

## **PRODUCER Job Description**

Responsible to: Artistic Director and Executive Director

Responsible for: Studio Producer, Community Producer, and Production Manager

## **Background**

**“One of the most experienced prospectors of raw talent in Europe.”  
– The Independent**

After nearly 40 years in residence over a pub on Shepherd’s Bush Green, the Bush Theatre moved into the Old Library in Shepherd’s Bush in October 2011. This year we completed a £4.3m redevelopment project to transform the old library, making the building more accessible, more sustainable and open to even more people.

Under the artistic leadership of Madani Younis, the Bush Theatre is committed to presenting a diverse and innovative programme of new writing which speaks to and reflects contemporary society in all its diversity. In March 2017, the Bush Theatre reopened to the public with an expanded artistic programme which incorporates a flexible 190 seat theatre and a new 70 seat performance space.

## **Purpose of the role**

The Producer will be responsible for producing all aspects of the in house production and will be the main point of liaison for internal and external colleagues. The Producer reports directly to the Artistic Director but also works closely with the Executive Director to negotiate contracts with potential visiting companies and co-producers. They will be responsible for day to day producing requirements of the productions whilst in performances.

## **Main Duties and Responsibilities**

### **Strategic Planning**

- To provide day to day management of the producing function – supporting the Artistic Director and Executive Director, in ensuring that all work at the Bush Theatre is produced and presented with high quality production values and in the best possible circumstances (including national and international touring).
- To manage relationships with co-producers, to work with the Executive Director on negotiations of contracts with companies, venues, creative appointments, writers’ commissions (where appropriate) and the engagement of actors.
- To work with the Artistic Director and other Heads of Departments in the formulation of annual and long-term project planning.
- To liaise with the Artistic Director, visiting directors and casting agents on the management of casting for productions, carrying out all availability checks, arranging meetings and putting in offers (availability checks and arranging meetings where necessary).
- To draw up rehearsal, production and performance schedules for all Bush productions and projects, liaising with the Press Representative on placing press nights.
- To draw up budgets for individual productions and across each season.

- As a Senior Manager to contribute relevant expertise to business planning, strategy and reporting and to work across the organisation maintaining strong departmental and cross department/project communication networks.

## **Productions**

- To anticipate and manage artistic needs within the constraints of schedules and budgets.
- To support the Artistic Director in identifying appropriate members of creative teams.
- To work with the Head of Operations in contracting all freelance production staff.
- To support the Production Manager to ensure that the theatre programme has the relevant technical support.
- To act as the point person between departments in the day-to-day management of productions and to ensure efficient operation between the theatre, office and peripatetic activities
- To attend all production meetings.
- To schedule and attend all company hospitality events, including rehearsal drinks, preview drinks and end of run drinks
- To manage the press night invitation list, alongside the Head of Marketing and Press Representative
- To manage the press night, alongside the Head of Marketing.
- To manage all house seat requests and co-ordinate them with Box Office.
- With the Production Manager, to monitor and authorise all production related expenditure, ensuring overspending does not occur.
- To attend previews, including tech notes sessions, preview meetings, press nights and last nights, as well as any other company events as required.
- To lead producing meeting.
- To attend and contribute to programming meetings and read scripts under discussion.
- To seek out, liaise with and negotiate with visiting companies.
- To manage national and international tours on a range of scales and support commercial transfers of the Company's work across all media, as required
- With the Head of Finance, to draw up all settlements for royalties and co-production/visiting company.

## **Community Engagement**

- To work with the Community Producer to seek out and promote opportunities for community engagement.
- To oversee the development and production of community engagement events and activities as appropriate to encourage community members to experience and be involved with the Bush's work.
- To ensure appropriate support from the wider producing and production team as appropriate.
- To oversee the Community Producer and the development of ways to increase the Bush's engagement with to its local community.

## **Staff Management and Resource Management**

- To manage and control all budgets relevant to the work of the producing and production department, contributing to fundraising and development initiatives and applications where required.

- To manage the in-house technicians, ensuring that their time is allocated to support productions and other business objectives.
- Direct line management and development of the producing team, with an overview of the team of freelance stage management and technical staff.
- To keep up to date with developments and research in producing practice, relevant to the creative industries and where relevant, draw upon such information in planning and programming strategies.

## GENERAL

- To attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required
- Attend regular Company meetings and Operations meetings
- Actively develop and implement green policies and practices for the department
- Adhere to, and actively contribute to, the Bush Theatre policies, including Equalities (diversity, access, equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Bush Theatre
- To act always in the best interest of the Bush Theatre
- Any other duties as reasonably required

## PERSON SPECIFICATION

### Essential

- An affinity for the mission, vision and work of the Bush Theatre and a passion to play a key role in shaping and achieving the theatre's success
- Senior experience gained within a producing theatre company or venue.
- An interest in the social, cultural and financial context within which the Bush Theatre operates.
- A minimum of three years' experience as Producer of new writing
- Experience of working directly with creative teams and facilitating artistic processes.
- Experience of contract negotiation with agents and artists and a good working knowledge of the relevant contracts.
- Experience of partnership working.
- Strong financial skills including drafting and managing budgets.
- Knowledge/experience of national touring.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines
- The ability to work collaboratively and form effective partnerships internally and externally.
- Persuasive communication skills.
- Experience of line managing a team.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of the Bush Theatre.

### Desirable (but not essential) qualities, skills and experience:

- Knowledge/experience of international touring.
- Productive and wide ranging contacts in the theatre sector.
- A positive attitude with a high level of self-motivation and ability to work on your initiative

## TERMS & CONDITIONS

<b>Hours:</b>	40 Hours per week across at least five days
<b>Salary :</b>	£32,000 pa
<b>Holidays:</b>	22 days per annum plus Bank Holidays Rising to 23 days after two years' service Rising to 24 days after four years' service
<b>Probation:</b>	Six months
<b>Contract type:</b>	Permanent

