



Assistant Producer Recruitment - 2019

ABOUT ETT

ETT create theatre of outstanding quality, imagination and ambition; work which interrogates and celebrates contemporary England and reflects the diversity of the nation. We have a singular commitment to touring work locally, nationally and internationally; enabling audiences everywhere to engage with the world around them.

The company works with exciting artists to stage an eclectic mix of new and classic work for audiences throughout the UK and internationally; theatre that is thrilling, popular and engaged in the contemporary world.

ETT celebrate the diversity of the nation, create connections between audiences nationally and places an examination of contemporary English identity at the heart of everything we do. ETT passionately believes that everyone, wherever they are in the country, deserves to have access to world class theatre.

Last year saw the company celebrate its 25th anniversary, it began the year with a critically acclaimed production of *A Streetcar Named Desire* directed by the 2017 RTST Sir Peter Hall Director Award-winning Chelsea Walker, followed by a major national tour of Richard Twyman's production of *Othello* and a celebrated revival of *Dealing with Clair* by Martin Crimp in a co-production with the Orange Tree Theatre.

This year ETT are thrilled to be producing a major revival of *Equus* by Peter Shaffer in a co-production with Theatre Royal Stratford East, directed by award winning director Ned Bennett, as well as the world premiere of *Cougar* by Rose Lewenstein, directed by Chelsea Walker in a co-production with the Orange Tree Theatre and *The Funeral Director* by Iman Qureshi, winner of the 2018 Papatango award.

In the autumn ETT will tour the UK premiere of August Wilson's Pulitzer-Prize nominated, TONY and Lucille Lortel Award winning *Two Trains Running*, directed by the 2018 RTST Sir Peter Hall Director Award-winner Nancy Medina, in a co-production with Royal & Derngate Theatre.

We are based in London Waterloo; our premises comprise offices, audition rooms, large rehearsal studios and a costume and props store.

English Touring Theatre is a limited company and a registered charity and receives significant funding from Arts Council England and is a National Portfolio Organisation.

Assistant Producer

ETT is seeking a collaborative, highly organised, ambitious and motivated Assistant Producer to join our small team to support across all company activity.

English Touring Theatre Team

Artistic Director – Richard Twyman

Executive Producer – Sophie Scull

Administration and Buildings Manager and PA to the Artistic Director – Annabel Winder

Producer – Andrew Hughes

Producer – James Quaife

Stage One Apprentice Producer – Craig Nom Chong

Creative Access Production Assistant - Christina McDougall

Head of Finance (PT) – Candida Ronald

Finance Officer (PT) – Gaya Kathatharan

English Touring Theatre Ltd. Board of Directors:

Dame Jenny Abramsky DBE, Chair of Royal Academy of Music and the Royal Ballet

Dan Bates, CEO Sheffield Theatres Trust

Paul Corrigan CBE, Management Consultant

Robert Delamere (Chair) co-founded Digital Theatre and Digital Theatre Plus, Executive Producer of Slam Films

Floriana Dezou, Artist

Paapa Essiedu, Actor

Michael Hatchwell, Corporate Lawyer

Olivia Highland, Associate Director of Corporate Partnerships, The Old Vic

Igor, Production Manager

Tara Wilkinson, Executive Producer, Underbelly

Renuka Venkatraman, Productions Business Analyst, Really Useful Group

Greg Williams, Editor of WIRED

English Touring Theatre Patrons:

Sir Ian McKellen

Stephen Mangan

The Role

Job Title: **Assistant Producer**

Reporting to: **Producer**

Salary: **£22,500**

Principal Duties and Responsibilities

Productions:

- To assist the Producer with all aspects of delivering the full artistic programme of ETT including productions, workshops and events.
- To lead on the key administration of producing including drafting of standard contracts, creation of contact sheets, production schedules and other admin and production tasks
- To support casting on productions where necessary including availability checking of actors and liaising with agents
- With the Producer, maintain strong, clear and consistent communication with all artists involved with each production.
- To work alongside the Administrator as a point of daily administrative contact for the touring company whilst in rehearsal and on the road, ensuring that their needs are facilitated as well as communicated to the appropriate members of staff.
- Manage, collate and distribute all tour information (contact lists, tour schedules and accommodation packs etc.) to the appropriate personnel.
- Ensure that opening nights and other special events are well planned and managed
- Assist the Administrator with the coordination and allocation of complimentary tickets throughout the tours
- Be responsible for the budgets for Press Night events, first night gifts, company drinks, programme production costs, company travel and accommodation
- To assist the Producer with the production payrolls, supplying information and details to the Finance department, collating and checking invoices, establishing travel costs to ensure smooth financial management processes
- To assist with the accurate production of the company's printed tour programmes and or playtext
- To attend technical rehearsals, previews, press nights, occasional other performances as required.
- To evaluate productions with the Producer and partners
- To source rehearsal space as required and within budget allocation
- Where necessary, to secure accommodation, travel including flights for artists working with ETT.

