experience of collaborative working relationships with directors, designers and other creatives
- Proven ability to lead and motivate a team
- Ability to communicate and negotiate effectively and personably at all levels, both internally and externally A good knowledge of Health and Safety, writing risk assessments, and assessing risks on site
- Good technical knowledge across lighting, electrics and sound
- Experience in QLab
- Experience of site specific or immersive productions
- Experience of working in non-traditional theatre spaces

**Desirable:**

- Experience of arts projects or productions for communities
- National touring experience
- Any electrical qualifications
- Class 3 business or commercial insurance

**Skills & Attributes:**

- Excellent organisational and administrative skills
- Proven ability to work under pressure and to deadlines
- Ability to work quickly, methodically and accurately, and to problem solve proactively and creatively
- Positive, approachable, personable, can-do attitude with the ability to be flexible and adaptable
- Self-motivated and able to use initiative
- IT literate, with a good working knowledge of Microsoft Office packages

**ABOUT TRIGGER**

Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces and put audiences and togetherness at the heart of everything we do. Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens. We showcase new, emerging, inspiring talent. Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.

Trigger is a registered charity and is led by female Global Majority Co-Directors Angie Bual and Natalie Adams. Our core team and operational base is located in the village of Blagdon in The Old Post Office, North Somerset.

Registered Charity Number: 1194328

[www.triggerstuff.co.uk](http://www.triggerstuff.co.uk)

**HOW TO APPLY**

To apply for the position, please provide the following information to [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk) by **Thursday 19<sup>th</sup> March at 9am**



- A comprehensive CV detailing your education and work experience (no more than 2 A4 pages)
- A covering letter outlining your experience and suitability for the role and how your experience matches the role summary (no more than 2 A4 pages)
- A completed equal opportunities form available [HERE](#)

**We also accept the above information in video or sound format.**

Please note, any incomplete applications received will not be considered.

Successful applicants will be asked to provide 2 referees. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Trigger Production Manager Application' in the subject line to [recruitment@triggerstuff.co.uk](mailto:recruitment@triggerstuff.co.uk).

**Application Deadline: Thursday 19th March at 9am**

**Interviews: w/c 30th March 2026**

### **EQUAL OPPORTUNITIES**

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.