

PRODUCER Job Description

The Bush Theatre is looking for a creative, experienced, and highly organised Producer to join the Artistic team and help realise the creative ambition of our productions.

The Producer will be responsible for working closely with the producing team to deliver the full artistic programme of the Bush Theatre, taking a lead on all studio productions. The Producer reports directly to the Executive Director, who also acts as Executive Producer of the programme, and works closely with the Artistic Director.

How to Apply

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate. Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

All applications should address the following questions:

- Tell us a little about yourself and why this position interests you.
- Tell us what experience you have had that means you meet the person specification outlined in the job description; include practical examples.
- What would you be bringing to this role?
- Do you have any qualifications you want to tell us about?

1. Read the Job Description and Person Specification.

2. Apply through our recruitment portal [Breathe HR](#). Include a CV.

You can upload video or sound files using the We Transfer service <https://wetransfer.com/>. When using this service, please include the We Transfer link in your Breathe HR attachments by including the link in your CV or submitting it on a separate document.

3. Complete our [Equal Opportunities Monitoring form](#). This helps us to better understand if our recruitment practices are accessible and equitable to all.

If you have any need for this information in a different format please contact our Theatre Administrator Chloe Wilson by emailing jobs@bushtheatre.co.uk or phone 0208743 3584.

Deadline for applications: 11.59pm on Sunday 9 February 2025

First Interview date: Thursday 20 February 2025

Second Interview date: Thursday 6 March 2025

Interviews will take place **in person** at the Bush Theatre, 7 Uxbridge Road.

We produce new plays and develop artists who see the world from a different vantage point and write stories for the many communities of contemporary London. Our diverse team and their range of experiences are vital to the Bush's success, but we still have work to do to make sure they fully represent the communities we serve. If you are excited about this role and the work we do, we want to hear from you even if you don't meet every criteria. We are particularly keen to receive applications from underrepresented and marginalised groups such as people of North African, Sub-Saharan African, West Asian, East Asian, Southeast Asian, South Asian, Pacific Islander and Indigenous backgrounds, Migrants, LGBTQIA+ people and those who are disabled or neurodiverse.

Minimum Criteria Guaranteed Interview Scheme

As part of our Minimum Criteria Guaranteed Interview scheme, we will offer an interview to disabled candidates who meet the essential criteria for the role. If you consider yourself to have a disability or long-term condition and would like to apply through this interview scheme, please let us know by stating anywhere in your application: 'I would like to apply through the Minimum Criteria Guaranteed Interview scheme.'

Data Policy

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

Producer Job Description:

Responsible to: Executive Director

Oversight of: Freelance stage management and production staff (for shows leading on)

Background

Bush Theatre

Opened in 1972, the Bush Theatre is internationally renowned as *'the place to go for ground-breaking work as diverse as its audiences'* (London Evening Standard).

A champion of playwrights and operating in one of the most culturally diverse areas of London, the Bush Theatre has a commitment to its local community and the wider artistic community. Braiding these two strands of work together, the Bush produces an engaging and challenging programme that reflects the world we live in.

Recent successes include multi-award-winning productions *Red Pitch* by Tyrell Williams, *Lava* by Benedict Lombe, and *Invisible* by Nikhil Parmar. Bush Theatre Productions have taken the Olivier Award for 'Outstanding Achievement in an Affiliate Theatre' for the previous four years with Richard Gadd's *Baby Reindeer*, now a successful Netflix series, Igor Memic's *Old Bridge*, Waleed Akhtar's *The P Word* and Matilda Feyişayo Ibini's *Sleepova* respectively. In 2023 the Bush was joint winner of The Stage's 'Theatre of the Year' alongside the Lyric Theatre, Belfast and produced Sir Lenny Henry's first play *August in England* which was directed by Bush's Artistic Director Lynette Linton and Associate Artistic Director Daniel Bailey.

Since re-opening in March 2017 after a year-long £4.3 million renovation by architects Haworth Tompkins, the Bush has continued to create a space where all communities can be part of its future and call the theatre home.

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[Meet the Bush team](#)

Purpose of the role

To work closely with the producing team to deliver the full artistic programme of the Bush Theatre, taking a lead on all studio productions, as well as contributing to planning, scheduling, programming and reporting.

