



Production and Marketing Assistant

- REPORTING TO:** Producer at English Touring Theatre
- CONTRACT:** The Production and Marketing Assistant is a full-time fixed-term position for 12 months and will be based at ETT's office at 25 Short Street, London SE1 8LJ.
- SALARY:** £22,000 gross p.a.
- HOLIDAY ENTITLEMENT:** 20 days + bank holidays
- DEADLINE FOR APPLICATIONS:** Friday 17th April, 12 noon

Funded by Stage One, English Touring Theatre are seeking a collaborative, highly organised, ambitious and motivated Production and Marketing Assistant to join our small team to support across all company activity. The placement will be based in London Waterloo; our premises comprise offices, audition rooms, large rehearsal studios and a costume and props store.

ABOUT ETT

WHO WE ARE

ETT are a UK based international touring company. We create theatre of outstanding quality, imagination and ambition; work which interrogates and celebrates contemporary England and reflects the diversity of our nation.

WHAT WE DO

Staging a balance of new and classic work, we make theatre that is imaginative, responsive and alive: sparking dialogue and fostering connectivity. We are proud to tour shows that reach the widest possible range of audiences across the UK and beyond, engaging in a national and global conversation.

WHAT WE BELIEVE

We believe in the power of creative collaboration, and work in partnership with visionary artists and venues to create work on a variety of scales. We believe that touring is a democratic and imaginative way to invite audiences to engage with the world through storytelling. At the heart of our practice is a drive to entertain, engage, challenge and inspire.

ABOUT STAGE ONE

Stage One is a charity that supports theatre producers and productions through educational and investment schemes for over 40 years. We facilitate a series of development programmes ranging from practical workshops to financial awards. Unlike other arts funding, Stage One prides itself on supporting the producer and their career rather than just one specific project. Stage One Producer Placements offer unique hands-on training and development opportunity for outstanding entrepreneurial individuals in London producing offices and regional producing

venues. Bridge the Gap is one of the programmes offered by Stage One and now includes its own 12-month placement.

BRIDGE THE GAP

Stage One have created Bridge the Gap to make sure that more people can build on the skills needed to pursue a career in commercial theatre producing. It has been developed in order to specifically cater to those that we have identified are under-represented on Stage One's current programmes. The successful candidate will have support from Stage One throughout their placement and be invited to Bridge the Gap events and workshops. Please read the [Should I Apply?](#) document before submitting your application.

PRINCIPLE DUTIES & RESPONSIBILITIES:

Productions:

- To carry out administration tasks as appropriate, such as: scheduling, printing, arranging travel and accommodation.
- To support the Assistant Producer with casting on productions where necessary including availability checking of actors and liaising with agents.
- Work with the Producer and Assistant Producer to maintain strong, clear and consistent communication with all artists involved with each production.
- To work alongside the Assistant Producer as a point of daily administrative contact for the touring company whilst in rehearsal and on the road, ensuring that their needs are facilitated as well as communicated to the appropriate members of staff.
- Collate and distribute all tour information (contact lists, tour schedules and accommodation packs etc.) to the appropriate personnel.
- Support the assistant producer with the preparation and running of technical rehearsals, opening nights and press nights as required.
- To support the Assistant Producer on the accurate production of the company's printed tour programmes and/or play texts.
- To attend meetings to evaluate productions with the Producer and partners.
- To work alongside the Assistant Producer to source rehearsal space as required and within budget allocation. Where necessary, to aid securing accommodation, travel (including flights for artists) working with ETT.

Artistic Programme:

- To be an active and supportive member of the artistic programming of the organisation. To support programming and planning conversations, workshops and R&D opportunities.
- To read and feedback on any scripts given as part of programming and planning conversations.
- To build relationships with artists and industry members on behalf of the company.

Marketing:

- To assist the Producing team and Marketing Consultant on all aspects and creation of marketing and publicity for productions and the Company as required.
- To support the creation and delivery of the e-newsletter and forge e-newsletter and keep the company website maintained and updated as guided.
- To contribute towards the company's social media content creation and distribution.

Access:

- To support the Assistant Producer in the co-ordination and delivery of our programme of accessible performances, including British sign language, Captioned, Audio Described and Relaxed performances
- Under the guidance of the Producer and Assistant Producer, to support in the administration of all tour Access events and performances.

General:

- To act as member of the team to ensure the smooth running and operation of the office and rehearsal spaces. Including, but not limited to, answering the phone and intercom, receiving and organising deliveries, hosting and helping hirers for the rehearsal space.
- To act always in the best interests of the company.
- To assist with keeping records of all tour box office data, providing accurate data on tour targets, incomes, audience figures etc; and to supply information for annual submissions to ACE and UK Theatre.
- To support the Assistant Producer in working with Julie's Bicycle to keep records, track developments and report on ETT's Green policy and commitments.
- To help implement the Diversity Action Plan, Health & Safety Policy, Environmental Policy and any other policies or plans the company may introduce in the future.
- To assist with the maintenance of good filing/archive systems and database management across the company's activities.
- To keep abreast of developments in the theatre industry.
- To undertake any other duties as appropriate to the post and as agreed with the Producer.

PERSON SPECIFICATION:

Below is a list of the experience, skills and attributes that we're looking for, but we know that not everyone can meet all of them. If you don't think you have everything on the list but know that you could make a real difference to English Touring Theatre then we encourage you to make an application.

- A passion for and knowledge of theatre or live performance
- Good analytical and problem-solving skills
- Ability to be methodical and efficient and ask for support when required
- Excellent administration and organisational skills with strong computer literacy
- Clear written and communication skills
- High standards of confidentiality, initiative and tact
- A commitment to achieving high standards
- Good interpersonal skills when working within a small and busy team and interacting with audiences, artists and partners

HOURS OF WORK:

These will vary according to the nature of the workload, but generally will be a minimum of 35 hours per week. The normal office hours are 10.00 am – 6.00 pm Monday to Friday although some unsocial hours will be involved. No overtime will be paid.

NOTICE PERIOD:

Two weeks during the two month probationary period; thereafter, one month in writing.

OTHER BENEFITS:

Pension Plan: The Production and Marketing Assistant will be enrolled in ETT's auto enrolment pension scheme. ETT will match a contribution of up to 5% of the annual income to the pension plan.

Travel Card Loan Scheme: ETT provides an interest free travel loan scheme to which all employees are eligible after successful completion of their probationary period.

HOW TO APPLY: Candidates are asked to apply by completing the online application form found on the member's page of the [Stage One website](#). Please sign up or log in in order to access the application. Within the application you must upload a PDF version of your CV. Applications will automatically close at **12pm on Friday 17th April**. If you having any issues with the application form or find this format inaccessible please contact siobhan@stageone.uk.com

More information about ETT can be found here: www.ett.org.uk although please note that this is currently a holding page with our new website coming soon. For any specific questions about the placement contact Siobhan- siobhan@stageone.uk.com.

EQUAL OPPORTUNITIES: Stage One and ETT welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

ETT are part of the [Tonic Theatre](#) Advance Network; a four-year programme of activities, training, provocation and support led by Tonic designed to enhance our organisation's work on increasing opportunities for, and representation of, women over the course of the 2018-2022 National Portfolio cycle.

ETT also partner with [PIPA](#) (Parents and Carers in Performing Arts), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives.