



**A.G.M.**

**17th January 2020**

# Agenda

1. Introductions
2. To discuss and agree the PMF's aims and purpose
3. To adopt the PMF Constitution
4. To approve the Committee membership
5. To receive the annual reports on PMF activities:
  - a. Forums and Socials
  - b. Job Vacancies
  - c. Mentoring
  - d. Newsletters
  - e. Support Hub Network
  - f. Social Media
  - g. Website
6. To receive the annual Financial Report
7. To discuss the priorities for 2020
8. Questions from the membership
9. A.O.B.

# Support



## Creation

The PMF was originally created by the **Association of British Theatre Technicians** (ABTT) and the **Stage Management Association** (SMA) in 2000 and is still actively promoted and supported by both organisations.

## Sponsors

As well as two individual sponsors, and a crowdfunding campaign, we are grateful to the following Companies for their sponsorship:

**Big Image Systems**  
**Flints Theatrical Chandlers**  
**National Theatre Wales**  
**New Vic Theatre, Stoke**  
**Stage Electrics** (twice)  
**Steeldeck**

And **White Light** (for their continuing sponsorship of the Website)

But we need more, regular support to continue our work at no cost to the membership  
– **more later.**

# Membership



**We have 483 members**

**24%** identify as **female**

**47%** work **Freelance**

**50%** work **Full Time**

**Mostly UK based, but 10% from the USA**  
**Members in 10 other countries**

**206** joined **prior to 2018**

**97** joined **in 2018**

and **186** in **2019**

We have **7 new members** so far **this year**

**Please encourage all your Production and Technical Management colleagues to join. It's free, and easy to do via the website.**

**[www.productionmanagersforum.org](http://www.productionmanagersforum.org)**

# Aims and Purpose

The PMF is a resource for anyone involved in the production management of theatre or live events and aims to:

- share ideas and knowledge
- support and promote best practice within production management
- connect Production Managers with each other through its website, social media channels, regular forums and social events
- develop its website to be a vital source of information for production management professionals and students
- publish a regular newsletter and distribute it to members, supporters and other industry bodies
- organise regular forums throughout the UK, each one focusing on an issue relevant to production management
- post videos of its forums for reference and for those unable to attend the event

# Aims and Purpose (2)

SHARING SKILLS  
AND KNOWLEDGE

PRODUCTION  
MANAGERS  
FORUM

The PMF aims to:

- offer a library, or signpost relevant and up to date information, legislation and codes of practice pertinent to theatre and live events
- encourage employers to advertise relevant job vacancies via the PMF website and social media channels
- develop a Support Hub of individuals and suppliers, to provide regional support and local knowledge
- provide mentorship schemes for young and aspiring Production Managers
- encourage members to play as full a part as possible in the management and running of the PMF
- seek support from theatre and live events companies and suppliers to enable the PMF to continue and to develop
- find ways to promote equality and diversity in production management and in the work of the PMF

# Our Constitution



**The constitution was adopted by the PMF Committee at the meeting on  
28th August 2019**

**It was approved unanimously by members at the AGM, with one change:  
the number of committee members is increased to 10**

**[Constitution on Website](#)**

# Committee Membership



We would like to thank the following PMF members, who were on the committee, but over time decided, for work commitment reasons, that they were not able to continue:

- Tasha Pater
- Zoe Cotton
- Ned Lay
- Fiona Curtis
- Jacqui Leigh
- Ed Borgnis
- Nick Slater
- Alex Braniff-Taylor
- Mark Shayle
- Luke Child

# Committee Roles and Vacancies



## Membership

1. David Evans                      Chair
2. Peter Dean                      Treasurer, responsible for membership and ICT
3. Suzy Somerville              Secretary, responsible for Support Hub Network
4. Pip Robinson                  responsible for Social Media and Events
5. Mike Ager                      responsible for Job Vacancies
6. Oliver Brown                  responsible for Mentoring
7. Ian Taylor                      responsible for Awards and ICT
8. Mandy Ivory Castile        responsible for Online Resources (website information)
9. Ned Lay                          responsible for Events Sector
10. Vacant                          responsible for Fundraising and Sponsorship

All committee members play a role in the general running and development of the PMF and in producing our Newsletters.

# Other Roles

## Associates

- Dan Shelley                      Online Resources (website information)
- Peter McCabe                    Events Sector
- Ben Pugh                         Media Manager

Associates work with committee members on specific areas.

They are invited to attend committee meetings but do not have voting rights.

# Forums & Socials

All our socials feature news and details of our events throughout the year including our Forums and Socials.

We also share all jobs postings, relevant industry news and reports.

