



# JOB DESCRIPTION.

<b>JOB TITLE</b>	<b>New Work Producer (Maternity cover)</b>
<b>REPORTS TO</b>	<b>Senior Producers</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**

The New Work Producer is responsible for line producing new plays and other projects across the summer season in the Globe Theatre and winter season in the Sam Wanamaker Playhouse, (SWP) as well as working as part of the Producing team to provide support across all productions at Shakespeare's Globe.

A key part of this role is, in consultation with senior members of the Theatre Department and wider Globe teams, to lead on the commissioning, development, and line-producing of new plays, new writing festivals and other projects and events across both playhouses. As well as identifying and developing emerging writers and working closely with the Artistic Director to programme new plays.

This role works closely with the Artistic Director, Associate Artistic Director, Senior Producers, Assistant to the AD, and other members of the Theatre Department team in the development of Globe work.

The successful candidate will have substantial professional producing experience, including the commissioning, development and producing of new plays, ideally in mid to large scale venues. They will be calm and personable, able to work well under pressure; experienced in working sensitively with creative teams, and able to demonstrate tact, discretion and confidentiality.

## **PRINCIPAL RESPONSIBILITIES**

### **Globe Productions, Other Projects & General Duties**

- Oversee the development of new writing and line produce new plays in the Globe and Sam Wanamaker Playhouse, plus other projects and productions as directed by the Senior Producers.
- Nurture new and existing relationships and work collaboratively with artists and creative teams to develop projects.
- Work with the Artistic Director and other members of the Theatre Department to curate new writing festivals, scratch nights and writers workshops – taking on the management and line producing of these projects.
- Take an active role in the selection, recruitment and contracting of creative teams for line-produced shows, ensuring that the Artistic Director and Senior Producers are fully informed at each stage.
- Anticipate and manage artistic and production needs within the constraints of schedules and budgets.
- Work with the Senior Producers to create budgets for productions and other events, tracking income and managing expenditure against budgets for line produced projects and shows.
- Liaise with the Audiences team to update on the development of productions and to feed in to the creation of copy, images, press releases and campaign plans; working together to ensure sales targets are met and that audience information is up to date.
- Support the producing of all productions, projects and events alongside the rest of the Producing team, as agreed with the Senior Producers, including attendance at shows, tech previews and press nights for all productions.
- Undertake research related to productions from time to time, as required by the Senior Producers.
- Oversee the evaluation of productions and projects, ensuring that learning is captured and applied to the planning and delivery of future activities.
- 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.
- Represent Shakespeare's Globe at key industry events as required.
- Together with the Producer, deputise for the Senior Producers as required.
- Undertake other duties as may be reasonably requested of the New Work Producer by Senior Producers

### **Literary Management**

- Identify and develop emerging writing talent – through attending workshops and readings and productions
- Work with the Artistic Director and Associate Artistic Director to identify, and recruit the Globe's Resident Writers and to oversee their development and any commissions and to provide pastoral support.
- Lead on the development of any prospective commissions / projects including working alongside the Senior Producing Coordinator to coordinate R&Ds
- Manage the New Work and Commissioning budgets.
- Read submissions from literary agents or as requested by the Artistic Director, supported by the Assistant to the Artistic Director
- Manage the commissioning process - negotiating with agents, issuing contracts and license agreements for commissions, workshops, options and translations
- Provide dramaturgical support to writers as required.
- Support writers and build relationships with creative teams on long-lead new work projects, ensuring writers are supported throughout the process.

- Assist the Development department with grants and funding applications where necessary.

### **Filming**

- To produce, alongside the Executive Director of Theatre, Shakespeare's Globe's in-house filming and live broadcasts, which includes booking and contracting all crew, liaising with Box Office, Front of House and Building Operations and liaising closely with the OB, Sound and Cinema Broadcast teams..
- Produce all additional 'Presentation' content including interviews and backstage footage, creating scripts for presenters, creating running orders.
- Secure and manage post-Production - working with external partners to ensure delivery of projects on time, to the required spec and on budget.

### **PERSON SPECIFICATION**

- Substantial professional experience of producing theatre, including the commissioning, development and producing of new plays, ideally in mid to large scale venues.
- An excellent understanding of working with creative teams, able to pre-empt and respond to their needs within practical and budgetary parameters.
- Experience of curating, contracting and delivering complex events and productions
- The ability to handle delicate situations with tact and sensitivity and exercise discretion and confidentiality as required
- Solid understanding of artist contracts including commissioning agreements, experience of negotiating complex contracts and deals
- Demonstrable experience of effectively managing production budgets, monitoring expenditure and developing work within strict financial parameters.
- Excellent written and verbal communication skills, ability to build strong relationships across departments, organisations and the industry.
- Willingness to work collaboratively as a conscientious and valuable team member.
- Personable and calm manner while working under pressure and to tight deadlines, with the ability to remain flexible, take charge and proactively troubleshoot when required.
- Excellent administrative and organisational skills with a strong attention to detail and a solid understanding of Office 365, particularly Excel, Outlook and Word.
- Knowledge and passion for theatre, the arts and artists.

### **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**

#### **Full Time / Fixed Term**

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

**Hours:** 35 hours per week exclusive of lunch 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:** £40,000 per annum

**Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays.

**Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to Shakespeare's Globe Exhibition and to selected Education events; access to our free employee assistance programme via phone line and website; season ticket loans available; eye test scheme; SGT will auto-enroll eligible staff into a pension scheme, with required employer contributions.

**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.**