



JOB DESCRIPTION.

JOB TITLE	Producer (Maternity Cover)
REPORTS TO	Senior Producers
LINE MANAGES	Assistant Producer
DEPARTMENT	Theatre & Performance

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

Working closely with the Artistic Director, Senior Producers and other members of the Theatre Department team in the development of Globe productions.

The Producer is responsible for line producing selected shows 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 curation, programming and line-producing of visiting artist performances, projects and events across both playhouses.

The Producer will line manage the Assistant Producer, overseeing their work and professional development, ensuring that all Globe productions and events are delivered to the highest standard.

PRINCIPAL RESPONSIBILITIES

Globe Productions

- To line produce selected Globe and Sam Wanamaker Playhouse productions; nurturing relationships and working collaboratively with artists and creative teams to develop projects.
- Support the producing of all productions, projects and events alongside the rest of the Producing team, as agreed with the Senior Producers.
- To take an active role in the selection and recruitment of creative teams, ensuring that the Artistic Director and Senior Producers are fully informed at each stage.
- Be the first point of contact for potential creatives on line-produced shows; checking availability and interest; building relationships; working with Senior Producers and General Management to appoint and contract Creative teams.
- Oversee, monitor, and manage budgets for allocated line produced shows.
- Oversee the work of the Assistant Producer, and Senior Producing Coordinator in the set-up of read-throughs, R&D workshops, Previews, Launch Nights and other events as required.
- Support the work and professional development of the Senior Producing Coordinator – producing, mentoring and advising where necessary.
- Support the wider Producing team with attendance at shows, tech, previews and press nights.
- Deputise for the Senior Producers as required.

Events & Visiting Artists

- To work with the Artistic Director, Senior Producers and other members of the department and, where appropriate the wider Globe team, to curate, programme and line produce events in the SWP and the Globe Theatre.
- Lead on producing selected events outside of the main Globe and SWP programme, including visiting artist events, wraparound activity for the shows and other projects as required.
- Oversee and manage budgets relating to the visiting artists programme and other projects as require.
- 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.

General

- Liaise with Audiences team regarding the development of productions, 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.
- Anticipate and manage artistic and production needs within the constraints of schedules and budgets.
- Undertake research related to productions from time to time, as required by the Senior Producers.
- Work with the Senior Producers to create and monitor budgets for productions, visiting artists projects and other events, tracking income and expenditure against budgets.
- Work within the Company's agreed finance and accountancy procedures. This will include managing the budgets of line-produced shows, the speedy and accurate signing off and coding of order forms, invoices and expenses claims.
- Oversee the evaluation of productions and projects, ensuring that learning is captured and applied to the planning and delivery of future activities.
- To represent Shakespeare's Globe at key industry events as required.
- Undertake other duties as may be reasonably requested of the Producer by Senior Producers.

PERSON SPECIFICATION

- At least 5 years professional experience of producing theatre or theatre tours, 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, programming, contracting and delivering complex events.
- The ability to handle delicate situations with tact and sensitivity and exercise discretion.
- Solid understanding of artist contracts, experience of negotiating complex contracts, deals and co-productions.
- Demonstrable experience of effectively managing production budgets, monitoring expenditure and developing work within strict financial parameters.
- Experience of line management, mentorship or professional development of junior colleagues.
- 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

Maternity Cover Fixed-Term / 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: £40,000 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.