



JOB DESCRIPTION.

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| JOB TITLE | Touring Producer (freelance) |
| REPORTS TO | Senior Producer |
| DEPARTMENT | Theatre & Performance |

BACKGROUND

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

Working closely with the Senior Producers and Producing team, the Touring Producer will lead on tour booking, touring administration, planning, and logistics for all aspects of Shakespeare's Globe on Tour. This role manages the tour, ensuring that every venue has the producing and management support required.

PRINCIPAL RESPONSIBILITIES

Tour Booking and Management

- Plan and prepare detailed touring schedules in consultation with the Senior Producers and Artistic Director.
- Be the first point of contact for potential creatives; checking availability and interest; building relationships with potential Creative team members.
- Communicate with venues in relation to contracts, fees and where relevant travel and accommodation.
- Work closely with the Theatre Business Officer to collate and manage budgets and all financial administration relating to Globe on Tour productions.
- Liaise with the Company Manager to ensure the tour operates within contractual terms, and regarding welfare and financial administration for the company including per diems and subsistence requirements.
- Book tour travel and accommodation for the creative team as required.
- Develop and maintain good relations with venues visited on tour and preserve the reputation and standing of the company at all times through timely and efficient communication.
- Oversee the archiving of the tour, in collaboration with the Archivist.

Tour Producing

- Line produce Shakespeare's Globe on Tour; attending production meetings, venue visits, rehearsals and shows as required.

- Be the first point of contact for all enquiries regarding the tour, especially for company and creatives from planning stages through to rehearsals and the final performance.
- Keep a regular overview of tour sales and liaise with the Audiences team to ensure sales targets are met.
- Attend Globe on Tour read-throughs, rehearsals, design and production meetings as required.
- Be present throughout technical rehearsals, attending the opening, press and closing nights at the Globe, as well as selected venues on tour.
- Oversee all administrative and logistical elements of the tour, ensuring all relevant information is shared with the company at all times
- Keep an overview of sales and targets and attend weekly meetings with marketing department.
- Work with the Education Department to develop and deliver wraparound workshop activity to compliment the tour.

PERSON SPECIFICATION

- Significant experience of working in touring theatre or a performing arts touring context, ideally in Producing or Tour Management.
- Demonstrable experience of devising, project managing and/or running a tour.
- Effective spoken and written communication skills with people at all levels, internally and externally.
- Demonstrable experience of liaising and managing day to day relations with external contacts, including the creative team.
- 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.
- Effective 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.
- Knowledge and passion for theatre, the arts and artists.
- Effective administrative and organisational skills with a strong attention to detail and a solid understanding of Office 365, particularly Excel, Outlook and Word.
- A working and demonstrable knowledge of how theatre productions are created.
- 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

Freelance, fixed term contract for six months

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

Start Date: 7th March 2022
End Date: 7th September 2022
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.
Fee: equivalent to **£32,000** per annum (pro-rata).