

Job Description

Role:	Deputy Head of Production
Responsible to:	Head of Production
Responsible for:	Head of LX, Sound & AV; Deputy Head Stage
Key relationships:	Production HoDs

Purpose of the Role

The Deputy Head of Production supports the Head of Production in the leadership, management and effective operation of the Citizens Theatre's Production department. The postholder is a senior operational role within the Production department. They are responsible for coordinating the technical and stage requirements of the Citizens Theatre performance programme of produced, visiting, participation and hire activity, and for ensuring that appropriate people, systems, resources and processes are in place to deliver the programme safely and effectively.

The Deputy Head of Production has particular responsibility for the day-to-day operational coordination of the technical and stage activity, including workforce planning, freelance engagement, production systems and communication, health and safety compliance, equipment and resource planning, and the delivery of visiting company and external work. The role will work closely with freelance technical and stage specialists engaged by the Citizens Theatre, ensuring that their expertise is effectively integrated into the production programme. The postholder will production manage individual productions as agreed with the Head of Production and will deputise for the Head of Production when required.

Responsibilities

Production Department Management

- Support the Head of Production in the leadership and management of the Production department, taking operational responsibility for coordinating technical and stage activity across the programme.
- Line manage the Head of LX, Sound & AV and Deputy Head Stage providing clear objectives, regular support, feedback and professional development opportunities.
- Coordinate departmental workload, priorities and resources in line with the agreed programme.
- Lead the engagement, briefing and coordination of freelance technical and stage staff in consultation with the Head of Production, and develop and maintain effective working relationships with freelance practitioners.
- Support the Head of Production with recruitment, induction, development and performance management of permanent and freelance staff where appropriate.
- Provide clear leadership and direction to staff and freelancers working within the department, and support the development of a positive, inclusive and collaborative departmental culture.
- Deputise for the Head of Production when required.

Technical & Stage Coordination

- Coordinate technical and stage activity across the Citizens Theatre's performance programme.
- Ensure that appropriate technical and stage expertise is in place for each production and engagement.
- Coordinate the technical and stage elements of production schedules, including get-ins, fit-ups, rehearsals, technical rehearsals, performances and get-outs, and identify and address operational dependencies at an early stage.
- Coordinate the allocation of technical staff, freelance specialists, equipment and other production resources.
- Ensure effective communication between production management, technical staff, stage management and creative teams, including appropriate handovers between rehearsal, technical, performance and post-production phases.
- Provide operational oversight of technical and stage activity while drawing on appropriately qualified freelance specialists for detailed technical expertise.
- Identify and escalate complex technical, safety or resource issues to the Head of Production where appropriate.

Production Management

- Undertake production management responsibility for productions as allocated by the Head of Production.
- Support the Head of Production with the production management of larger or more complex productions.
- Develop production schedules, resource plans and production documentation in collaboration with producers, creative teams and freelance technical/stage staff, and attend or lead production meetings as appropriate.
- Monitor productions against agreed schedules, budgets, staffing and technical requirements.
- Ensure that production information is accurately recorded and communicated.

Visiting Companies, Co-Productions and External Work

- Act as a senior production contact for visiting companies, touring productions, co-productions and other external users of the Citizens Theatre.
- Establish technical requirements with visiting companies in advance of their arrival and provide clear information about the Citizens Theatre's facilities, technical resources, working practices and relevant policies.
- Coordinate get-ins, technical rehearsals, performances and get-outs for visiting companies.
- Liaise with visiting production managers, technical managers, stage managers and company representatives, and ensure visiting companies have appropriate technical and stage support.
- Resolve day-to-day technical issues during visiting engagements, escalating significant matters to the Head of Production and/or Director of Producing.

Health, Safety and Compliance

- Support the Head of Production in maintaining high standards of health & safety across all creative activity.
- Ensure appropriate risk assessments, method statements, technical assessments and other relevant documentation are prepared and maintained, and staff and freelancers understand and follow relevant H&S requirements.

- Ensure appropriate systems are in place for equipment inspections, maintenance, testing and statutory compliance, and work with appropriately qualified freelance specialists where specialist technical inspection, certification or advice is required.
- Ensure visiting companies, contractors and freelancers are appropriately briefed on relevant health & safety requirements.
- Ensure incidents, near misses and significant concerns are appropriately recorded and escalated.
- Liaise with relevant colleagues regarding fire safety, emergency procedures, accessibility and other operational requirements affecting production activity.
- Escalate significant safety and compliance risks to the Head of Production and other relevant senior colleagues.

Budget, Resource & Systems Management

- Support the Head of Production in developing and managing departmental and production budgets
- Prepare staffing, freelance, equipment and technical resource estimates for productions.
- Monitor expenditure against budgets ensuring it remains within agreed financial parameters, and identify financial pressures promptly and communicate these to the Head of Production.
- Maintain an overview of the Citizens Theatre's technical equipment and production resources, and coordinate the allocation of resources across productions.
- Maintain appropriate systems for equipment records, maintenance, inspection and replacement.
- Coordinate routine equipment maintenance and arrange specialist servicing or repair when required.
- Contribute to departmental and capital budget planning for technical equipment and resources.
- Identify opportunities for more efficient and sustainable use of resources.
- Provide regular updates to the Head of Production on programme delivery, staffing, resources, risks and compliance.

Organisational Commitments

- Carry out any other tasks required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Drive change through action and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Be accountable for yourself and others, in line with our Health & Safety and Safeguarding Policies
- Create a positive working environment, underpinned by the organisation's values
- Deliver a warm welcome and excellent customer service to all audience and visitors to the Citz
- Contribute to activities that support income generation and fundraising
- Contribute to our environmental sustainability goals
- Undertake relevant training and development as required

This job description is intended as a guide to the general duties and responsibilities of the role and does not form part of your contract of employment. These duties may be reviewed from time to time to meet the needs of the business.

Person Specification

Essential

- Significant professional experience in theatre production and/or technical management in mid-scale theatre.
- Experience coordinating technical and stage functions and staff within a busy performance programme.
- Experience of production managing theatre work or equivalent live performance activity.
- Experience working with visiting companies, touring productions and/or co-productions.
- Experience developing and implementing effective production or technical systems and processes.
- Experience of managing technical equipment, asset systems and maintenance programmes.
- Ability to read and interpret technical drawings and stage plans with CAD software (Vectorworks, AutoCAD etc).
- Strong understanding of health & safety, compliance and risk management within theatre production.
- Excellent organisational, communication and problem-solving skills.
- Calm, pragmatic and solutions focused.
- Excellent judgement and ability to make decisions under pressure.
- Collaborative and approachable leadership style.
- Highly organised and strong attention to detail.

Desirable

- Experience within a technically complex venue.
- Knowledge and experience of stagecraft, including rigging, flying, manual handling and working at height.
- Relevant technical theatre qualifications or certification (IPAF, PASMA, PLASA NRC etc).
- Health & Safety Qualification (e.g. IOSH, NEBOSH etc).
- Knowledge of current CDM regulations.
- Experience of working with Theatre Green Book and considering environmental impact in production plans.

Terms and conditions

Contract type:	Permanent, full time (1.0 FTE)
Salary:	£40,000 per annum
Hours:	Annualised hours averaging 40 hours per week, including regular evenings, weekends and occasional overnights as required. No overtime is payable but time off in lieu will be agreed with the line manager. You are expected to offer reasonable flexibility in your working arrangements where it is considered necessary to undertake your duties and in the interests of the theatre.
Overtime:	No overtime payments are available.
Holiday:	29 days per year inc. public holidays, rising to 31 days after 3 years, and 34 days after 5 years
Pension:	The Citizens Theatre operates a contributory pension scheme (employer 3% / ` employee 5%)
Probation:	This post is subject to a three-month probationary period
Notice period:	2 weeks during probation; 2 months thereafter

Location: Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS. Due to the nature of this role it is expected that most work will be delivered on site, however occasional remote working may be possible in line with company policies.

Benefits

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Cycle to Work Scheme
- Training and development opportunities

How to apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact recruitment@citiz.co.uk and your query will be directed to the appropriate person.

To apply, please send us a copy of your **CV and a cover letter** of no more than **two pages A4** and complete the online **Equal Opportunities Monitoring Form**.

It is important in your cover letter to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining the Citizens Theatre. You do not have to have previously undertaken all the duties in the job description but you should tell us about your potential ability to do them.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on the website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team, and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure, and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

Please send your CV and cover letter (two pages max) by email to: recruitment@citiz.co.uk.

(Please send as a Word document. Do not send as a Pages file, Zip file or Google doc, or use file sharing services such as One Drive or Dropbox.)

Please complete the Equal Opportunities Monitoring Form online: [Equal Opportunities Form](#).

If you require an alternative way to make your application, please contact recruitment@citiz.co.uk to discuss a suitable format.

Deadline for applications: **Tuesday 29 September 2026**

First Interview: **Thursday 08 October 2026** (may be subject to change, in person)

Second Interview: **Thursday 15 October 2026** (may be subject to change, in person)

All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.