

**Assistant Producer  
Recruitment Pack 2023**



## WHO WE ARE

ETT are a UK based international touring company. We create theatre of outstanding quality, imagination and ambition; work which interrogates and celebrates contemporary England and reflects the diversity of our nation. ETT is a limited company and a registered charity receiving funding from Arts Council England and is a National Portfolio Organisation.

## WHAT WE BELIEVE

We believe in the power of creative collaboration, and work in partnership with visionary artists and venues to create work on a variety of scales.

We believe that touring is a democratic and imaginative way to invite audiences to engage with the world through storytelling. At the heart of our practice is a drive to entertain, engage, challenge and inspire.

We believe in celebrating diversity by placing an examination of contemporary English identity at the heart of everything we do.

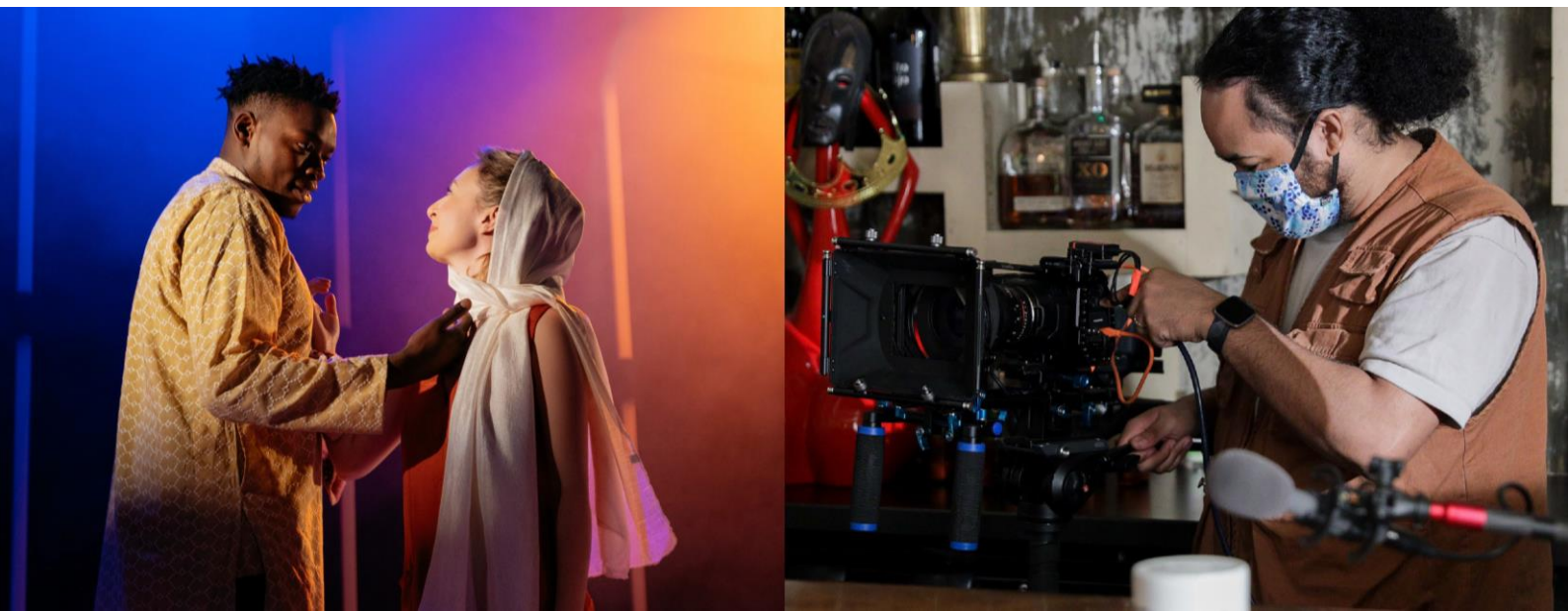
In the face of the climate emergency we believe we have a collective and individual responsibility to reduce our environmental impact. We are motivated to lead the sector in demonstrating good practice across our policies, artistic practice and in the conversations we engage in with our communities.

