



Regional Trainee Producer Placement

RESPONSIBLE TO:	Head of Artist Development (HOME), Artistic Planning Team (Leeds Playhouse), Senior Producer (Northern Stage), Producer (Royal Lyceum), Executive Director (Wiltshire Creative)
CONTRACT:	Full-Time—12 month fixed term contract
SALARY:	£20,000
CLOSING DATE:	10am Monday 4 th February 2019

This is an opportunity for a resourceful & creative aspiring Producer to gain experience and offer insight into busy and ambitious subsidised houses. The Trainee Producer will play a vital role in the smooth running of the theatre and its relationships with external partners and producers, supporting and actively participating in the development of the theatre. The successful candidates will seek to unlock the artistic and commercial potential in these theatres. We hope that the skills they learn or develop in this role, such as organisational skills, budgets, timetabling, communication and negotiation skills will stand the candidate in good stead for many Producing roles in the sector.

KEY RESPONSIBILITIES

- To play a key role in the development and delivery of the theatre's productions, co-productions, tourings and transfers of 2019/20 by supporting the in-house producing teams
- To support the planning of future productions, exploring touring potential for productions as well as commercial opportunities
- Under the guidance of the team to, amongst other things, coordinate casting and availability checks, arrange auditions and production meetings, liaise with agents and draft contracts, research and obtain performance rights for plays, market, book and contract tours
- Under guidance, to participate in the process of setting production budgets ensuring they are kept up to date and accurate, collating invoices and leading the day to day management of the production budget
- To assist in the producing of readings, workshops and other development programmes
- Complete other administrative tasks such as production schedules, arranging accommodation/travel as required, booking rehearsal & meeting rooms and providing general support to the office

- To seek out and support the management and development of new creative projects for the theatre
- Develop a network of contacts in the industry on behalf of the theatre and ensure excellent communication is upheld between the theatre and external companies and individuals
- To undertake any other duties appropriate to this role as required by the management teams

PERSON SPECIFICATION

Essential

- An aspiration to pursue a career in commercial theatre producing
- At least 2 years producing experience with a demonstrable track record of successful project/production delivery
- Ability to work as part of team, to work fast and effectively under pressure and to tight deadlines
- Proven ability to organise and prioritise a demanding workload and to work effectively with minimum supervision
- Excellent numeracy skills, the ability to create and manage complex budgets and schedules, and to manage, monitor and report on income and expenditure effectively
- Excellent communication skills and the ability to develop relationships
- Good understanding of the industry – not just of projects but also of the personalities and nuances that we must all be sensitive too
- Experience working in an administrative role, preferably in an arts organisation

Desirable

- Experience of tour booking and management on the small and mid-scale
- An existing network of relationships with a number of major UK theatres and industry bodies

BACKGROUND INFORMATION:

Stage One is a charity dedicated to training the next generation of commercial theatre producers. All organisations involved in the scheme are committed to improving diversity and accessibility across the Theatre sector and run a number of initiatives to encourage this.

HOW TO APPLY

Candidates are asked to apply by completing the online application form found on the Stage One website. Please sign up in order to access the application. Within the application you must upload a PDF version of your CV. There are separate, downloadable equal opportunities forms for each organisation to upload as well. Applications will automatically close at **10am Monday 4th February 2019**.

Please note, candidates who successfully demonstrate the above will be invited to interview with 2 members of staff from Stage One. A second round of interviews will take place with the regional organisations.

If you have any questions about the role please do not hesitate to get in touch with Louise Goodman; louiseg@stageone.uk.com.

Interviews will be held the week of the 11th February 2019

If you are unable to complete an application online or are having trouble with the form please contact Suzie Brewis on Suzanne@stageone.uk.com

EQUAL OPPORTUNITIES

Stage One, HOME, Leeds Playhouse, Northern Stage, Royal Lyceum Edinburgh and Wiltshire Creative are committed to a comprehensive policy of equal opportunities. They aim to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction.