

Production Coordinator

The Role:

The Production Coordinator for PBDS will be responsible for all production based roles at PBDS. You will be an ambassador for PBDS and responsible for those that you help to manage. You will be Co-coordinator of PBDS alongside the Operations Coordinator. You will liaise with all heads of departments to ensure artistic visions are brought to life. You will be the decision maker on technical elements and will work within the budget set out at the start of the production period. You will work closely with the Operations Coordinator and the Chair to help manage PBDS as a whole. This role will best suit someone with a high level of technical knowledge and leadership capabilities.

Responsible for:

You will be responsible for all production departments at PBDS including, Head of lighting and Sound, Head of Stage and Props, Head of wardrobe and wigs, and cast.

Hours:

The average amount of hours required for this voluntary role would be 260 hours per year.

Duties & Responsibilities:

- To be responsible for the smooth running of the departments you manage.
- Alongside the director plan timetables.
- Assist when looking for a director.
- To recruit team members to run our shows.
- To lead and oversee and support the get in and set up of our shows and events.
- To act as the main point of contact for all matters and issues relating to backstage roles.
- To lead on all building and technical in relation to health and safety requirements and ensure all are met.
- Driving leadership team recruitment and succession planning.
- To plan and run meetings.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- Build unity of purpose
- Ensure sufficient consideration of issues
- Try to promote consensus
- Prevent anyone taking over and dominating discussions
- Sum up problems, points, decisions
- Ensure decisions are carried out
- Delegate tasks

- Represent group to the outside world
- Ensure all data management and communications is compliant with GDPR and the UK Data Protection Act (2018).
- Act as a representative and advocate of PBDS.
- To uphold and embody the PBDS policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.

PBDS