



STAGE ONE NOTTINGHAM PLAYHOUSE

STAGE ONE X NOTTINGHAM PLAYHOUSE

TRAINEE PRODUCER

RECRUITMENT PACK

ABOUT NOTTINGHAM PLAYHOUSE

Nottingham Playhouse is dedicated to making bold and thrilling theatre in the heart of Nottingham.

A central part of cultural life in the city and driven by a belief that theatre should be accessible to everyone, Nottingham Playhouse's rich programme of work, which sits alongside its ambitious and inclusive outreach and community work, has earned it the reputation of being one of the leading regional theatres in the UK.

Nottingham Playhouse's recently announced Autumn 2023 season begins with the European premiere of Tom Wright's acclaimed play, *The Real and Imagined History of the Elephant Man*, directed by Stephen Bailey, the 2022 winner of the RTST Sir Peter Hall Director Award, and starring Zak Ford-Williams. Mark Gatiss' 2021 hit adaptation of *A Christmas Carol: A Ghost Story* returns to Nottingham with a brand new cast, before transferring to Alexandra Palace, London. The season will culminate with the legendary Playhouse Panto which this year is *Cinderella*.

Nottingham Playhouse Trust Ltd relies on ticket sales for 70% of its income and continues to fundraise through its Curtain Up appeal.

Chief Executive: Stephanie Sirr Artistic Director: Adam Penford

ABOUT STAGE ONE

Stage One is a charity that has supported theatre producers and productions through educational and investment schemes for over 40 years through a series of development programmes ranging from practical workshops to financial awards.

Trainee Producer Placements

The Trainee Producer Placements offer aspiring producers the opportunity to work within an established production company or producing theatre. They are employed at the organisation 12 months learning 'hands-on' how the role of a producer works. Stage One launched the National branch of this scheme in 2013 in order to increase communication and shared knowledge across the subsidised and commercial sectors. The placement not only benefits the producer but also the host theatre/organisation as they have further opportunity to produce in-house.

Since 2006 Stage One have facilitated:

- 112 paid placements in West End commercial producing offices to 79 producers
- 26 paid placements in Regional houses (launched 2013)

75% of participants in the placement scheme are still actively working in the theatre industry.

Workshops

Stage One has been running workshops for over 40 years to help emerging producers further their knowledge of the commercial sector. Producing workshops are fundamental gateways to knowledge and development in the industry, but also in opportunity to meet fellow producers.

Since 2015 we have:

- Facilitated 12 three-day workshops in London
- Connected over 500 producers
- Piloted 2 new workshops on Off-West End producing & Commercial Touring
- Hosted 3 Intro to Producing workshops for new producers

THE TEAM

This role is a part of Stage One's trainee producer placement scheme. Whilst you will work full-time within the offices of the host organisation, you will have consistent communication with Stage One, its staff and network, as well as access to many additional training opportunities.

NOTTINGHAM PLAYHOUSE KEY CONTACTS

As a part of this scheme you will report to and receive mentoring from:

Tess Ellison
Executive Producer

Amanda Bruce
Associate Producer

LOCATION

This is an in-person role which will be based full time at Nottingham Playhouse, Wellington Circus, Nottingham NG1 5AF. From time to time the Trainee Producer will be required to travel regionally and nationally.

To find out more information on Nottingham Playhouse please visit their website here:

<https://nottinghamplayhouse.co.uk/>

STAGE ONE

Joseph Smith
Chief Executive

Louise Goodman
Programme Director

louiseg@stageone.uk.com/02075576737

Olivia Polglase
Programme Co-ordinator
olivia@stageone.uk.com/02075576772

Stage One will facilitate informal monthly check-ins for you to evaluate your time on the scheme with:

External Mentor
Employed by Stage One

THE ROLE

This is an opportunity for a committed aspiring producer to gain experience and offer insight into a busy and ambitious theatre. The Stage One Trainee Producer will play a key role in the successful planning and delivery of the theatre's programme, identifying commercial potential. This includes in-house productions and projects, co-productions, tours and the presentation of a wide range of visiting work.

