

Job Description

Role:	Head of Production
Responsible to:	Director of Producing
Responsible for:	Deputy Head of Production, Company Manager, Head of Workshops, Head of Wardrobe
Key relationships:	Artistic Director, Production teams

Purpose of the Role

The Head of Production is the senior lead for the Citizens Theatre's Production department, providing strategic, creative and operational leadership across the organisation's programme of performance, participation and hire activity. The postholder is responsible for ensuring that the Citizens Theatre's productions are planned, resourced and delivered safely, effectively and to the required artistic, technical and financial standards.

The Head of Production oversees technical planning across the full programme activity and takes the lead production management role on the majority of Citizens Theatre-produced work. The role provides leadership of the Production department with the support of the Deputy Head of Production across day-to-day operational coordination. The Head of Production is responsible for ensuring that the Citizens Theatre has the appropriate people, expertise, systems, resources and infrastructure to deliver the full programme of performance, participation and hire activity. This includes determining when permanent, casual or freelance technical and stage expertise is required and ensuring that the appropriate specialists are engaged.

Working closely with the Artistic Director, Director of Producing, Participation Director, and colleagues across the organisation, the Head of Production ensures that artistic ambition is translated into safe, achievable and sustainable production delivery.

Responsibilities

Departmental Leadership

- Provide overall leadership and direction for the Production department, ensuring activity supports the theatre's artistic, organisational and strategic priorities.
- Line manage the Deputy Head of Production and production heads of department (Head of Workshops, Head of Wardrobe, Company Manager), providing clear objectives, regular support, feedback and professional development opportunities.
- Establish clear departmental priorities, structures, systems and working practices, ensuring the development of a positive, inclusive and collaborative departmental culture.
- Oversee recruitment, induction, development and performance management within the department, including the development of an effective and sustainable pool of freelance technical and production practitioners.

- Ensure appropriate management arrangements are in place for permanent, casual and freelance production and technical staff, and that staff and freelancers are appropriately briefed, supported and managed.
- Support the development of skills and career pathways within the department, and support trainees, apprentices, emerging practitioners and early career freelancers.
- Ensure effective communication between Production and all other departments.
- Develop effective relationships with sector partners, producers, artists, technical practitioners and suppliers, and represent the Citizens Theatre professionally within the theatre and wider cultural sector.

Performance programme

- Oversee production planning and scheduling across the full programme of produced, visiting, participation and performance hires.
- Act as Production Manager for Citz productions, taking responsibility for their practical delivery from early development through to get out, and provide senior production oversight for visiting companies and co-productions.
- Work closely with directors, designers, creative teams and producers to translate artistic requirements into deliverable production plans.
- Establish production budgets, schedules, staffing requirements and technical plans in collaboration with the Director of Producing, and identify production risks, dependencies and resource pressures at an early stage.
- Monitor production expenditure and ensure that productions are delivered within agreed budgets.
- Lead or chair production meetings for major productions and ensure effective communication and decision-making.
- Provide clear reporting to the Director of Producing on programme delivery, costs, risks and emerging issues.
- Provide strategic oversight of the technical disciplines, working through the Deputy Head of Production to ensure appropriate stage and technical expertise is assessed and engaged as required for each production.
- Ensure visiting companies receive clear information about the Citizens Theatre's facilities, technical resources, working practices and responsibilities, and with the Deputy Head of Production ensure visiting companies are appropriately supported.
- Support and facilitate technical requirements across the full range of participatory activity delivered on- and offsite.
- Support and facilitate technical requirements across the full range of commercial/hire activity across the building.
- Develop effective relationships with external producers, companies, freelancers, artists and creatives.

Health, Safety and Compliance

- Take overall departmental responsibility for ensuring that production activity is carried out safely and in accordance with relevant legislation, Citizens Theatre policies and industry good practice.
- Ensure appropriate systems are in place for risk assessment, technical assessment, production documentation and compliance, and are effectively utilised day to day to manage technical health & safety.

- Ensure appropriately qualified specialists are engaged where specialist technical, safety or compliance advice is required, and ensure significant risks, incidents and compliance issues are appropriately escalated and managed.
- Work with relevant colleagues to ensure production activity is appropriately integrated with wider building, fire, emergency and operational requirements.

Budget, Resource & Systems Management

- Develop and manage production and department budgets and approve expenditure within delegated authority.
- Work closely with Finance and Producing colleagues to monitor expenditure and forecast final production costs.
- Ensure appropriate financial planning for permanent staffing, freelance technical/stage resources, equipment and production requirements.
- Identify opportunities for efficiencies and sustainable working practices.
- Support longer-term planning for production equipment, facilities and capital requirements.
- Establish and maintain effective planning systems and processes within the department, ensuring they support the full programme and provide appropriate visibility of staffing, resources, budgets and risks.
- Ensure appropriate records and documentation are maintained.
- Review departmental structures and working practices in response to the changing needs of the Citizens Theatre.
- Contribute to organisational policies, procedures and strategic planning.

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 experience in professional theatre production management, including co-production and touring.
- Substantial experience leading complex theatre productions from planning through to performance.
- Experience leading a Production or technical function or comparable department in a mid-scale venue.

- Strong understanding of technical theatre, stage management and production processes.
- Experience managing multiple simultaneous productions and competing priorities within a busy producing theatre or comparable environment.
- Experience managing and reporting on production budgets and resources.
- Experience leading, managing and developing staff and freelance teams.
- Strong understanding of health and safety responsibilities and legislation within theatre production.
- Experience working collaboratively with directors, designers, producers and other creative practitioners.
- 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.
- Confident communicator with a wide range of people.

Desirable

- Experience of working in a technically complex venue.
- Knowledge of current theatre industry agreements and employment practices.
- Relevant technical theatre qualifications or certification (IPAF, PASMA, PLASA NRC etc).
- Health & Safety Qualification (e.g. IOSH, NEBOSH etc).
- Experience of working with Theatre Green Book and considering environmental impact in production plans.
- Knowledge of current CDM regulations.

Terms & Conditions

Contract type:	Permanent, full time (1.0 FTE)
Salary:	£43,000 - £45,000 per annum
Hours:	Annualised hours averaging 40 hours per week, including regular evenings, weekends and occasional overnights as required, and such additional hours as are necessary for the proper performance of your duties. 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; 3 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: **Thursday 01 October 2026**

First Interview: **Wednesday 07 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.