TRAINEE PRODUCTION MANAGER

Programme Dates	1 January – 30 June 2027
Location	Dublin and venues across Ireland
Mentor	Eoin Kilkenny, Production Manager
Fee	€6,000 plus where required travel, accommodation and per diems

About the Opportunity

Eoin Kilkenny is offering a paid Trainee Production Manager opportunity for someone looking to develop a career in Production Management.

The programme combines practical experience on theatre productions with mentorship, industry networking and training. The successful candidate will work directly with Eoin, gaining an understanding of the processes involved in delivering theatre productions, from initial planning and creative development through to rehearsals, technical installation, performances and touring.

The programme will provide practical experience across an Irish premiere and two Irish tours, with the possibility of involvement in an additional production. It is intended for someone already working in theatre, whether in an amateur or professional capacity, who is looking to move into Production Management.

About Eoin Kilkenny

Eoin Kilkenny is an experienced theatre Production Manager working across theatre productions, touring and live performance. His work encompasses the practical, technical and logistical requirements of delivering productions in Ireland and internationally, including working with creative teams, technical departments, venues and touring personnel.

Eoin has previously undertaken two successful traineeship programmes. This opportunity builds on that experience, combining direct mentorship with meaningful practical experience.

Purpose of the Programme

The aim is for the successful candidate to complete the traineeship with:

- A practical understanding of how to organise and deliver the different elements of a professional theatre production.
- Experience of working within a professional production management team.
- An understanding of production planning, budgeting, technical coordination, health and safety and touring.
- The ability to prepare and maintain production documentation.
- A network of professional contacts within the Irish theatre industry.
- Guidance and support to help pursue a future role in professional Production Management.

The traineeship has two complementary strands: practical production experience and direct mentorship.

1. Practical Production Experience

The Trainee Production Manager will work alongside Eoin Kilkenny across a number of professional theatre productions during the programme. These are expected to include one Irish premiere and two Irish tours, with potential involvement in an additional production.

Production Planning and Coordination

- Assist the Production Manager in planning and delivering productions.
- Attend production meetings with directors, designers and other relevant personnel.
- Assist in coordinating creative and technical departments.
- Prepare and maintain production documentation riders, contact lists and schedules for rehearsals and production.
- Research materials, equipment and products for hire or purchase.
- Stand in for the Production Manager when required, within the scope of the trainee's experience and responsibilities.
- Undertake other reasonable duties relevant to the production and the trainee's development.

Creative and Technical Production

- Work with the Production Manager and creative team to support the realisation of the production design.
- Assist in coordinating scenery, props, costume, lighting and sound and other departments.
- Liaise with designers, technical personnel, suppliers and venue staff.

- Assist with safe and efficient technical installations, fit-ups and get-outs.

Rehearsals and Performance
- Attend rehearsals where appropriate.
- Assist with rehearsal space preparation and production requirements.
- Read rehearsal and performance reports and liaise with relevant personnel about issues arising.

Touring
- Prepare touring schedules, riders and production documentation.
- Liaise with receiving venues, venue technical managers and local crew.
- Assist with crew recruitment and coordination of local technical personnel.
- Support safe and efficient get-ins, performances and get-outs across multiple venues.
- Develop an understanding of touring logistics, transport, accommodation and venue adaptation.

Budgeting and Financial Management
- Assist with preparing and monitoring production budgets.
- Obtain quotations and research materials, equipment and services.
- Support the tracking of production expenditure.
- Develop an understanding of the financial considerations involved in professional theatre.

Health and Safety
- Assist in preparing production risk assessments and relevant safety documentation.
- Develop an understanding of health and safety responsibilities in theatre production.
- Work with the Production Manager to identify hazards and practical solutions.
- Help ensure production activities are carried out safely and in line with relevant requirements.

The role is practical and may involve physical activity, including working in theatre spaces, assisting with technical installations and participating in get-ins and get-outs.

2. Direct Mentorship and Professional Development
The Trainee Production Manager will receive ongoing mentorship from Eoin throughout the programme. Mentorship will be tailored to the candidate's existing experience, interests and professional goals.

Dedicated Mentorship
- Regular one-to-one mentorship sessions with Eoin.
- Guidance on professional development and career progression.
- Opportunities to discuss experiences arising from the productions.

Specific Training
The programme will include specific sessions covering:
- Production budgeting and financial management.
- Technical riders and production documentation.
- Health and safety in theatre production.
- Production planning and scheduling.
- Touring logistics and venue coordination.
- Professional communication and industry practices.

Industry Networking
- Introductions to professionals working in theatre production and technical management.
- Exposure to different approaches to production management.
- Development of professional contacts within the Irish theatre industry.

The aim is to ensure that the candidate leaves the programme with practical experience and a stronger understanding of the professional theatre industry.

Person Specification

The opportunity is intended for someone currently working in any area of theatre, amateur or professional, who is looking to move into professional Production Management.

Essential

- A proven interest in theatre and a desire to develop a career in professional Production Management.
- Some experience of working in theatre, whether in an amateur or professional capacity.
- A familiarity with the technical elements of theatre production.
- A self-motivated and proactive approach to work.
- An ability to follow instructions and seek guidance when required.

Desirable

- Experience working on theatre productions, festivals or live events.
- Familiarity with production schedules, technical riders or production documentation.
- Experience using Microsoft Word and Excel.
- An interest in touring theatre and the practical requirements of presenting productions in different venues.

Applicants do not need previous professional Production Management experience. The programme is intended to support someone with an existing interest in theatre who wishes to develop the skills and experience required to move into the profession.

Location

The programme is based primarily in Dublin, with some dates across Ireland. The successful candidate does not need to be based in Dublin, but should be willing and able to travel to Dublin. The programme can not cover costs in associated with coming to or being Dublin but will be flexible and provide whatever assistance where possible. Where the programme requires the person to travel outside of Dublin travel, accommodation and per diems will be covered.

Programme Dates and Working Arrangements

The overall programme will run from 1 January to 1 June.
The following production periods are anticipated:

Production Period	Dates
Production Period 1	27 January – 10 February
Production Period 2	14 – 21 February
Production Period 3	1 – 4 March
Production Period 4	2 – 4 April
Production Period 5	19 – 21 April
Production Period 6	4 – 10 May

These dates are provisional and may be subject to change.
A degree of flexibility is available, and the final schedule will be agreed with the successful candidate.

The programme will include a minimum of six weeks of practical production work and two weeks outside production periods. During production periods, the working week will be approximately 40 hours, although may require flexibility around working hours.

Outside production periods, working arrangements will be more flexible and may include:

- Attending production meetings.
- Preparing production documentation.
- Assisting with pre-production planning.
- Preparing rehearsal spaces.
- Researching production requirements.
- Participating in mentorship and training sessions.

Fee and Expenses

Fee: €6,000

In addition, required production-related expenses will be covered, including:

- Travel.
- Accommodation.
- Per diems.

All personal taxes must be taken care of by the trainee

Application Process

Applicants should submit:

- An up-to-date CV.
- A cover letter outlining relevant theatre experience.
- A short statement explaining why they wish to move into professional Production Management.
- An indication of their particular areas of interest within Production Management.
- Contact details for a reference

Please submit details to eoin.kilkenny@gmail.com by 5pm on December 4th
Interviews if required will take place w/c Dec 7th

Equality, Diversity and Inclusion

Applications are welcome from people of all backgrounds and experiences. The programme recognises that people enter theatre through a variety of pathways and that relevant experience may be gained through amateur theatre, professional productions, technical theatre, stage management, festivals, independent productions or other related activities.