

# NOTTINGHAM PLAYHOUSE

# STAGE ONE



Photo Credit: David Baird

## TRAINEE PRODUCER PLACEMENT RECRUITMENT PACK

**Application Deadline:** 5pm Tuesday 28<sup>th</sup> May 2024  
**Interviews:** w/b 17<sup>th</sup> June 2024

# 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 2024 programming opened with a thrilling and critically acclaimed adaptation of Philip K. Dick's *Minority Report*. This was followed by a gripping, intimate revival of *The Children* and an exploration of sisterhood and creative expression in new commission *Liberation Squares*. The spring season concludes with *Punch* by James Graham, a fascinating new play about toxic masculinity and the incredible power of forgiveness.

This summer, *The Trials* gives a voice to the young people who have no choice but to live with the consequences of climate change. Nottingham Playhouse's highly anticipated, brand-new production of *Dear Evan Hansen* premieres in September and marks the first time that the Broadway and West End phenomenon will tour the UK and Ireland. Following that, a co-production with Headlong, Leeds Playhouse and Lyric Hammersmith of the ground-breaking play which 'changed American theatre forever' (New York Times) - Lorraine Hansberry's classic *A Raisin in the Sun*. Opening in November, this is a family drama full of humour and heart, powerfully relevant in a world divided by inequality.

Looking ahead to Christmas, Nottingham Playhouse's legendary pantomime reaches new heights with *Jack and the Beanstalk*. Younger children can look forward to a brand-new retelling of *The Ugly Duckling*, for which the writer, composer and director are all being selected through an open call-out.

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 developmental programmes ranging from practical workshops to financial awards.

Stage One offers a variety of development programmes for emerging commercial producers.

As well as offering paid placements we run 3 annual workshops, we offer bursary of up to £20k, and offer underrepresented producers access to our Bridge the Gap development programme. We also provide investment to producers on both small scale and larger commercial investment.

## Stage One Producer Placements

The Stage One Producer Placements offer aspiring producers the opportunity to work within an established production company or producing theatre. They are employed by the organisation for 12 months, learning the producer role through hand-on training. 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 and support to produce in-house.

Since 2006 Stage One have facilitated:

**116** paid placements in West End commercial producing offices to **83** producers,

**34** paid placements in national theatres and host venues (launched in 2013), and **3** Bridge the Gap placements at Talawa Theatre Company (2021-22), Gate Theatre (2022-23) and Leeds Playhouse (2023-24).

## 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:

Amanda Bruce  
Producer

*To be recruited*  
Deputy Producer

## STAGE ONE KEY CONTACTS

Joseph Smith – Chief Executive

Louise Goodman – Programme Director -

[louise@stageone.uk.com](mailto:louise@stageone.uk.com) 020 7557 6737

Olivia Polglase – Marketing & Programme Coordinator –

[olivia@stageone.uk.com](mailto:olivia@stageone.uk.com) 020 7557 6772

Katie Webster – Administrator –

[katie@stageone.uk.com](mailto:katie@stageone.uk.com) 020 7557 6777

You will be mentored and supported by Stage One throughout your placement.

## 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/>



# 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.

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## CONTRACT:

Full-Time – 12 month fixed term contract.

## HOURS:

37.5 hours per week, Monday-Friday. Normal in-person 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 Producer.

## SALARY:

£26,000 per annum. Payable monthly in arrears by credit transfer.

## START DATE:

July/ August 2024 - dependent on availability

## 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.

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## **PROBATION PERIOD:**

3 months

## **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.

## **DEADLINE FOR APPLICATIONS:**

5pm, Tuesday 28th May 2024

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# Key Duties & Responsibilities

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

- Act as Production Assistant, working with the Producer and Deputy 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 Deputy Producer
- 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

Continued...



# Key Duties & Responsibilities

Continued:

- 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

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*This job description is a guide to the nature of the work required on this scheme. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required by each organisation.*





# 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



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## HOW TO APPLY

To apply for this position, please go to Stage One website's [Members Portal](#). You'll need to register as a member to access the portal – this is completely free. You'll find the application form under 'Apply'.

**We're interested in what you say rather than how you say it.**

You're welcome to answer in a format that best suits you and enabled you to respond fully to the questions. This could be written English, video (BSL/ spoken English/ SSE), audio recording, bullet points etc.

If submitting your application via the website form isn't best for you, or you need support in making your application, please email [katiew@stageone.uk.com](mailto:katiew@stageone.uk.com) or 020 7557 6777.

We particularly welcome applications from people who are from backgrounds which are not currently widely represented in the theatre industry. By this we mean people from the global majority, refugees, migrants and those from non-White British ethnic backgrounds; those from working class backgrounds; those who have a disability or are neurodivergent; and those whose gender identity is different from that assigned at birth.

Nottingham Playhouse is a Disability Confident Employer. If you would like to apply under this scheme please select this option in the application form.

If you would like an informal conversation about the role prior to applying, please do not hesitate to contact Stage One on 020 7557 6737 or [enquiries@stageone.uk.com](mailto:enquiries@stageone.uk.com).

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**Interviews: w/b 17th June 2024**

**Location of Interviews: Nottingham Playhouse**