

Theatre by the Lake

Job Description: PRODUCER (Maternity Cover)

Job Purpose

To line produce in-house productions, programme visiting work and support the conception and delivery of the artistic programme at TBTL.

Duties and Responsibilities

1. Work closely with the Artistic Director (AD) and the Executive Director (ED) on the conception and delivery of TBTL's artistic programme.
2. Line-produce TBTL's home-produced work.
3. Be TBTL's key contact for co-producers on co-productions on which TBTL is not the lead producer.
4. Support the conception of the wider artistic programme and lead on its delivery.
5. Provide an oversight of all live projects, both TBTL productions, co-productions and visiting productions - ensuring a clear system of reporting is in place in order that the AD and ED are updated on the progress of productions throughout their delivery.
6. Maintain and develop strategic relationships and be a point of contact with programmers and producers across the UK.
7. Contribute to audience and talent development and community engagement strategies and initiatives.
8. Be an effective member of the Senior Management Team, working on strategic development and taking shared responsibility for the success of the organisation
9. Responsible for contracting actors and creative teams for TBTL productions and events.
10. Supporting the AD with the commissioning of new work and organising Research and Development processes.
11. Create, competently manage and report on the overall budget for TBTL productions, co-productions and visiting work.
12. Actively engage in current theatre practice, undergoing relevant training, watching shows and following industry news, making a significant contribution to programming discussions.

13. Assist the AD in the monitoring and evaluation of the artistic programme.
14. Programme and manage visiting work and community hires across our performance spaces, negotiating deals, issuing contracts and welcoming and supporting companies throughout their visit, with the support of the Assistant Producer
15. Support the AD and the Assistant Producer in the design and delivery of our talent development network and activities (Cumbrian Creatives).
16. Support diversity, sustainability and access in the programme.
17. Ensure all work is done whilst adhering to TBTL's safeguarding policy, including the reporting of any issues of concern and supporting staff who have concerns about the safety of vulnerable people.
18. Undertake any other duties which may reasonably be required by the AD and ED.

Responsible to

Artistic Director

Responsible for

Assistant Producer

Company Manager

Essential

- Significant experience of line-producing and programming professional theatre.
- Significant experience of budget creation and management.
- Extensive knowledge and understanding of the UK theatre industry
- Ability to lead, motivate and manage teams and establish positive working-relationships with a variety of individuals and companies.
- Excellent verbal and written communication skills, and ability to negotiate effectively.
- Proactive and creative thinker, with the ability to problem-solve, multi-task and work effectively under pressure.
- A commitment to diversity, accessibility and a genuine enthusiasm for working closely with our local communities
- Excellent organisational skills, an ability to self-administrate and work independently.
- Excellent IT and administrative skills; use of Microsoft Word, Excel, and PowerPoint.
- Ability and willingness to undertake a flexible, wide-ranging role, supporting the rest of the staff team as necessary.
- Ability and willingness to work flexible hours.

Desirable

- Experience of producing at a mid-scale regional subsidised theatre.
- Knowledge of UK Theatre and Equity agreements for actors, stage managers and creative freelancers, and of UK Theatre/Writers Guild Agreements

- Experience of rural touring and working in a rural context.
- Experience of creating and/or managing talent development initiatives.
- Experience of programming other art forms including music, comedy and literature.

Experience of line management

Experience of working on creative engagement projects.

Working knowledge of Artifax Event software