



# JOB DESCRIPTION.

<b>JOB TITLE</b>	<b>Assistant Producer</b>
<b>REPORTS TO</b>	<b>Senior Producer</b>
<b>DEPARTMENT</b>	<b>Theatre &amp; Performance</b>

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## **BACKGROUND**

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

Shakespeare's Globe Theatre Department delivers a busy production schedule with a repertory system running in both the Globe Theatre over Summer and the Sam Wanamaker Playhouse over Winter. A small in-house team manage every aspect of the shows from Casting to Music and produce shows, events and films all year round.

The vision of the department is to curate and produce seasons of plays in the Globe and Sam Wanamaker Playhouses bespoke to the architectural playing conditions of the theatres. We nurture any public performance that happens on our stages, on screen or on tour, and we provide an environment in which art, artist and audience can flourish. As well as producing plays from the canon of Shakespeare, we honour The Globe's history and commitment to new writing. Our job is to hold a mirror up to nature and reflect the diversity and complexity of the society in which we live.

## **PURPOSE OF JOB**

To support the Senior Producers in the development of Globe productions. As well as providing support on the large-scale productions happening across the year, the role is responsible for line producing selected productions and projects as required, including some events and wrap-around activity.

## **PRINCIPAL RESPONSIBILITIES**

- Assist with the producing of productions, projects and events as agreed with the Senior Producers
- Line produce selected Globe and Sam Wanamaker Playhouse productions; nurturing relationships and working collaboratively with artists/creative teams to develop projects.
- Be the first point of contact for potential creatives on line-produced shows; checking availability and interest; building relationships; collaborating with Senior Producers and General Management to appoint and contract Creative teams.
- Work closely with the Senior Producers to produce allocated show-related workshops and R&Ds, liaising with Creatives and ensuring the events run smoothly.
- Liaise with the Audience team around campaign plans, and the creation of copy, images and press releases; ensuring ticket, what to expect, and audience information is up to date.
- Anticipate and manage artistic needs within the constraints of schedules and budgets.
- Lead on the development of Community aspects of productions; maintaining relationships with key partners and building new relationships as required.

- Assist with the set-up of read-throughs, R&D workshops, Previews, Launch Nights and other events as required.
- Support the wider Producing team with attendance at shows, tech, previews and press nights.
- Produce selected events outside of the Globe and SWP programme, including visiting artist events and wraparound activity for the shows.
- Work with the Production Coordinator to collate and organise travel and accommodation and other logistical arrangements required to support creative teams, and occasionally performing companies
- Undertake research related to productions from time to time, as required by the Senior Producers.
- Work within the Company's agreed finance and accountancy procedures. This will include the speedy and accurate signing off and coding of order forms, invoices and expenses claims.
- Monitor expenditure against budget for any tasks or projects assigned.
- Contribute to the evaluation of productions and projects, ensuring that learning is captured and applied to the planning and delivery of future activities.
- Contribute to the future work of the organisation by suggesting ideas for events, festivals and new work. Feeding back on work and creative endeavours you have seen to support the future creative work of the Globe and meaningfully contribute to broadening the creative pool that we work with.
- Undertake other duties as may be reasonably requested of the Assistant Producer by Senior Producers.

### **PERSON SPECIFICATION**

- Experience of producing theatre, ideally in a Producing or General Management role.
- An excellent understanding of working with creative teams, able to pre-empt and respond to their needs.
- Excellent spoken and written communication skills with people at all levels, internally and externally.
- Demonstrable track record of project managing and delivering complex events.
- Demonstrable experience of effectively managing budgets, monitoring expenditure and developing work within strict financial parameters.
- Excellent interpersonal skills, with the ability to build strong relationships across the department, organisation and industry.
- Able to work collaboratively as a conscientious and valuable team member.
- The ability to handle delicate situations with tact and sensitivity and exercise discretion.
- Experience of producing community theatre, developing and maintaining community partnerships.
- Knowledge and passion for theatre, the arts and artists.
- Excellent administrative and organisational skills with a strong attention to detail and a solid understanding of Office 365, particularly Excel, Outlook and Word.
- Personable and calm manner while working to tight deadlines, with the ability to remain flexible, take charge and proactively troubleshoot when required.

### **Embodies these essential Globe ways of working:**

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.
- Delivering high-quality output.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

### **RECRUITMENT INFORMATION AND TERMS AND CONDITIONS**

#### **Permanent / Full-Time (Happy to talk flexible working)**

[A full set of terms and conditions will be supplied with a contract of employment]

- Hours:** 35 hours per week exclusive of meal breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.
- Salary:** £32,000 per annum.
- Holiday:** The annual full-time holiday entitlement is 25 days pro-rata per calendar year plus Bank Holidays.
- Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

**This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.**

**As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.**