CONTRACT:

Full-Time – 12 month fixed term contract.

HOURS:

37.5 hours per week, Monday-Friday. Normal office hours 9:30am-6pm. One hour for lunch.

Prepared to work flexible hours with occasional evenings and weekends as required. No overtime is payable. Reasonable time off in lieu may be given for authorised extra hours with the permission of the Executive Producer.

SALARY:

£25,000 per annum. Payable monthly in arrears by credit transfer.

START DATE:

28 August 2023

HOLIDAY & ABSENCES:

5.6 weeks holiday per annum (i.e. 4 weeks per year plus bank holidays). The Holiday year runs 1 April – 31 March. Other absences (e.g. illness, maternity) in line with the UKT/BECTU agreement and House agreement.

PROBATION PERIOD:

3 months

THE ROLE con't



NOTICE PERIOD:

4 weeks in writing by either party

PENSION SCHEME:

Contributory staff pension, 5% employee and 4% employer.
Nottingham Playhouse workplace pension scheme is provided by NOW:Pensions.

HOW TO APPLY:

Apply for this position through the online portal:
<https://stageone.uk.com/members/login> or contact Olivia for a hard copy of the application on olivia@stageone.uk.com or 02075576772. We are open to audio and video applications if you find this format more accessible.

DEADLINE FOR APPLICATIONS:

10am, Monday 15th May 2023

Key Duties & Responsibilities

The Trainee Producer will work with the Executive Producer and Assistant Producer, assisting in the delivery of all aspects of produced work at Nottingham Playhouse. They will:

- Act as Production Assistant, working with the Executive Producer and Associate Producer across the administration of Nottingham Playhouse's produced work, including work on availability checks, negotiations, contracts for freelance staff, financial management, financial reconciliation tasks, booking travel and accommodation for production teams, dealing with ticket requests and hospitality for guests and teams
- Assist with the planning and delivery of auditions for small scale produced work, community productions and children's auditions for participation in professional productions
- Assist with arrangements for accessible performances of Playhouse productions, working with the Audience Development Officer as appropriate
- Help to run and host at Press Nights and other Guest events
- Attend production meetings, Producing team meetings, theatre scheduling meetings and weekly Operations meetings
- Provide general administrative support to the Producing office and to the Artist Development Producer
- Provide administrative support on visiting programming as delegated by the Associate Producer

Continued...

Key Duties & Responsibilities

Continued:

- Maximise income and minimise expenditure at all times
- Always act in the best interests of Nottingham Playhouse
- Take positive action to promote Equality, Diversity and Inclusion in all aspects of the work of Nottingham Playhouse, engaging fully with all initiatives to promote diversity and inclusion within Nottingham Playhouse
- Abide by Nottingham Playhouse policies such as Health & Safety, Diversity and Inclusion, Child Protection, Data Protection, Environmental Sustainability, Licensing etc
- Maintain confidentiality in all areas relating to Nottingham Playhouse
- Carry out such other duties as may be reasonably expected of the post



Person Specification

- Excellent administrative and organisational skills with superb attention to detail
- Proactive, able to work on own initiative, managing multiple tasks and prioritising effectively to meet deadlines
- Excellent people skills, able to communicate effectively with people at all levels within Nottingham Playhouse and externally
- Excellent IT skills, with knowledge of Word and Excel spreadsheets
- Numerate
- A commitment to Diversity and Inclusion and to helping to make Nottingham Playhouse a safe and supportive environment in which to work
- Passion for assisting on theatre projects at a range of scales from schools tours to large scale commercial productions, and passion for building a career in theatre producing

Recognising under-representation in our workforce of Black, Asian and global majority people, and those with disabilities, we particularly welcome applicants from those backgrounds, identities and experiences.. If you would like an informal conversation about the role prior to applying, please do not hesitate to contact Louise or Olivia on 02075576737\02075576772

