

TRIGGER

TEABREAK: Freelance Production Manager – JOB PACK



TEABREAK

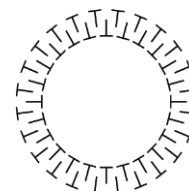
About Trigger

Trigger are shapeshifting creative producers who dream-up, create and produce bold and brave live and digital events. We interrupt daily life, reimagine and revive public spaces, and put audiences and togetherness at the heart of everything we do.

Trigger has spent the last 8 years creating and producing a portfolio of extraordinary works of national scale, and international significance including:

- **The Hatchling:** An epic puppet dragon the size of a double decker bus that launched in Plymouth on 28 & 29 August 2021 with an audience of 30,000. The Hatchling won silver in the Tourism Events and Festival category at the Devon Tourism Awards.
- **HM The Queen's Platinum Jubilee Parade:** The Hatchling went on to lead an array of cultural celebrations outside Buckingham Palace for the Queen's Platinum Jubilee Pageant this summer, to an audience of over 20,000 people and was broadcast live on Sky, BBC One, ITV and ABC.
- **PoliNations:** Was the largest Cultural Commonwealth commission for Birmingham 2022, and was one of 10 Unboxed: Creativity in the UK. A £6million epic arts installation and interactive performance event that explored themes of biodiversity, green spaces and cultural plurality. The work was a partnership with BBC and British Council. PoliNations welcomed audiences of approx. 200,000 over 2 weeks. Trigger were lead artists and producers.

About TEABREAK



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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 is a free outdoor performance for up to 50 people at a time. TEABREAK is set against the backdrop of a beautifully designed and hand painted Tuk Tuk, powered solely by electricity. The show is 30-minutes in length.

Audiences are served tea, and are seated on tables beside the TukTuk. They will have headphones to listen to an immersive audio experience, accompanying a live dance performance.

Take the weight off, catch your breath and enjoy a freshly made brew as you enjoy an audio score and live dance performance that celebrate the ritual of tea. We'll be exploring: what it means to us, how it marks significant moments in our lives, how it finds its way to our tea pots, what its real cost is and how it has journeyed across continents and centuries to take its place as the great comforter of our time. This gentle, reflective and warming piece brings a moment for pause to us all as it unites people across the world and at different points of our lives to rest awhile, appreciate all that we have, honour moments that have passed and ready ourselves for what is to come.

TEABREAK will be touring throughout 2024, to numerous festivals between May and September (details currently embargoed).

DATES- all TBC

First two weeks of June 2024– rehearsal date (1 day) TBC

22nd June 2024

26th – 30th June 2024

6th – 7th July 2024

13th –14th July 2024

20th –21st July 2024

23rd –26th August 2024

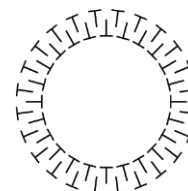
30th August – 1st September 2024

7th September 2024

20th and/or 21st September 2024

ABOUT YOU

Trigger are looking for a forward-thinking, diligent and organised Production Manager to oversee and manage the logistics of transportation on tour and in the lead up to the first date. You will need to be able to set up the staging of the seating area and take this down to move to new sites at each festival. You will manage the technical elements of the show and support the performance team in serving tea. You will manage the charging of the Tuk Tuk ensuring it is ready for each location. We are looking for a resourceful 'yes' person who is both practical and has good people skills as you



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will be present and visible during the performance.

The right person will have experience of working outdoors and/ or on site-specific projects. You will be an experienced Production Manager who will relish the challenge of making ambitious work with a collaborative team, and has a rigorous, innovative and positive approach to production management.

You will be highly organised, an excellent communicator, negotiator and motivator. You will be personable and able to work with our partners and everyone on the team.

The role reports to the Producer and will involve working closely with the entire project team. We encourage people from all backgrounds to apply.

ROLE

Responsible to: Producer

Working with: Creative Team, Producer and external partners

Responsibilities

Preparation:

- Plan and supervise all aspects of production activity.
- Manage the tour logistics including transportation of the Tuk Tuk/set and performance team
- Coordinate and oversee a high standard of delivery of set and kit hire, props, costumes, lighting, sound and all other aspects of physical production for rehearsals and the project.
- Manage production relationships with partners, venues and others as necessary including the development and management of the production rider.
- Consult with the Senior 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
- Pre- event prep: Prepare performance schedules for the live event days and send to performers and Artist Liaison.

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.

During the performance:

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

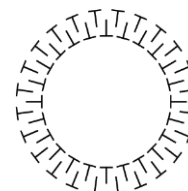
Post performance:

- Pack down all equipment
- Delivery of tuk tuk and remaining set back to storage facility in North Somerset

PERSON SPECIFICATION

Essential:

- Full clean 'C1' LGV driving license
- 3 years production management experience in outdoor theatre/ live events
- Ability to deliver productions within budget and to agreed schedules
- Good knowledge of the production process from conception to delivery
- Experience of collaborative working relationships with directors, designers and other creatives



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- Schedule development from pre-production to completion
- Proven ability to lead and motivate a team
- Ability to communicate and negotiate effectively at all levels, both internally and externally
- Excellent knowledge of health and safety legislation and practice
- H&S knowledge including CDM and development of RAMS
- Good technical knowledge across lighting, electrics and sound
- Experience in programming or using QLab

Desirable:

- Experience of projects or productions for communities
- National and international touring experience
- Experience of site specific or immersive productions or set builds
- Building or operations management experience
- Experience of working in non-traditional theatre spaces
- Any electrical qualifications
- Class 3 business or commercial insurance for driving the van to tow the TukTuk – this is essential but can be organised

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 and Dropbox

Fee

£200 day rate

Apply

Deadline: 21st March

Interviews: 27th March

Start date: June 2024

Application method: Please send a CV and covering letter (maximum one A4 side) describing your suitability for the position and specifically how your past experience matches the job description and personal specification, along with a completed equal opportunities monitoring form.

Please submit your application by email with 'Production Manager Application' in the subject line to letty@triggerstuff.co.uk