

PRODUCER – Permanent

Theatr Clwyd

Job Description

Family: Theatre Making

Reports to: Director of Producing

Job Purpose

The Producer will sit within the Theatre Making family and is one of the line producers for Theatr Clwyd's productions at home and on tour. They will employ significant specialist knowledge of, and creative approach to, theatre producing to support the Director of Producing in Delivering the programmed work across the building and beyond.

Key responsibilities

General

- To contribute to the overall strategy and direction by making recommendations to the Director of Producing on strategic plans, priorities and innovative solutions.
- To be accountable for budget management within the Team.
- To ensure the Producing Team makes a significant contribution to the overall success of Theatr Clwyd and to the arts scene across the UK.
- To encourage risk-taking, hard work and creative thinking and promote a positive and supportive culture.
- To lead by example, communicating, influencing and promoting the company ethos and excellent standards of Theatr Clwyd.

Line Producing

- To take the lead on scheduling projects and driving the delivery process forward, once the Director of Producing, Executive Director and Artistic Director have set up the producing context and structure.
- To be responsible for creating production budgets alongside the Director of Producing, Executive Director and Finance, Operations & People Director, and to liaise with them on all aspects of production accounting.
- In collaboration with the Director of Producing, to lead on contracting and negotiation, including visiting work, co-production agreements and commissions.
- To attend and actively participate in production meetings and be the first point of contact for Production Teams for any issues arising during production or performances, maintaining a constructive, professional and safe environment for the teams.

- In the case of projects that are co-produced with Theatr Clwyd but managed by a partner theatre, to play a coordinating role between the two organisations, and offer support to the partner theatre as necessary.
- To support the other departments at Theatr Clwyd with any development, engagement and communications activity around the productions.
- To manage a review meeting at the end of each production in which members of the team can evaluate successes and failures.
- To line manage the Assistant Producer
- To line manage any resident trainees or apprentices as necessary.
- To actively engage in current theatre practice and productions, and to proactively contribute to programming discussions at Theatr Clwyd.

Other

- To keep abreast of industry trends by attending shows, conferences and training events and following news, social media and reviews.
- To follow best practice across the industry by developing and maintaining relationships with a range of other producers in both the subsidised and commercial sectors.

Person Specification

Essential

- Significant specialist experience of working at a senior level in a producing role in a producing theatre.
- Significant experience of assembling and managing production and creative teams.
- Experience of negotiating and drafting contracts.
- Experience of booking a tour.
- Proven track record of line management, or managing a team together with the ability to lead and motivate people.
- Sound financial management skills, with experience of working with complex budgets.
- Excellent communication and negotiation skills, prioritising verbal communication, particularly in difficult conversations.
- Excellent attention to detail.
- Excellent organisational skills, with the ability to manage multiple tasks and work under pressure.
- Good knowledge of Microsoft Office.
- Good knowledge of UK Theatre subsidised repertory or SOLT agreements for actors, stage management and creative freelancers.
- A thoughtful approach and a demonstrable understanding of wider trends within the industry.
- Good knowledge of art forms other than theatre, including but not limited to dance, music, art, film and literature.
- Excellent administrative skills, with an organised and methodical approach.
- Ability to process and summarise complex information quickly.

- An energetic manner, an ability to drive projects to completion and to be self-supporting administratively.
- Ability to develop, nurture and sustain strong, productive and long-term relationships with a variety of key, high-level personnel, partnerships and networks.
- Ability to manage multiple tasks and work under pressure.
- Ability to work collaboratively.
- An understanding of audience development and marketing.
- Accessible and supportive to production staff, artists, participants and audiences.
- An understanding of and commitment to diversity and inclusion.
- A commitment to artistic excellence.

Desirable

- Experience of booking and managing international performances.
- Good networks within the UK theatre industry.
- Understanding of artist development.
- Knowledge of Health and Safety protocols, insurance and legal issues, and best practice in equal opportunities and diversity policies.
- Full driving licence.
- Spoken and written Welsh.