- **March 2019, ENO: *Not Just About Wheelchairs - Beyond Compliance, Discussion on DDA & Social***
- **May 2019, Plasa Leeds: *Social***
- **June 2019, ABTT Theatre Show: *Forum on Welfare within Technical & Production & Social***
- **August 2019, Edinburgh Fringe Festival: *Forum on Fringe & Social***
- **November 2019, Spice of Life Pub, Soho: *PMF London Autumn Social***



# Job Vacancies

***106 job adverts listed in 2019***

***42 for freelance roles***

***64 for full time jobs***

- On 9<sup>th</sup> September we added a form to the website that allowed employers to send job details into the PMF more easily. 10 vacancies have come in using the form since it went online.
- On 30<sup>th</sup> September 2019 a Jobs Page was added to website to make it easier for members to browse job listings.
- All jobs are advertised on our website jobs page and then shared to Facebook, Twitter and LinkedIn.
- Members should be encouraged to recommend the PMF to their networks as a place to advertise jobs as there are definitely more freelance roles out there that aren't being advertised.

# Mentoring

- Launched October 27th 2019 with a social media campaign. Covered by The Stage in online article.
- Mentoring partnerships are running for a 12 month duration, with monthly meetings held between mentor and mentee.
- As of December 2019 **19** mentoring partnerships launched
- Currently over subscribed by 10 mentees.
- Looking for additional mentors to sign up.
- 'I've already found the mentoring scheme invaluable. Being an emerging freelance Production Manager can sometimes seem quite isolating, so it was great to have a chat with someone who's already been through it. I'm looking forward to the next year of the scheme and developing as a Production Manager.' **Current Mentee.**

# Mentoring

Moving forward:

- Actively pursue further mentors to reduce the waiting list.
- April 2020 - send out a mid year survey to track success of mentoring scheme.
- October 2020 - Start of new mentoring cycle.
- November 2020 - send out an end of mentoring relationship survey to track success of mentoring scheme.
- January 2021 - Share evaluation report from year 1 mentoring scheme.

# Newsletters



We are aiming to produce 4 newsletters a year, which are mailed to all PMF members and SHN suppliers and members who have opted in, and any other interested parties.

The each committee member usually contributes an article and we feature a Support Hub Network venue.

Newsletters go out in January, April, July and October. The January 2020 newsletter will be in the form of a Members Survey.

All members receiving newsletters satisfactorily? Is using MailChimp an issue?  
On what day/time would you like to receive them?

The November letter went out on a Friday lunchtime, 43% of members opened it. Subsequent mailings have been sent on a Monday morning are opened by about 58%.

What would you like to see included in Newsletters either regularly or as one offs?

# Support Hub Network



## What is the Support Hub Network (SHN):

- A network of venues and freelancers up and down the country committed to being a resource for Production and Technical Managers working locally
- Support Hubs are encouraged to host and organise social and forum events - with the logistics and advertising support of the PMF committee
- The Support Hub Network is listed on the PMF website with an interactive map showing locations and contact details
- Alongside the SHN the PMF is also building a directory of suppliers that maybe useful for Production and Technical managers; these suppliers are also listed on the same interactive map as the SHN
- Any supplier can contact the PMF and request to be listed - the PMF just asks for a £10 fee to cover the time involved with uploading and maintaining the listing
- However - if a supplier is recommended by a PMF member their listing is free for the first year!

# Support Hub Network

SHARING SKILLS  
AND KNOWLEDGE

PRODUCTION  
MANAGERS  
FORUM



## PRODUCTION MANAGERS FORUM



PMF		PRODUCTION MANAGERS FORUM		MENU
Title	Address	Description	Category name	
OCTheatrical LTD	Gunnery House, 9-11 Gunnery Terrace, Woolwich, London SE18 6SW, UK	Oli Cooper Oli@OCTheatrical.co.uk 0751518356 <b>Recommended</b>	DRAFTING	
Theme-X	The Hawthornes Earlsway, Waterhouses Stoke on Trent Staffordshire, ST10 3EG	Gavin Starkey Props, CNC Router Cutting, Laser Cutting sales@theme-x.co.uk 07888 832 155 <b>Recommended</b>	Prop Makers	
Leviathan Workshop Ltd	40a Aldergate, Tamworth B79 7DD, UK	Props and Puppets Jake Linzey Info@leviathanworkshop.com 01827437652 <b>Recommended</b>	PROPS & FURNITURE	
Chris Higgs	Total Solutions Group, Kingston Industrial Estate, 81-86 Clover Street, Birmingham, B9 4EN	Rigging Specialist chris@trussing.com	RIGGING	
Flints Theatrical Chandlers	Unit 9 Deptford Trading Estate, London, SE8 5HY	General Supplies: scenic art, propmaking, scenic ironmongery, stage consumables, rigging, working at height & safety equipment sales@flints.co.uk 02077039786 <b>Recommended</b>	Stage Consumables etc	
Hugh Borthwick	Theatre Royal Royal Parade, Plymouth PL1 2TR	Production Manager hugh.borthwick@theatreroyal.com	SUPPORT HUB	
John Titcombe	Wiltshire Creative, Malthouse Lane, Salisbury SP2 7RA, UK	Director of Production and Technical john.titcombe@wiltshirecreative.co.uk	SUPPORT HUB	
Suzy Somerville	New Vic Theatre, Etruria Road, Newcastle under Lyme, ST5 0JG	Head of Production ssomerville@newvictheatre.org.uk	SUPPORT HUB	
Simon Bird	The MAC, 10 Exchange Street West, Belfast, BT1 2NJ	simon@themacvive.com	SUPPORT HUB	
Ben Wills	Mercury Theatre, Colchester CO1 1PT, UK	Deputy Production Manager ben.wills@mercurytheatre.co.uk	Support Hub	