Main Duties and Responsibilities

Productions

- Support the producing team in ensuring that all work at the Bush Theatre is produced and presented with high quality production values in the best possible circumstances
- To lead produce all studio productions, with the Lead Producer supporting where required
- Negotiate financial deals for studio shows in line with annual budgets as set by the Executive Director and to draft contracts for visiting shows and co-productions, where required, as directed by the Head of Producing
- Act as the main point of contact with visiting studio companies.
- To support the Lead Producer and Head of Producing with the delivery of the main house productions.
- For productions led on, support directors in identifying appropriate members of creative teams and contracts for creative appointments, in line with relevant union terms and where required to draft agreements for the Head of Producing as directed.
- For productions led on, to liaise with directors and casting agents on the management of casting for productions, oversee the administration of availability checks, arrange meetings and contract actors in line with relevant union terms
- For productions led on, lead preview meetings and be the voice of the production team in those meetings - and the voice of the Bush in tech notes
- For productions led on and with the Head of Producing and Head of Finance, to draw up settlements and royalty statements for visiting companies and artists
- Where appropriate, to support visiting producers and co-producers in their funding applications writing letters of recommendation and arranging support in kind agreements
- Providing support across main house and studio as directed by Lead Producer
- With the Technical and Buildings Manager, to enact the Green Action Plan and ensure Productions follow Green Book guidance as set by the Action Plan
- To act in-line with the Major Incident Plan as required

- To lead on the organisation of press nights for Bush Theatre productions including overall management of the invitation list
- Conducting availability checks for creatives and stage management teams and where necessary actors
- Drafting contracts and liaising with agents, with support from the Lead Producer
- Schedule and minute producing, scheduling, production and any other meetings as required
- Managing the press night invitation list and working with the Producing team, Front of House team, Marketing and Press to ensure the smooth running of press night
- Managing house seats, complimentary ticket requests and staff preview tickets.
- Securing accommodation, travel and flights for artists working at the Bush as required
- Coordinating internal scheduling for productions including adding productions events to the diaries of teams and necessary team members, with support from the Theatre Administrator where required.

Administration

- Completing financial admin for Productions including: tracking and chasing expected invoices for productions, coding and processing invoices and expenses forms, and filling out the weekly payroll spreadsheet for Productions and sending for approval
- To maintain robust data collection and reporting methods to analyse the makeup of personnel working on productions

Artistic Policy, Programming and Script Development

- Read and feedback on any scripts given as part of programming and planning conversations
- Attend and contribute to programming meetings and read scripts under discussion
- Attend read-throughs, sharings, festivals and other events to seek out productions and artists for programming in both Bush Theatres but with a specific focus on the Bush Theatre Studio
- Build relationships with artists on behalf of the Bush Theatre.

Talent Development

- Support the administration of select talent development initiatives as required, working with the Head of Producing, Associate Dramaturg or Associate Artistic Director.

Strategic Planning and Budget Management

- Support the Head of Producing in the formulation of annual and long-term project planning for Productions
- For productions led on, anticipate and manage artistic needs within the constraints of schedules and budgets
- Work with the Head of Producing to draw up budgets and prepare budget evaluations for individual productions and across each season
- With the Technical and Building Manager, to monitor and authorise all production related

expenditure on Studio shows, ensuring overspending does not occur

- Draw up rehearsal, production and performance schedules for all Bush productions and projects, liaising with the Press Manager on placing press nights, and to work across all departments to draft and secure sign-off of the seasonal and annual building schedules
- Support the Head of Producing to maintain robust data collection and reporting methods to analyse the makeup of personnel working on productions
- Support the Head of Producing to report on activity and the pipeline as required by the Executive team including ACE annual survey data and Action plan updates for Board papers.

Staff and Resource Management

- Support the Technical and Building Manager and freelance Production Managers to ensure Studio shows have the relevant technical support
- For productions led on, to act as the point person between departments in the day-to-day management and to ensure efficient operation between the theatre, front of house teams, office staff and peripatetic activities
- 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 act always in the best interest of the Bush Theatre
- To be welcoming and provide excellent customer care to all visitors to the Bush Theatre in all departments
- To be knowledgeable of all Bush products
- Actively keep up to date with the artistic programme
- Actively develop and implement green policies and practices for the department.
- Adhere to Bush Theatre policies, including Equalities (including 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
- Any other duties as reasonably required.

Person Specification

Essential criteria

- 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
- An understanding of the social, cultural and financial context within which the Bush Theatre operates.
- Substantial 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.

- Strong financial skills including drafting and managing budgets.
- 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.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of the Bush Theatre.

Desirable criteria

- Producing experience gained within a producing theatre company or venue.
- Experience of programming and scheduling multiple events.
- Knowledge/experience of national and 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

Hours: 35 hours per week across at least five days, including event and weekend work as required

Salary: £30,000 per annum pro rata

Holidays: 30 days per annum inclusive of Bank Holidays;

Rising to 31 days after two years' service

Rising to 32 days after four years' service

Probation: Three months

Contract type: Permanent

Other Benefits

- Interest-free season ticket loan (after probation) for employees
- Cycle to work scheme for employees
- Complimentary tickets to all Bush productions subject to availability (2 comp tickets to main house shows and 1 to studio shows at any time during the run, £15 tickets thereafter)
- 20% discount on food and drink at the Library Cafe Bar
- Access to a confidential counselling service
- Unpaid leave up to two weeks
- Birthday holiday (1 additional day of annual leave).