



A PÙCA BELL IS SAID TO RING
WHEN A PÙCA IS LISTENING

**FREELANCE
PRODUCTION
MANAGER**

*punchdrunk
enrichment*

FOL

ABOUT PUNCHDRUNK ENRICHMENT

Punchdrunk Enrichment (PDE) is a charity that creates transformational theatre for education, community and family audiences. Originally founded in 2000 by Felix Barrett, Punchdrunk are celebrated as pioneers of a new form of theatre in which roaming audiences experience epic storytelling inside sensory theatrical worlds. In 2008 a founding company member, Peter Higgin established Punchdrunk Enrichment to take the company's innovative practice into communities and schools, creating performances and workshops with and for children, young people, families and communities. Today Punchdrunk Enrichment is an independent charity dedicated to creating experiences for as wide an audience as possible.

AUTUMN 2022

Punchdrunk Enrichment is looking for a Freelance Production Manager (PM) for two of its existing small-scale school tours; **A Curious Quest** and **The Lost Lending Library**. This role is to PM both projects, during autumn 2022 between late September to mid December. The Production Manager on these shows will need to be able to drive a Luton van and have basic skills in lighting and sound. The PM will be supported by PDE's Production Manager.

THE LOST LENDING LIBRARY

The **Lost Lending Library** is our flagship immersive show that we tour to primary schools. The project is delivered to schools following a weekend build and is managed by a Stage Manager throughout its run. Throughout the build, the PM is responsible for basic LX and SND installation.

The PM on this project is expected to:

- Review site visits for each school
- Update Autocad plans where necessary
- Create an overall tour production schedule in conjunction with the PDE Production Manager
- Liaise with schools about load in/out logistics, health and safety and fire evacuation protocol
- Book casual crew for load in/get out, and ensure that design and carpentry teams are fully staffed
- Drive the Punchdrunk Enrichment van with the set for load in/out
- Manage the build team
- Install basic lighting (birdies, anglepoise lamps) and sound over the build weekend
- Ensure that the set is compliant with Punchdrunk Enrichment's Accessibility and Safety regulations
- Ensure, with the Project Manager, that all elements of costume, props and resources are delivered/collected from the school
- Ensure that the set is stored correctly in the Punchdrunk Enrichment store
- Create build reports at the end of each fit up/get out, detailing any issues or problems with each set build.

SCHEDULE

DATES TO BE CONFIRMED.

- **ONBOARDING: 2 DAYS TRAINING | 3 DAYS INDEPENDENT PREP | 1 DAY FLOATING TIME**

SCHOOL ONE (shadowing)

- Get in | Friday 16th September - Sunday 18th September (3 days)
- Get out | Saturday 1st October (1 day)

SCHOOL TWO

- Get in | Friday 7th October - Sunday 9th October (3 days)
- Get out | Saturday 22nd October (1 day)

SCHOOL THREE

- Get in | Friday 25th November - Sunday 27th November (3 days)
- Get out | Saturday 10th December (1 day)

A CURIOUS QUEST

A Curious Quest is a small-scale project, run by teachers in their schools. The project (a small museum in a cabinet) is delivered to the school where it remains for 2-3 weeks.

The PM on this project is expected to:

- Liaise with each school to set a load/pick up time and check access requirements
- Book crew for each of the delivery and pick up dates
- Drive the van to deliver and collect the Museum from each school
- Set up the Museum and be on hand for the initial briefing with the school
- Ensure Risk Assessments are kept up to date
- Check all assets and props at the end of each school delivery and arrange for fixes or replacements
- Manage the budget and restocking of consumables throughout the tour.

SCHEDULE

DATES TO BE CONFIRMED

- ONBOARDING: 1 DAY TRAINING | 3 DAYS INDEPENDENT PREP

SCHOOL ONE

- Museum Delivery | Tuesday 20th September (0.5 day)
- Museum Collection | Friday 14th October (0.5 day)

SCHOOL TWO

- Museum Delivery | Tuesday 1st November (0.5 day)
- Museum Collection | Friday 18th November (0.5 day)

SCHOOL THREE

- Museum Delivery | Tuesday 22nd November (0.5 day)
- Museum Collection | Friday 9th December (0.5 day)

FEE

This is a freelance contract. You will be responsible for your own tax and need to have a UTR.

The fee is £3,735

This is calculated at a day rate of £150 (full day), £90 (half day), £135 (onboarding). If necessary, any additional time - agreed with the Production Manager - will be added to this total.

LOCATION

Schools in various locations in South East London.

HOW TO APPLY

To apply, please submit your CV and a brief statement (one minute of video, or maximum one A4 side) describing your suitability for the position and specifically how your past experience matches the brief.

Please address your application to Nick Slater (Production Manager) and submit it by email to: recruitment@punchdrunkenrichment.org.uk by 11:59pm on 11th July 2022 with FREELANCE PRODUCTION MANAGER marked in the subject line. We are intending to have two short, informal conversations over Zoom with potential candidates on 20th & 21st July.

Punchdrunk Enrichment welcomes applications from across the community regardless of age, disability, gender identity or gender expression, ethnicity, religion or belief, or sexuality and makes appointments based on the applicant's ability to do the job. We actively welcome applications from groups currently under-represented in the sector.

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. [Read our Privacy Policy here.](#)