Showing 1 to 10 of 40 entries

Previous 1 2 3 4 Next

# Support Hub Network



- 30 Support Hubs, locations across England, Scotland, Wales and Northern Ireland
- 10 suppliers currently listed including draughting, scenic construction, prop making, equipment hire, haulage and theatrical chandlers!
- Do you have a supplier you would like to recommend.... Please head to the website and fill in the form!

# Social Media



2019 saw the birth of our **LinkedIn page**

which joined our already thriving

**Facebook Page** which has over 700 followers

and our

**Twitter feed** with almost 400 followers

We also developed a **private Members Only page on Facebook**, this allows members to ask questions, share knowledge and support one another remotely.

# Website



Our website [www.productionmanagersforum.org](http://www.productionmanagersforum.org) is our major resource and financial commitment. We are grateful to White Light for their continuing funding of its hosting and maintenance costs.

In 2019 we have:

- Added a Job vacancies page
- Led by Suzy Somerville, completely revised the Support Hub Network section of the website.
- Added the whole Mentoring section, thanks to Ollie Brown
- Added pages for our Mission Statement and Constitution
- Changed our tag line to “Sharing Skills and Knowledge”
- Made sure that we comply with GDPR Regulations

Website hosting and maintenance is supplied by Lucy Maddison

# Financial Report

The report was presented but we are not revealing the figures on an open access page

# Priorities for 2020

## To continue with our regular activities:

- Forums
  - Spring t.b.c.
  - Summer at the ABTT theatre show
  - Autumn t.b.c.
- Mentoring
- Newsletters
  - Survey replaces January newsletter
  - April, July, October
- Posting job vacancies
- Facebook closed group
- Adding new members
- Monthly committee meetings

# Priorities for 2020

## Developmental Priorities

- Look into the PMF becoming a Private Company limited by Guarantee
- Recruit committee members for:
  - Fundraising and sponsorship
  - Media Content
  - Forum support
  - Resource Management
- Increase Support Hub membership
- Resources section of website (dependent on new committee member)
- Work on PMF Awards
- Increase contact with the Live Events Industry
- Data management, security and integration

# Points from the Meeting



## Membership

- We need to make London based PMs more aware of the PMF.
- We need to make it clear that the PMF is for Technical Managers too.
- Adverts in Prospect (Bectu)
- A suggestion that we should start charging for membership - to be included in the survey, which will be replacing the January newsletter.
- Consider a log on to a members only section of the website

## Constitution

- We should look at setting up PMF as a CIC (Community Interest Company).
- The constitution was approved unanimously by members at the AGM, with one change: that the number of committee members is increased to 10

# Points from the Meeting (2)



## Committee

- Various members have agreed to take up Committee or Associate roles. Thank you. The only remaining vacancy is Fundraising and Sponsorship.

## Forums and Socials

- Aiming for a Forum on Sustainability at the Royal Court during their Climate Emergency period, and on the relationship between PMs and Designers at the ABTT theatre show.
- Suggestions for future forums: Noise RA, Health and Safety, how to set yourself up as a business and to revisit forums that have already happened.
- Advertising forums in the stage and sightline
- Look at REV software for captioning
- Consider adding time codes as comments to the YouTube pages

# Points from the Meeting (3)

## Job adverts

- Approach UK Producers Facebook group to make them aware about posting jobs with the PMF.

## Mentoring

- At the Social which followed the AGM an impressive number of members volunteered to be mentors. Thank you.

## Support Hubs

- Possibility of temporary Support Hubs at major Festivals.

## Newsletters

- The best time for mailing is early Tuesday mornings.
- Suggestion for regular newsletter item - new legislation.