

Yvonne Arnaud Theatre

Date: 8<sup>th</sup> February 2021

**JOB DESCRIPTION: Programme and Producing Manager**

<b>JOB TITLE</b>	Programme and Producing Manager
<b>CONTRACT STATUS</b>	Permanent, full-time
<b>SALARY</b>	£30-35k
<b>HOURS</b>	The usual working day is 9.30am to 5.30pm Monday to Friday. Given the nature of this post some evening and weekend working will be required.
<b>RESPONSIBLE TO</b>	The Theatre Director
<b>RESPONSIBLE FOR</b>	Freelance artists and creatives
<b>OTHER KEY WORKING RELATIONSHIPS</b>	Internal: Director of Finance Director of Marketing and Customer Experience Head of Production and Technical Manager Finance Manager Box Office and Front of House Manager Head of Fundraising and Development Head of Creative Learning Heads of Departments
	External: Production Companies Producers Tour Bookers Venues

**JOB PURPOSE**

To provide programming, production planning and management for the theatre's received and in-house productions. To support the Director in programming a balanced and sustainable, entertaining and inspiring theatre programme on the main stage, Mill Studio and digitally.

This is an exciting opportunity for a creative programmer, producer or theatre administrator who welcomes new challenges and who operates with integrity and openness to be part of the Yvonne Arnaud team. We are seeking a creative, experienced individual with excellent financial and written skills and a good knowledge of a range of programming to join our organisation during a period of renewal.

## **DUTIES & RESPONSIBILITIES**

### **Programming**

- To support the Director in delivering a balanced and commercially sustainable, inspiring and entertaining theatre programme, across all spaces in the theatre, delivering the artistic vision created by the Theatre Director.
- To work with the Director and other colleagues to ensure the programme of work across the theatre is integrated and communicated across the organisation, and is in keeping with the mission and values of the theatre.
- To work in close conjunction with the Director, managing the daily dialogue and relationships with a large number of producers, managers, artists, companies and promoters, managing contract and negotiations as required.
- To lead on programming comedy and other one nighters and mixed weeks in the main house, proposing and sourcing events and productions for agreement by the Director and in accordance with the theatre's artistic and audience development strategy.
- To lead on programming children's and families work in the Mill Studio sourcing productions for agreement by the Director, in accordance with the theatre's artistic and audience development strategy.
- To source and programme emergent companies in the Mill Studio by agreement with the Director.
- To keep abreast of latest productions and audience trends, seeing work regularly.
- To work alongside the Cinema advisor to curate the cinema programme and film festival.

### **Programme Management**

- To manage and administrate contractual agreements and obligations in relation to the main house and studio programme, keeping accurate records and ensuring timely sharing of information to all departments.
- To manage a shared programming diary and programming database across the theatre.
- To be the first point of contact for marketing and design teams in relation to the on-sales and promotion of the theatre's brochures.
- To liaise with departments across the Theatre to ensure smooth delivery of the theatre's programmes.
- To authorise all settlements and invoices, produced by Finance, within area of responsibility.
- To take responsibility for Performing Rights Society reporting and compliance in all areas of the organisation.
- To take responsibility for the programming and delivery of access and support events as part of main house productions, including captioned and audio-described and signed productions, post and pre show discussions and relaxed performances, as required. To host such events as required.

- To assist with Arts Council England project funding applications and other funding bids as required.
- To produce the theatre's digital and live stream programme in respect of in-house shows, ensuring all shows are filmed/ recorded. Managing budgets and contractual arrangements, working with the marketing department to ensure distribution of materials.

