



## PRODUCTION MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

**Responsible to:** Head of Production

**Key relationships:** Creative Team, Senior Producers, Project Producers, Coordinators & Assistants, Technical & Production Heads of Department, General Management, Finance and Operations Teams

**Salary:** circa £50k

**Contract:** Full Time, 12 months Fixed Term (with the possibility of extension, subject to project needs)

**Location:** Woolwich, London, UK. Some hybrid working may be possible during the planning stages and once the project is running. However, the role is expected to be based in London during the Pre-Production period.

**Start Date:** October 2025

**End Date:** October 2026

**Deadline for applications:** 29th of August 2025

**Interviews:** 1st and 2nd of September 2025

**How to apply:** Complete the application form [here](#), including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com).

## OUR HISTORY

Founded in 2000 by Felix Barrett, Punchdrunk has pioneered a game-changing form of theatre which places the audience at the very heart of the action. Recently listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside Bowie, Sir Steve McQueen and Vivienne Westwood, Punchdrunk disrupts the theatrical norm, creating worlds in which audiences can rediscover the childlike excitement of exploring the unknown.

Its iconic "mask" shows, which redefined the genre of immersive experiences, have been cited amongst the 40 creative moments that changed culture (Creative Review), and have found phenomenal success across the globe, with record-breaking productions established in the US, UK and China. Sleep No More in New York played to sell out audiences for 14 years from 2011, and in Shanghai the show has been running since 2016, making it the longest running show in the city's history. The Drowned Man: A Hollywood Fable broke the National Theatre's box office records when it went on sale in 2013. Punchdrunk's 2022 London production, The Burnt City, became the company's longest-running show in its home city, coinciding with the opening of its first permanent venue at 1 Cartridge Place in Woolwich.

In 2024, Viola's Room debuted in Woolwich, marking a bold shift from Punchdrunk's signature mask performances. This intimate, barefoot sensory experience distilled two decades of the company's immersive expertise, using binaural sound to create a deeply personal journey.

Alongside these landmark live theatrical experiences, Punchdrunk has taken its ground-breaking approach to cross-cultural collaborations in music, tech, fashion and TV: from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and HBO to Brad Pitt's Plan B Studios – most recently with TV series The Third Day, starring Jude Law, Naomie Harris, Katherine Waterston, Emily Watson and Paddy Considine which included the Bafta-nominated live event: The Third Day: Autumn: a 12-hour live episode, filmed in one continuous take.

Punchdrunk's past theatrical works include: The Drowned Man: A Hollywood Fable (with the National Theatre), The Crash of the Elysium (Manchester International Festival), The Duchess of Malfi (with ENO), Sleep No More (with the American Repertory Theatre, Boston, Mass.), It Felt Like A Kiss (with Adam Curtis and Damon Albarn, Manchester International Festival), Tunnel 228 (in collaboration with The Old Vic), The Masque of the Red Death (with Battersea Arts Centre), Faust (in collaboration with the National Theatre), and The Burnt City.

## **THE ROLE**

Punchdrunk is seeking an innovative and experienced Production Manager to oversee the planning and delivery of a groundbreaking new project, premiering at our Woolwich building in September 2026 before touring internationally. We're looking for someone with a proven track record in delivering large-scale immersive or site-specific productions, with a deep understanding of the challenges of non-traditional performance settings and the practicalities of creating work for touring.

This role demands exceptional project management skills, strong technical expertise, and the ability to coordinate multidisciplinary teams across varied environments. In addition to leading the September 2026 project, the Production Manager will contribute to other company projects, collaborating with the production team on everything from early-stage feasibility and R&D to creative development. Working closely with creative teams and producers, you will help bring ambitious ideas to life with clear communication, practical problem-solving, and a collaborative, team-focused approach.

### **Project Management**

- Collaborate with the creative and producing teams in the conceiving and development of an ambitious immersive project.
- Lead and support the design, and technical planning of the project, ensuring alignment of the creative vision with budget, time constraints and international touring requirements.
- Develop and manage the production timeline and schedule, ensuring coordination between creative, technical and operations teams, issuing regular schedule updates.
- Through the development stages, work closely with the Creative Team, Senior Producer and Producer to develop the production budget undertaking costings and feasibility studies as required.
- Oversee the implementation of the creative vision within technical and budgetary constraints, maintaining clear and open communication between creatives, producers and the delivery team throughout the process.
- Lead regular production meetings and report on progress, risks, and resource needs, ensuring clear and detailed meeting notes are taken and issued..
- Develop, manage and deliver audience onboarding/wayfinding with the design and visitor experience team and producers.
- Facilitate thorough onboarding for production staff, ensuring compliance with HR, and H&S protocols. Foster a culture of open communication and meticulous attention to detail through daily toolbox talks, end-of-day reports, and weekly production meetings.
- Ensure the project is designed and delivered with international touring in mind, including the planning of scalable infrastructure, documentation, and packaging.
- Plan and deliver relevant R&D processes to support the creative, design, and audience experience elements of the production.