Artistic Programme:

- To read and feedback on any scripts given as part of programming and planning conversations
- To build relationships with artists and industry members on behalf of the company
- To work with the team to produce any workshops and R&D opportunities.

Marketing:

- To be the first point of contact between the Marketing Consultants, Press Representatives and the ETT office for distribution of materials and internal communication.
- To assist the Marketing Consultant on all aspects of marketing and publicity for productions and the Company as required.
- To manage the creation and delivery of the e newsletter and forge e-newsletter
- To keep the company website maintained and updated

- To manage the company's social media content and distribution

Access:

- To play a central role in the co-ordination and delivery of our programme of accessible performances, including British sign language, Captioned, Audio Described and Relaxed performances
- Under the guidance of the Producers, to be responsible for booking and administration of all tour Access events and performances and be responsible for the management and reporting of this budget

General:

- To act always in the best interests of the company
- To keep records of box office returns and audience figures. To assist with keeping records of all tour box office data, providing accurate data on tour targets, incomes, audience figures etc; and to supply information for annual submissions to ACE and UK Theatre
- To work with Julie's Bicycle to keep records, track developments and report on ETT's Green policy and commitments.
- Assist in the management of special events on the road.
- To help implement the Diversity Action Plan, Health & Safety Policy, Environmental Policy and any other policies or plans the company may introduce in the future
- To attend internal and external meetings as required, to take notes as required and contribute to all aspects of the operation
- To assist with the maintenance of good filing/archive systems and database management across the company's activities
- To keep abreast of developments in the theatre industry.
- To undertake any other duties as appropriate to the post and as agreed with the Producer.

Below is a list of the experience, skills and attributes that we're looking for but we know that not everyone can meet all of them. If you don't think you have everything on the list but know that you could make a real difference to English Touring Theatre then we encourage you to make an application.

Person specification

- A passion for and knowledge of theatre or live performance
- Good analytical and problem solving skills
- Ability to be methodical and efficient
- Excellent administration and organisational skills with strong computer literacy
- Clear written and communication skills
- High standards of confidentiality, initiative and tact
- Experience of working or evidence of an interest in production
- Experience of producing, administration or project management within a theatre or arts context
- Experience of working on or supporting a number of projects simultaneously with demonstration of good time management skills particularly when under pressure to meet deadlines
- Experience of monitoring a budget

- A commitment to achieving high standards
- Good interpersonal skills when working within a small and busy team and interacting with audiences, artists and partners

Terms of Employment

The Assistant Producer is a full-time permanent position and will be based at ETT's office at 25 Short Street, London SE1 8LJ.

Salary

The Salary is £22,500 gross p.a.

Hours of Work

These will vary according to the nature of the workload, but generally will be a minimum of 35 hours per week. The normal office hours are 10.00 am – 6.00 pm Monday to Friday although some unsocial hours will be involved.

Overtime

No overtime will be paid.

Other Benefits

Pension Plan: The Assistant Producer will be enrolled in ETT's auto enrolment pension scheme. ETT will match a contribution of up to 5% of the annual income to the pension plan.

Travel Card Loan Scheme: ETT provides an interest free travel loan scheme to which all employees are eligible after successful completion of their probationary period.

Holidays

Employees are entitled to 20 days holiday during each holiday year excluding bank holidays.

Notice Period

One month during the three month probationary period; thereafter, two months in writing.

Recruitment Process

Deadline for Applications: **Tuesday 28th May 2019 12 noon**

English Touring Theatre welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

We are part of the [Tonic Theatre](#) Advance Network; a four-year programme of activities, training, provocation and support led by Tonic designed to enhance our organisation's work on increasing opportunities for, and representation of, women over the course of the 2018-2022 National Portfolio cycle.

We also partner with [PIPA](#) (Parents and Carers in Performing Arts), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives.

How to Apply

Applications should be made by completing an application form and equal opportunities monitoring form which can be found on our website at www.ett.org.uk

Assistance with travel costs for interviews is available if required.

As ETT strives to be more sustainable we will not accept applications made by post. Please email your completed application to **admin@ett.org.uk** before the date above.

More information about ETT can be found here: www.ett.org.uk although please note that this is currently a holding page with our new website coming soon.