

Dear Applicant,

Many thanks for your interest in the role of Producer at The Theatre Chipping Norton. Please find enclosed further details, including Job Description and Person Specification.

If you wish to apply, please submit an up to date CV along with a completed application form to [administration@chippingnortontheatre.com](mailto:administration@chippingnortontheatre.com)

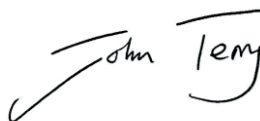
**Closing date:** 10:00 on Monday 16th October 2017

**Salary:** £18,500 per annum

Full time position. 35 hours per week + lunch breaks.

If you have any further questions or queries about the post, please contact Jo on [operations@chippingnortontheatre.com](mailto:operations@chippingnortontheatre.com) or 01608 649 101.

Thanks for your interest.



John Terry (Director)

## Context:

Chipping Norton Theatre is a restlessly busy and ambitious theatre and arts centre in the Cotswolds. Welcoming over 55,000 people every year in a town of little over 6,000, The Theatre delivers a year-round programme of theatre, comedy, music, film and participatory activities for audiences across the region. More recently, we have grown as a producing house, creating three major productions each year for our home and a national touring audience. This area of our work is growing fast, with a number of national tours, London and international transfers now under our belt. We have a strong reputation for the quality and production values of our work.

Recent productions have included Sherlock Holmes and the Crimson Cobbles by Toby Hulse (currently on a national tour), The Island by Athol Fugard (toured in the round to Southwark Playhouse, Bristol Tobacco Factory and Dukes Lancaster), The Kreutzer Sonata starring Greg Hicks (transferred to Arcola) and Stones in His Pockets (UK tour and Dublin transfer). These productions have been conceived, rehearsed and created at The Theatre Chipping Norton, alongside a large-scale annual panto that has a significant national reputation and has been listed in the Telegraph's Top 5 UK Christmas shows for four years in a row. National press acclaim includes:

“A performance of dagger-like virtuosity” – \*\*\*\* The Telegraph on The Kreutzer Sonata

“Hypnotic, laced with melody, sweet and discordant” – \*\*\*\* The Times on The Kreutzer Sonata

“Mesmeric, riveting” – \*\*\*\* The Independent on The Kreutzer Sonata.

“It’ll leave you breathless” - \*\*\*\* The Times on The Island

“Challenging and Essential” – Reviewshub on The Island.

“Big ambition and massive heart” – \*\*\*\* The Stage on Robinson Crusoe

“This pitch-perfect production excels” - \*\*\*\* The Stage on The Rise and Fall of Little Voice

“A superb display of comic timing and physical performance” - \*\*\*\* The Stage on Stones in His Pockets

“It is a pity more better placed regional theatres are not producing work of this quality” – Stage Talk Magazine on Stones in His Pockets

The Theatre, sited in a Victorian former Salvation Army Citadel, is a charming and warm environment for this wide range of activities. In addition to the main 200+ seat auditorium, we have a range of workshop and rehearsal spaces and a gallery exhibiting local and national artists.

The Producer is a key position at the theatre and is central to our hopes and plans to develop our inhouse production work over the coming years. The role will be centrally involved in the planning and delivery of all inhouse work – from helping to find titles, to casting, crewing and budgeting the project. The role would also contribute, alongside the Artistic Director, to expanding the future life of our work via co-productions and tours. This is a fantastic opportunity to work at the heart of an ambitious creative team, and gain experience of producing, programming and marketing in a beautiful theatre in a beautiful part of the world. We are a very welcoming team and are always keen to invest in our staff and their futures.

The job is diverse, demanding a degree of flexibility, a high level of multi-tasking organisation, and lots of energy! Ideally, we are looking for someone quick thinking and energetic, with experience of the theatre production process, looking to build and develop their career in the industry. Previous post-holders have gone on to successful and varied careers in theatre producing, programming, management and events.

The post reports directly to the Artistic Director, with whom it works closely.

## **Producer - Person specification:**

### **Essential:**

- Confident, enthusiastic personality.
- Computer literacy (Microsoft environment)
- High standard English literacy.
- Experience of managing budgets.
- High level of personal organisation and ability to multi-task.
- Strong interpersonal skills, including over the phone, and great diplomacy!
- Initiative and creative ambition, drive and an eye for detail.
- Knowledge of and passion for the arts world, particularly live performance and film.
- Willingness and capacity to work flexible hours, including evenings and weekends.
- Experience of the logistics, time-frame and finances of the theatre making process.

### **Desirable**

*We do not expect one candidate to have all of these!*

- Experience of programming for an arts venue, and/or knowledge of companies and artists.
- Previous experience as a producer of theatre or performance.
- Experience of the casting process for actors.
- Experience of tour booking
- Previous experience of working in the arts and good contacts within the industry.

Training and mentoring can be provided on specific skills where experience is lacking.

## Producer

### Job Description

The Producer is responsible to the Director and will work within the production/programming department in support of all in-house productions and programmed events.

The primary responsibilities can be summarised as follows:

#### Producing:

- Issue casting breakdowns, arrange auditions, and contact casting agents, artistes and venues.
- Draw up cast and creative contracts, and ensure that The Theatre abides by the terms of Equity/UK Theatre contracts and agreements.
- Involvement in gaining rights for shows.
- Lead on pastoral care of company members and creatives.
- Arrange all rehearsal logistics.
- To arrange and attend all read-throughs, previews and Press Nights.
- Provide logistical and creative support to the production team.
- Manage the local digs list, book places for actors and creatives, visit potential new digs accommodation.
- To lead on managing show budgets; keeping them up to date and accurate, and reporting to the Director and General Manager.
- Ensure all invoices are management correctly and that The Theatre sends invoice in a timely manner.
- Provide local accommodation and travel information for company members.
- Supporting the Director whilst in rehearsals.
- Support touring initiatives including tour booking, PRS, accommodation and travel booking where relevant.
- Work with Marketing to develop and plan campaigns.
- Arrange rehearsal and production photos.
- Lead on the creation of show programmes.
- To support the set up and management of participatory work based around Theatre produced shows, include workshops, access performances and post show talks.
- To attend, when required, get ins, rehearsals and performances off the Theatre site.
- To work closely with the Fundraising department on the delivery of live fundraising events.

## General

- Curate the Gallery exhibitions including selecting artists and arranging the logistics.
- To assist The Theatre and other members of staff to maximise the income of The Theatre and to ensure that all activities linked to produced work and planned ahead of time and support in their delivery.
- Attending in-house training sessions and external courses relevant to the post.
- To actively keep up to date with the artistic programme.
- To lend support to the Programming function of the Theatre.
- To attend The Theatre's weekly staff meetings.
- To partially deputise for the Artistic Director in their absence.

## Any Other Duties

- Any other duties that may be requested from time to time.

**JR, Sep 2017**