



Job Summary

YOUNG VIC YOUNG ASSOCIATE – PRODUCTION

The Production Young Associate will work in close collaboration with the Production department. The Production Young Associate will be line managed by the Technical Director and the day-to-day role supervised by the Production Heads of Departments (HODs).

Responsible to: Technical Director

Salary: £14,428 for 9 months (£19,237 pro rata)

Hours: 10am – 6pm weekdays, four days a week, Monday – Thursday with the possibility of flexibility in working days. Regular weekend and evening work will be required.

Key objectives: To assist the Production Department in the technical delivery of Young Vic productions, events and related projects across all Young Vic venues. To be instrumental in achieving Young Vic productions and related projects to the highest possible standards.

Job Description

YOUNG VIC YOUNG ASSOCIATE – PRODUCTION

General roles and responsibilities:

- Work closely with the Production HODs to gain practical experience in the day to day running and long term planning of Young Vic productions and related projects.
- Support the production team during rehearsals, fit ups, production periods, get outs and show running, structured to include experience of working across all departments.
- Carry out all work in accordance with the relevant Health and Safety legislation.

Key responsibilities on productions:

- Assist the Production department with fit-ups, technical periods and general maintenance.
- Assist the Production department with the set-up of a rehearsal room, including set build, lighting and sound rig where appropriate.
- Attend rehearsals, where possible, in order to learn about the rehearsal process and develop relationships with the rehearsing company.
- Research physical elements of productions such as props, scenery, costume and practical lighting and sound, and obtain costings and quotes where necessary.

- Assist the Company Stage Manager on a YV production, including shadowing the different roles in the Stage Management team from the rehearsal process through to show running.
- Assist the Wardrobe Manager on a YV production, including dressing responsibilities if appropriate.
- Assist the Costume Supervisor on a YV production, including sampling fabrics.
- Assist the Lighting Operator on a YV production, including shadowing a performance and carrying out lighting rig checks.
- Assist the Sound Operator on a YV production, including shadowing a performance and carrying out sound checks.
- Assist the Stage Technician on a YV production, including shadowing a performance and carrying out stage resets.
- Develop an understanding of how to create a production schedule.
- Develop an understanding of how to create, run and monitor a production budget.
- Develop an understanding of theatre transport and logistics.
- Develop an understanding of how to write a risk assessment: understanding theatre risks and how to manage them.
- Attend and minute production meetings where appropriate.
- Carry out petty cash reconciliation and develop an understanding of budget codes.

General

- Attend mentoring meetings.
- Attend departmental and update meetings.
- Any other work needed to support the work of the Young Vic.
- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- To actively participate in our company wide Anti-Racism work.
- To participate in a bespoke programme of Continued Professional Development (CPD).
- To collaborate with other Young Associates across the organisation.

Person Specification

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Programme Criteria

- All applicants must be aged between 18 - 25.
- You must live in Southwark or Lambeth.
- You must have the right to live and work in the UK.
- You must be able to commit to the programme from September 2021 – May 2022 for four days a week.
- You must hold a current DBS certificate, or be willing to obtain one.
- You must hold a current passport or be willing to obtain one.

Skills Required

- A desire and willingness to learn.
- A keen interest in theatre and the arts.
- Good communication skills and a supportive team member.
- Have some knowledge or understanding of production roles within theatre.
- Reliability.
- Ability to work on your own initiative.
- Some experience with Microsoft Office and general IT skills.
- Good organisation skills and attention to detail.

- Enjoy working in an active and practical working environment.
- Ability to work under pressure on occasion.