

# STAGE ONE

## **Regional Trainee Producer Placement**

<b>RESPONSIBLE TO:</b>	Artistic Planning Team (Leeds Playhouse)
<b>CONTRACT:</b>	9 month, fixed term full-time contract
<b>SALARY:</b>	£20,000 per annum
<b>CLOSING DATE:</b>	12pm, Wednesday 4 <sup>th</sup> September

This is an opportunity for a resourceful & creative aspiring Producer to offer insight and experience of the busy and ambitious Artistic Planning department at Leeds Playhouse. The Artistic Planning department is pivotal to the successful planning, delivery and development of the Playhouse artistic programme: providing critical support to the theatre's artistic leadership (Artistic Director, Associate Director and Executive Director), taking ideas and projects through initial shaping and feasibility stages, following up creative collaborations, and turning creative ideas into concrete proposals. The Regional Producer Placement would take place during an exciting time in the history of the Playhouse, with the successful candidate being part of the planning and delivery of the opening season of work in our newly redeveloped theatre.

### **Context: Leeds Playhouse**

Leeds Playhouse was established in 1970. Over the next two decades the theatre thrived, and a purpose-built new complex opened on Quarry Hill in 1990 as West Yorkshire Playhouse. In 2018, as the theatre embarks on a major capital development project to transform the theatre, the organisation has become Leeds Playhouse once more.

The Leeds Playhouse is one of the largest, most exciting and active producing theatres in the UK. It successfully balances a firm commitment to serving the communities and artists in its region alongside maintaining a national profile for the quality of its work.

Alongside its work across two stages, the Leeds Playhouse continues to lead the theatre industry in the ambition and scope of its education and community work. These activities ensure that, in total, over 250,000 people engage with the Playhouse and its participatory programmes each year.

The Leeds Playhouse also delivers an ambitious programme of Artistic Development known as Furnace. Furnace is our development engine. It describes the work we do to develop audacious artistic voices and vital new theatre for our stages. Our Furnace activity can be split into four distinct categories: we develop people (artist development), projects, our programme and partnerships. Our Artist Development activity covers all of the work that we do to nurture, support and develop professional artists aged 18+, born, raised or currently living or working in Yorkshire.

The redevelopment of the Leeds Playhouse will see the transformation of the theatre spaces and front of house areas, aiming to improve the porosity, generosity and accessibility of the organisation. This will include a new front entrance that faces the city, much improved access provision, and the creation

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of a third permanent performance space, the 100 seat Bramall Rock Void. The redeveloped Leeds Playhouse building will reopen in September 2019 with an ambitious season of work. During the redevelopment, the Playhouse is creating work in a temporary 350 seat Pop-Up Theatre that has been built in the theatre's workshop.

## **KEY RESPONSIBILITIES:**

### Programme Development

- Support the Artistic Director, Executive Director and Producing team in planning all future productions for Leeds Playhouse contributing to programme planning through scoping out and testing the viability of programming options and their potential artistic, financial and audience impact. <sup>[[1]]</sup> <sub>[[SEP]]</sub>
- With the support of the Producing team, develop a network of contacts in the industry.
- To assist in the development and model building of potential productions/creative projects, with a focus on our larger Quarry commercial projects.
- Participate in production logistics, audience development research and the budget setting process with the Technical Director, Finance Director, Artistic Director, Executive Director and Producing team.

### Project Development

- Contribute to work on the Development Slate, progressing and following through initial ideas to concrete proposals, attending meetings with potential creative collaborators and co-producers alongside the Producing team.
- Make an active contribution to casting process. Attending casting sessions and working alongside our Casting Associate to identify casting opportunities.
- To assist in the producing of all readings, sharing and development workshops, of commercial offerings including development of new musicals and revivals.
- Identify investment and fundraising opportunities to support projects, or contribute to, project fundraising supported by the Development Manager.

### Delivery/ Project Management

- To assist with production management being responsible for booking rehearsal rooms, meetings, and provide general admin support to the artistic planning office. <sup>[[1]]</sup> <sub>[[SEP]]</sub>
- Support the Producer in negotiation of co-production deals and touring productions - gaining insight on contracting and becoming a liaison point between parties. Work with the Senior Producer and Producer to manage the effective delivery of co-productions and transfers, maintaining strong relationships with co-producing partners and touring venues.
- Participate in the setting up and delivery of Community Tours and Leeds Playhouse national tours.

### Management

- Ensure effective communications between the artistic planning team and all internal departments, and communication with artists and external production partners.
- Provide information and input to the Creative Engagement team to support greater engagement between community, education and wraparound programmes and the main stage produced programme.
- Work with the Directors of Finance and Marketing & Communications inputting to ticket pricing strategies that reflect Leeds Playhouse's commitment to increase access whilst recognising the need to generate box office income

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- Maintain a high level of awareness of the work of the Fundraising and Development Team, being alive to opportunities for fundraising and supporting delivery of sponsors or patrons benefits as required.

## General Responsibilities

- Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies.
- Attend a weekly one to one with the Producer a monthly one to one with the Producer and Senior Producer for mentoring.
- Work with Furnace, our Artistic Development programme, to open the theatre's producing processes to a wider range of people including people engaged in learning. <sup>SEP</sup>
- Undertake any other duties as reasonably required by the Producer / Senior Producer.

## **PERSON SPECIFICATION:**

- At least 1 years producing experience with a demonstrable track record of successful project/production delivery, with experience in the subsidised and commercial theatre sector.
- Experience of working on and facilitating artistic processes, project management skills and experience.
- Experience of successful production and project budgeting and management.
- Excellent communication skills and the ability to develop relationships.
- Experience of contract negotiation.
- Experience of partnership working such as co-productions, touring and transfers.
- Ability to work as part of team, to work fast and effectively under pressure, managing multiple projects simultaneously and to tight deadlines.
- Excellent IT and computer skills, specifically Excel.
- An informed interest in the work of the Leeds Playhouse and a commitment to our vision and core values.
- Experience of working with marketing teams and understanding of marketing and audience development issues.

## **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 is a separate, downloadable equal opportunities form to upload as well. Applications will automatically close at **12pm Wednesday 4<sup>th</sup> September 2019.**

Stage One will shortlist applications and pass on to Leeds Playhouse. If you are invited to interview, Leeds Playhouse will be in touch directly.

If you have any questions about the role please do not hesitate to get in touch with Louise

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Goodman; [louiseg@stageone.uk.com](mailto:louiseg@stageone.uk.com).

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](mailto:Suzanne@stageone.uk.com)

## **EQUAL OPPORTUNITIES**

Stage One and Leeds Playhouse 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.