### **Production and Touring Management**

- To support the Theatre Director with the production of own-produced in-house work including tours and pantomime, including artist and agents liaison, administration, contracting and welfare of artists and creatives, booking of rehearsal spaces, working to and preparing agreed show budgets and schedules, keeping apprised of all industry standard contractual obligations. Liaising with technical teams to ensure the delivery of producing and co-producing projects.
- To general manage the theatre's productions on tour as required, including deal negotiations, management of tour budgets, schedule and venue liaison first point of contact for venues and marketing teams, contracting of artists, creatives and technicians as required, taking responsibility for compliance with Equity / TMA / Bectu / MU / UK Theatre rules and regulations.
- To contribute regularly to funding bids to support new projects, writing reports and evaluations as required.
- To work with the Marketing team to ensure effective communications of all production and touring related information.

### **Other**

- To demonstrate an understanding of the Theatre's values, ethos and mission and to promote these through everyday practice in the role.
- To comply with all legislative, regulatory and policy requirements as appropriate.
- To comply with the Theatre's Financial Regulations and financial management procedures.
- To observe the policies, procedures and practices of Health & Safety in all aspects of the role.
- To demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work, and show commitment through everyday practice in the role.
- To work in accordance with and promote the Theatre's environmental sustainability policy and practices.
- To work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate.
- To participate in Theatre events including when these are held in the evenings, at weekends or otherwise outside of normal working hours.
- To undertake such other duties as may reasonably be required from time to time.

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS / ABILITIES</b>	<p>Excellent negotiating and influencing skills</p> <p>Demonstrable artistic planning skills</p> <p>Sound artistic and critical judgement</p> <p>Excellent knowledge of Excel, Word, Outlook Office 360/Mail</p> <p>Excellent communication skills and attention to detail (written and verbal)</p> <p>Excellent numeracy skills</p> <p>Risk aware</p> <p>Multi tasker</p>	<p>Data base management</p>
<b>KNOWLEDGE</b>	<p>Excellent knowledge of theatre in the UK, including subsidized and commercial touring companies on the mid and large scale and presenting and producing venues across the UK</p> <p>Knowledge of other art forms (e.g., dance, spoken word, circus, and comedy)</p> <p>Excellent network of contacts in theatre</p> <p>Knowledge of arts funding schemes and applications</p>	<p>Knowledge of international theatre work</p> <p>Knowledge of cross arts programming</p> <p>Digital and streaming</p> <p>Cinema programming</p> <p>Knowledge of SRO data base</p>
<b>QUALIFICATIONS</b>	<p>Undergraduate degree or equivalent professional experience</p> <p>Math and English GCSE to level 6 grade B</p>	
<b>EXPERIENCE</b>	<p>Experience in programming visiting work for both the commercial, mid-scale and small-scale</p> <p>Substantial experience of theatre practices, drafting and negotiating contacts and agreements, general day-to-day management of</p>	

	<p>productions, touring logistics, financial administration, budgeting</p> <p>Experience of financial budgeting and management</p> <p>At least 2 years General Management, or Producing experience in the theatre industry</p> <p>A minimum of two years' experience as a programmer or equivalent</p>	
<b>PERSONAL QUALITIES</b>	<p>An enthusiastic and skilled collaborator with colleagues and peers</p> <p>An effective problem solver</p> <p>Team player</p>	

### How to apply

Application is by completing the Job Application Form and optional CV and covering letter.

Please email your application to: [eswayne@yvonne-arnaud.co.uk](mailto:eswayne@yvonne-arnaud.co.uk)

**Data Protection** – If you apply for a job or work experience at the Yvonne Arnaud Theatre, we will need to collect certain personal data and special category data as part of your application. By providing information within your CV and covering letter, you are consenting to its use for the purpose of processing your application and assessing your suitability to the position applied for. If your application is unsuccessful, our policy is to delete/destroy the application six months after the closing date. If we feel that your details would be useful to keep for a longer period, should an appropriate position arise in the future, we will seek your permission to maintain these records for longer than six months.

**Notification** – Whilst it is normally our policy to notify applicants as to the outcome of their application as soon as possible after the closing date, it is not always possible to do so. If you have not heard from us within four weeks of the closing date, please assume that your application has not been successful.