



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Producer (Maternity Cover)
<b>DEPARTMENT</b>	Theatre & Performance
<b>REPORTS TO</b>	Head of Producing

### **INCLUSION STATEMENT**

People are at the centre of the Globe's work. We create ways to enable our wider community to feel visible, and for everyone's contributions to the Globe's purpose to be heard and respected.

We value and respect individual lived experience and drive inclusion through mindful awareness, empathy, care and belief, with a commitment to regularly improve how we empower and support people to do their best work. We will be honest and acknowledge our present conduct, approach and intention, as everyone works towards a shared common purpose to create greater inclusivity.

### **THEATRE & PERFORMANCE DEPARTMENT**

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 THE ROLE & DESIRED IMPACT**

Working closely with the Head of Producing, creative teams and the full Theatre Department team in the development of Globe productions.

The Producer is responsible for line producing selected shows across the summer season and winter season in the Globe Theatre and Sam Wanamaker Playhouse, (SWP) as well as working as part of the Producing team to provide support across all productions and events at Shakespeare's Globe, ensuring that all work is delivered to the highest standard.



## HOW YOU WILL WORK

### Globe Productions

- Be the first point of contact for potential creatives on line-produced shows; checking availability and interest; building relationships; working with Head of Producing and General Management to appoint and contract Creative teams.
- Oversee, monitor, and manage budgets for allocated line-produced shows.
- Support the wider Producing team with attendance at shows, tech, previews and press nights.
- Deputise for the Head of Producing as required.

### 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 Head of Producing.
- Work with the Head of Producing to create and monitor budgets for productions, visiting artists projects and other events, tracking income and expenditure against budgets.
- Work within the Globe'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.
- Represent Shakespeare's Globe at key industry events as required.
- Undertake other duties as may be reasonably requested of the Producer by Head of Producing.

## WHAT SUCCESS LOOKS LIKE

- Selected Globe and Sam Wanamaker Playhouse productions, and one-off projects and events, are successfully line-produced, with relationships nurtured and collaborative working embedded across all areas of the project.
- The marketing and communication around any given line-produced project is overseen and informed by the production itself, and all teams feel informed and empowered to best serve the production and the organisation needs.
- Productions, projects and events led by other members of the Producing team are sensitively supported and cared for in a secondary manner, and that an overview of the work of the team is known and understood.
- An active role is taken in the selection and recruitment of creative teams, with the Artistic Director and Head of Producing fully informed at each stage.
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## PERSON SPECIFICATION

### Essential Skills & Experience

- At least 4 years professional experience of producing theatre productions or theatre tours, ideally in mid to large scale venues.
- Knowledge and passion for theatre, the arts and artists.
- 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.
- 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.

## TERMS & CONDITIONS

### Maternity Cover - Fixed-term (12-months)

*A full set of terms and conditions will be supplied with a contract of employment.*

**Salary: £46,511 per annum**

**Hours: 35 per week**, exclusive of 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.

**Holiday:** The annual holiday leave is 25 days per calendar year (full-time equivalent) plus Bank Holidays.

## BENEFITS

- Discount in the Globe shop and onsite restaurants/cafes
- Staff discounts via My Globe perks and better Bankside Buzzcard
- Free entry to selected shows, events and activities
- Access to our free employee assistance programme and 24/7 virtual GP service
- Life assurance scheme
- Rental deposit scheme
- Season ticket loans available
- Eye test voucher scheme
- Flu vaccination scheme
- Cycle to work scheme
- Free Staff Yoga



*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.*