## WHAT WE DO

We make work that is imaginative, responsive and alive: sparking dialogue and fostering connectivity. We are proud to tour projects that reach the widest possible range of audiences across the UK and beyond, engaging in a national and global conversation. We lead an inclusive and respectful culture.

## WHERE TO FIND US

We are based in London Waterloo; our premises comprise offices, audition rooms and rehearsal studios. You can also find us on tour, across the UK and internationally, working with around 10 venue partners, in 25 towns and cities, reaching an average audience of 75,000 people every year.



## OUR WORK

### 2023-24

**Macbeth** A contemporary production that speaks to the world we find ourselves living in now, asking why Macbeth has haunted our fears and nightmares for centuries, and what lesson this cautionary tale still urgently tries to communicate to us. Directed by ETT's Artistic Director, Richard Twyman, the production opened with partners Shakespeare North before touring to Northern Stage, and then continues on a UK and international tour, with a remount scheduled for January 2024.

**I, Daniel Blake** A world premiere stage adaptation of the critically acclaimed film that exposes the stark reality behind the cost-of-living crisis headlines. Opening at Northern Stage before touring nationally, it has been created in partnership with tiny dragon Productions, Northern Stage, Birmingham Rep and Oldham Coliseum, and in association with Cardboard Citizens.

**Museum of Austerity** Combining verbal testimony, original music and ground-breaking volumetric capture, this exhibition invites audiences to contemplate close-up the human impact of austerity. Co-produced by ETT, the National Theatre's Immersive Storytelling Studio and Trial and Error Studio, this powerful installation combines the skills of theatre/XR director Sacha Wares with the in-depth knowledge of John Pring, editor of Disability News Service. The production was selected as part of 2021 BFI Films Festivals Expanded XR wing and selected as part of IDFA's 2021 Selection. It will open at HOME Manchester in November, with further venues to be confirmed.

**Testmatch** A UK premiere of Kate Attwell's funny and provocative play, where past and present collide in a dissection of integrity, power, colonialism, and cricket. Directed by Diane Page, Testmatch is a co-production with Orange Tree Theatre & Bolton Octagon scheduled for Spring 2024.

**F\*\*cked Up Bedtime Stories (for adults)** Series Two of this podcast, which tackles the strangeness of our night-time imaginings and twists the familiar form of bedtime stories, will be released this autumn. Including writers Chris Bush, Ella Hickson and Simon Stephens, and featuring Maxine Peake, Stephen Mangan and David Harewood among others.

**Nationwide Voices** Funded for three years by the John Ellerman Foundation, this programme in 2023 offers three playwrights the opportunity to develop a full-length play of substantial scale and ambition with support from and in partnership with mid-scale theatres across the UK.

## **COMPANY STRUCTURE**

ETT is led by the Artistic Director who is accountable to a non-executive Board of Directors

## **BOARD OF DIRECTORS**

### **Dr Saphié Ashtiany**

Equality and Employment Law expert

### **Olivier Brémont**

Senior Entertainment & Sports Marketing Executive

### **Robert Delamere (Chair)**

Co-founded Digital Theatre and Digital Theatre Plus, Executive Producer of Slam Films

### **Rubi Gubara-Sannie**

Equality, Diversity & Inclusion consultant

### **Olivia Highland**

Co-Director of Development, The Old Vic

### **Igor**

Production Manager

### **Rosie Stanbury**

Creative Consultant

### **Sanj Surati**

Digital Atelier & Founder of Tiger Heart

### **Renuka Venkatraman**

Director of Finance, Oak View Group

### **Tara Wilkinson**

Producer, Almeida Theatre

## ENGLISH TOURING THEATRE TEAM

### **Richard Twyman**

Artistic Director

### **Sophie Scull**

Executive Producer

### **Lauren Hamilton**

Producer

### **Kadir Ali**

General Manager

### **Jennifer Bakst**

Creative Associate

### **Maya Wilson**

Assistant Producer

### **Kate Newall**

Marketing and Communications Manager

### **Isadora Dooley Hunter**

Administrator

### **Candida Ronald**

Head of Finance (PT)

