



Green Carnation Company presents

Vincent River

By Philip Ridley

Co-directed by Dan Ellis & Dan Jarvis

Hope Mill Theatre, October 2022

Production Assistant Application Pack

Deadline: Sunday 7 August 2022

GREEN CARNATION COMPANY
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Branding and design by Sean Longmore



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What's the role and who are we looking for?

Job Title:	Production Assistant
Fee:	£500 fee, with possibility of increase dependent on income*
Role:	To support the Producers in delivering Green Carnation Company's production of <i>Vincent River</i> , assisting with administration and practical support during the pre-planning, rehearsal and performance week

Green Carnation Company is looking for an enthusiastic, reliable and proactive production assistant to support us on our next theatrical production, *Vincent River* by Philip Ridley.

This is an emerging role and will include administrative and production support throughout the rehearsal and performance period. *Vincent River* will be performed at Hope Mill Theatre this October. This work will be varied and could include production scheduling, social media content or sourcing prop bottles of gin! You will be supporting the capacity of the producer and director, particularly during and in the run up to performance period.

This role is designed to support emerging producer talent from emerging creatives in the North West. As well as providing experience in a producing theatre company, we will also provide mentorship, tailored to your specific needs and development.

In particular we're looking for strengths in any of the following areas;

- Social media content creation
- Stage management
- Fundraising

This is a freelance role that will be collaborating with the directors of the production, as well as working closely with the actors and design team. You will be needed for weekly 30 minute pre-production planning meetings beginning in August 2022 and throughout September running up to the show (a mix of virtual and in person). You will be needed for selected rehearsals during September and October, and look after the show book.

We are excited to hear from you!

*All members of the team will be paid the same amount, including production team, director and producer



Job Description

What you will be doing (Main Duties and Responsibilities)

Production Support

- Assisting the producing of *Vincent River* as agreed with the Producers through administrative support (including scheduling, coordinating the team)
- To be a creative sounding board for ideas and feedback for the director and producer
- Working collaboratively to support the creative team
- Ensuring contact lists are accurate and up to date
- Assistance with organisation of logistical and practical elements of the production in the run up to performance (which could include sourcing props, organising transport and buying materials)
- Providing regular communication to creative teams throughout the duration of the production
- Assistance in coordinating 'comp' and guest ticket allocations
- Assistance in maintaining the book in rehearsals
- To deputise for the Producers and act as required in their absence.
- To communicate with Hope Mill Theatre as required
- To assist with relationships with external people including press, sponsors and potential future producers
- To assist in creating rehearsal schedules and organisation of production meetings
- To be an active member of the production team during the installation, tech and dress rehearsals, preview performance and get-out.
- To comply with completion of required protocols and forms including (but not limited to) risk assessments, PRS and equipment loan agreements.

Marketing, Fundraising, Evaluation

- To plan and create social media content throughout the rehearsal and production period (including rehearsal images, interview videos, venue takeovers, behind the scenes etc)
- To support producer in looking at additional fundraising ideas and strategies
- To support producer in creation and collection of audience data and feedback

Health and Safety and Wellbeing

- To work within company policy and agreed industry terms: abiding by, supporting, implementing and developing the company's Health and Safety Policy
- To complete satisfactory risk assessments for activities throughout the rehearsal and performance period.



Health and Safety and Wellbeing (continued)

- To ensure that the company maintains the theatre areas in a presentable and safe state and that fire exits are kept clear and comply within all venue health and safety requirements.
- To support the creation and maintenance of a safe and respectful work environment, agreeing and contributing to an agreed code of conduct and respecting difference and dignity at work across all protected characteristics.

General

- To proactively maintain clear, regular and reliable communication with the creative team.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of Green Carnation Company.
- To act always in the best interest of Green Carnation Company.
- Any other duties as reasonably required.

What we're looking for (person specification):

This role is designed to support emerging producer talent from emerging creatives in the North West. As well as providing experience in a producing theatre company, we will also provide mentorship, tailored to your specific needs and development.

In particular we're looking for strengths in any of the following areas;

- Social media content creation
- Stage management
- Fundraising

We want to help support and develop diverse talent so we particularly want to hear from applicants from LGBTQ+, global majority and other under-represented backgrounds.

