



JOB DESCRIPTION

JOB TITLE: Production Manager

SALARY: £26-£32,000 depending on experience

HOURS: Full Time

LOCATION: JW3, London NW3 (some remote working possible)

ANNUAL LEAVE: 28 days annual leave (including Bank Holidays)

ABOUT JW3

JW3 Trust is a registered charity that runs JW3, a non-profit Jewish Community Centre and arts/cultural venue based in London NW3, open to all regardless of race, religion, belief, gender, sexuality, ability or age. We opened our doors in October 2013 and receive over 200,000 visits each year to our purpose built venue that houses a cinema, bar, café, auditorium, studios, and over a dozen spaces where a year-round programme of over 5,000 activities takes place, including music performances, comedy, adult education, language classes, theatre, youth activities, after-school activities, food & drink workshops, festivals, 'big name' talks and debates, films, family programmes, a Food Bank and more.

Our Vision is of a vibrant, diverse, unified British-Jewish community, inspired by and engaged with Jewish arts, culture, learning and life. Our Mission is to increase the quality, variety and volume of Jewish conversation in London and beyond. We seek to make an impact by increasing the range and number of Jewish people engaged with positive Jewish experiences and expressions of Jewish life; bringing greater numbers of Jews into positive contact with other types of Jewish people across divides, strengthening sense of community; and fostering closer relationships between Jewish people and other communities, breaking down barriers.

OVERVIEW OF ROLE

To provide both Production Management and hand-on technical support for events at JW3. Our production-led programme is predominantly for our arts and cultural programme but also includes community and educational events and some corporate and other outside hires.

RESPONSIBILITIES & DUTIES

- Work alongside the Head of Production and other full time or freelance technicians to manage all technical and production support to JW3's day to day events.
- Provide production capability as part of a team to all areas in JW3, focusing mostly on the Howard Hall and Cinema, as well as the Drama Studios, 3 Learning rooms, Dance and Art & Science areas, Box Office Lounge and the outdoor Piazza.
- Setup and operation of the digital, audio and lighting system for events, such as live concerts, plays, talks, lectures, recitals etc before and after performances, and during intermissions
- To be able to provide production support in all disciplines, specifically lights, audio and AV
- Liaising successfully with touring companies, bands and/or other external producers
- Supporting and reporting to the Head of Production

REVIEW ARRANGEMENTS

This job information is not all-encompassing, and it is inevitable that over time that the emphasis of the job may change without altering the general character of the job or the level of duties and responsibilities entailed. Consequently, this will be periodically reviewed and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION

The successful candidate must wholeheartedly buy into JW3's mission, vision, values and guiding principles. A belief in the importance of inclusivity and working cross-communally, and a commitment to high quality Jewish engagement, arts and culture, and community-building is critical.

Essential Experience

- Significant experience of production management and running live events in TV studios/large venues comparable to JW3 from a technical point of view
- Hands on experience with theatrical lighting and sound
- At least 2 years' experience with live video and A/V (playback, editing, camera operation)
- All-round knowledge of digital sound systems and digital routing
- Digital cinema: DCP creation, Dolby digital cinema
- Knowledge of recent streaming and hybrid technologies
- Experience in theatrical/live event lighting, live sound mixing and recording, general videography skills
- Genie licence (or willingness to get one)

Skills and Knowledge

- Successfully working under pressure whilst maintaining calm, with multiple demands and in a busy environment.
- A confident and friendly manner with the public, able to interact confidently and build relationships on all levels
- Successfully managed a team
- A demonstrable personal interest in and experience of the arts, culture and Jewish life

Personal Qualities

We are looking for someone who:

- Shows commitment to furthering JW3's vision and goals
- Has a proactive and flexible approach to work, including a willingness to work in the evenings, weekends, and Bank Holidays - as required. To serve the needs of a community Centre that operates 14 hours per day for 6-7 days per week, all JW3 staff may be required to work outside their 'normal' working hours at times
- Has passion, drive, commitment, and integrity
- Excellent eye for detail – ensuring all work leaving the production department is of the highest standard possible, continuously reviewing work, and striving to improve the quality and appearance of events

In return we offer the following benefits:

- JW3 staff enjoy working in a dynamic, vibrant community centre environment.



- You will have access to discounted and free tickets to a wide range of cultural, educational and other events and activities that take place under our roof, including free cinema tickets (subject to availability) for our gorgeous boutique cinema.
- You will enjoy eating and drinking in our café with a staff discount, taking a break on the JW3 Beach in the summer or coming for a skate on the JW3 Ice Rink in the winter.
- You will also benefit from a best-in-class proactive Employee Assistance Programme (EAP) which offers mental health support, access to 24/7 medical support through a free online GP, death in service 2x salary, and a physical and mental wellbeing app accessed through gamified technology which offers rewards and discounts.
- And you will have 28 days annual leave (including Bank Holidays) plus all Jewish holidays that fall on a working day.