### **Budget, Procurement & Resource Management**

- Produce detailed costings for all elements of scenic, technical and venue infrastructure for each design iteration ensuring that designs can be delivered on-time and within budget.
- Manage, track, and reconcile the production budgets with a focus on cost-efficiency, adhering to Punchdrunk's financial processes and procedures.
- Source and procure equipment, materials, and services as needed.
- Provide regular budget updates to the Producer and the Production Accountant/ Finance department as required.
- Ensure the availability and effective use of production resources across multiple departments.

## **Technical Coordination**

- Liaise with Designers (set, lighting, sound, costume, etc.) to realise technical elements of the production.
- Oversee all technical aspects of the production, including scenic fabrication, lighting, sound, AV, rigging, and special effects.
- Ensure technical installations across multiple spaces meet both artistic and operational requirements.
- Ensure all technical aspects of the build, install, and run are delivered safely and effectively.
- Coordinate get-in, fit-up, tech rehearsals, previews, running of the show and the get out.
- Ensure processes, procedures, show reports, and team communication run smoothly at every level.
- Lead the hiring and management of the production team, ensuring a smooth workflow and fostering a culture of innovation and collaboration.
- Foster strong communication with clients, vendors, and fellow production professionals to ensure a seamless experience for all stakeholders.

## **Health & Safety**

- Undertake risk assessments and ensure compliance with health and safety legislation. Update site rules and Operating Procedures as necessary.
- Review the existing Fire Evacuation Procedure and adapt as necessary to make it suitable for the production. Be ready to make any necessary changes to the venue infrastructure to accommodate this
- Ensure safe working practices during all phases of the production. Plan for staff training, site induction and all necessary communications to ensure the team understands all processes and procedures.
- Implement audience safety protocols relevant to immersive formats (e.g. promenade performance, interactive elements).

## **Venue & Site Management**

- Liaise with the venue or site management to ensure access, facilities, and compliance with venue requirements.
- Coordinate logistics for site-specific needs, including power, network, comms, health & safety systems, access, storage, security etc.

## **Team Management**

- Recruit and manage freelance staff, crew and contractors where necessary.
- Coordinate the work of technical teams during install and performance run.
- Foster a collaborative, respectful, inclusive and safe working environment.

## **Communication & Documentation**

- Act as the central point of contact between creative, technical, operations, and front-of-house teams.
- Produce and distribute clear documentation, including schedules, cue sheets, build specs, and incident reports.
- Maintain organised records of designs, changes, and approvals for the tour and future remounts..
- Once the production is open, ensure there is a fully documented archive of the production.

## **Qualifications**

- Proven success in production managing immersive theatrical projects with budgets exceeding £500K
- Exceptional project management skills, including budgeting, scheduling, and team management
- In-depth knowledge of H&S regulations, with a track record of establishing robust safety practices
- Extensive technical expertise in set design, props, and scenic elements
- Outstanding communication and interpersonal skills for seamless collaboration with diverse stakeholders
- Strong leadership and management abilities to assemble and inspire high-performing production teams

## **Desirable Skills**

- Previous experience in the immersive or site-specific industry
- Working knowledge of AutoCAD and/or Sketchup
- Familiarity with building regulations, licensing, and statutory requirements
- Possession of IOSH or NEBOSH qualifications
- IPAF certification
- Experience with open source technology in events or theatrical contexts
- Knowledge of integrating live projects with reactive technology

## **THE WORKPLACE CULTURE**

The Punchdrunk environment is fast-paced, often reactive, and endlessly evolving. The workforce comprises a brilliant team of passionate, creative and committed staff and freelancers who thrive in a collaborative, supportive and non-hierarchical environment. The projects always strive to break new ground, which means that there is often no template or guideline for the work that is created. The ideal candidate is one who will be excited to be part of a team (whilst equally willing to be a proactive self-starter), happy to get their hands dirty, and who is comfortable with navigating the unknown.

## **NOTES TO APPLICANTS**

Some international travel may be required. Evening and weekend work will be required during busy phases such as installation, technical rehearsals, and opening.

Please note that this job description is intended to provide a general overview of the key responsibilities and expectations for the role and is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time. It is not meant to be an exhaustive list and may be subject to change based on business needs or priorities.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

## **HOW TO APPLY**

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at [workwithus@punchdrunk.com](mailto:workwithus@punchdrunk.com).

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

We particularly welcome applications from applicants living in the Royal Borough of Greenwich.

We reserve the right to close this vacancy before the advertised closing date if we receive sufficient applications for the role. Therefore, if you are interested in this role, we encourage you to submit your application as early as possible.