Essential:

- Previous producing or assistant producing experience (this can be through education so long as it includes practical experience)
- A collaborative approach to working as part of a team with the production designers, director, producer and cast
- An commitment and belief in the mission and work of Green Carnation Company to tell queer stories through quality theatre, and a passion to help achieve Green Carnation Company's success
- Being reliable and dependable



- Excellent time management and scheduling and proven organisational skills including ability to prioritise and multi-task
- Calm under pressure, practically minded with problem-solving and solution focused approach
- Reliable and open communication - to communicate with us if there are any issues and to keep all members of the team up to date.
- Strong interpersonal skills with people at all levels, both internally and externally
- Be based in the North West of England

Desirable:

- First Aid qualification
- Experience in creating successful social media content
- Ability to drive own vehicle

How to Apply:

If you're interested in this role please send us:

- an up to date CV of relevant experience

And either of the below:

- A cover letter or email telling us why you want to work with Green Carnation on this particular production and why you think you'd be a great person for the role. Or...
- A short video of yourself telling us why you want to work with Green Carnation on this particular production and why you think you'd be a great person for the role.

Please send this to greencarnationtheatre@gmail.com and put *Production Assistant* as your email subject.

If you have an questions before applying please email us at greencarnationtheatre@gmail.com

Deadline for applications is **12pm, Sunday 7 August**

Interviews will be an informal conversation and chance to hear more about your =experience and will take place week commencing **15 August**



Terms and Conditions (essential info)

Contract:	Fixed term, freelance. Contract will end following final performance at Hope Mill Theatre.
Fee:	£500 fee, with potential to increase (dependent on income and sales)*
Performance Venue:	Hope Mill Theatre, Manchester
Rehearsal Venue:	TBC
Dates:	

- August 2022 - pre-production meetings and briefing
- September 2022 - rehearsals and production meetings
- Early October 2022 – Intensive rehearsals at Manchester venue tbc
- Monday 10 October 2022 – Get in, set build, technical plotting, technical rehearsal
- Tuesday 11 October – Dress rehearsals
- Wednesday 12 October – First preview performance
- Wednesday 19 October – Final performance, strike set, get out.

*All members of the team will be paid the same amount, including director and producer

About Us: Green Carnation Company

Set up by Dan Jarvis and Dan Ellis in 2018, Green Carnation Company are a new(ish) theatre company dedicated to producing high quality productions that tackle contemporary issues affecting the queer community.

Our mission is to tell queer stories and produce quality theatre.

We have also completed The Lowry's Class of 2019 cohort; a structured programme curated to assist a selected group of artists and companies develop and refine their business skills. Dan Jarvis is also a Clore Emerging Leader and has recently trained as a dramaturg with Young Vic and received mentorship from Liverpool Everyman & Playhouse.



About Vincent River

...Davey has seen something he can never forget. Anita is haunted by grief and shame. They have never met. Tonight their paths will collide with devastating consequences.

Thrilling, heart-breaking, and at times darkly humourous, Philip Ridley's powerful play examines hate crime, loss, prejudice and sexuality in this tense game of cat and mouse set in London's East End. "Ridley's best play" Time Out.

The physical action of the play is contained within a static location inside a London high rise flat over the course of one evening.

This modern classic was a huge success when it premiered at the Hampstead Theatre in 2000, and a West End smash in 2007 & 2018. A multi-award winning playwright, Philip Ridley's plays have become synonymous with some of the greatest pieces of LGBTQ+ theatre in the last century.

Previous productions

Green Carnation Company's debut project was staging Alexi Kaye Campbell's *The Pride*. Performances took place at Hope Mill Theatre, Manchester between 16-20 October 2018. The production was co-directed and co-produced directly by Dan Jarvis and Dan Ellis and was supported using project grant funding from Arts Council England.

Critically and financially, the show was a huge success and over the run of the production we welcomed over 800 audience members from across the North West and beyond and were extremely proud to have sold out 6 of the 7 performances.

Following this, Green Carnation Company produced a mid-scale tour of Kevin Elliott's *My Night with Reg* in early 2020, visiting five venues (The Lowry, Hull Truck Theatre, Lawrence Batley Theatre, Gala Theatre Durham, and Warwick Arts Centre) reaching over 2,000 audience members. Unfortunately the final two performances were cancelled due to the Covid 19 pandemic.

During lockdown we commissioned 5 original filmed monologues and accompanying interview mini-documentaries, as part of our 'Queer All About It' project. We have also performed and presented queer monologues at Hive North's OutStageUs and Hope Mill Theatre's TurnOnFest.

Since we have been dedicated to supporting new and emerging queer writers with three of our supported writers receiving prizes and commissions in 2021.