### **Katherine Brown**

Finance Officer (PT)

## PATRONS

Sir Ian McKellen

Stephen Mangan



## THE ROLE

**Job Title:** Assistant Producer

**Reporting to:** Producer

**Terms:** Full Time

**Salary:** £25,500

ETT is seeking a creative, dynamic, and organised Assistant Producer to work on a busy slate of projects and commissions for National and International Touring. The appointed Assistant Producer will be a key member of staff within our small permanent team supporting the producing team in the delivery of all touring projects including stage and digital presentations.

The successful candidate will have a passion for making theatre and developing new ideas whilst sharing an active interest in the benefits of touring work across the country and beyond. Applicants should be able to demonstrate a passion for touring theatre and seek opportunities in developing their practice as a producer within this role.

We create projects of outstanding quality, imagination, and ambition; work which interrogates and celebrates contemporary England and reflects the diversity of our nation. We are excited to welcome our new assistant producer to our dynamic team.

### Principal Duties and Responsibilities

#### Productions:

- To assist the Producer with all aspects of delivering the full artistic programme of ETT including productions, digital projects, 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 projects where necessary including availability checking of actors and liaising with agents and directors, and to lead on child casting for productions, when required.
- With the Producer, maintain strong, clear and consistent communication with all artists involved with each production and project.
- To be 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, and international travel packs etc.) to the appropriate personnel.
- Ensure that opening nights and other special events are well planned and managed, and to be the venue liaison for these events.
- Assist the Company 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 attend technical rehearsals, previews, press nights, occasional other performances as required.
- To source rehearsal space as required and within budget allocation.
- To secure accommodation, travel and develop our policies for those 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.
- Work alongside the Producer and Creative Associate to develop artists and new work.

### **Marketing:**

- To work with the Marketing and Communications Manager in creating and capturing interesting and engaging content for social media and to aid in the creation and distribution of email newsletters.
- To work in tandem with the Marketing and Communications Manager to manage and keep the website up to date.

### **Access:**

- To lead on the coordination and delivery of our programme of accessible performances, including British sign language, Captioned, Audio Described and Relaxed performances.
- Under the guidance of the Producer, 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.
- To develop and seek opportunities to increase our offer and awareness of access needs to our audiences and those who work with ETT.

### **Monitoring and Evaluation:**

- To evaluate projects with the Producer and partners.
- To champion data sharing on behalf of ETT.
- 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.
- To keep records of audience data.
- To supply information for annual submissions to ACE and UK Theatre.

### **General Duties:**

- To keep inclusion and representation at the forefront of your work.
- To act always in the best interests of the company and act as an ambassador to the work of ETT.
- To support our work with Julie's Bicycle and other organisations to develop our Green Policy and environmental commitments ensuring that ETT are leaders in initiating change.
- To be a good team player and to ensure the smooth running and operation of the office and rehearsal spaces.
- To help implement policies including: Equality and Inclusion, Health & Safety and Environmental Responsibility and any other policies or plans the company may introduce in the future.
- To work with the producer to strategically pursue greater ethnic, class and gender diversity within the organisation and across all ETT's activity.

- 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 cultural sector.
- To undertake any other duties as appropriate to the post and as agreed with the Producer.

## PERSON SPECIFICATION

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 ETT then we encourage you to make an application. We can offer support in any areas you feel less confident in.

- A passion for and knowledge of theatre or live performance.
- An interest in developing work by other mediums such as digital, virtual reality, immersive and film.
- Good analytical and problem-solving skills.
- Ability to be methodical and efficient.
- Excellent administration and organisational skills with strong computer literacy.
- A demonstrable commitment to equality and inclusivity.
- 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 and able to demonstrate good time management skills particularly when under pressure to meet deadlines.
- Experience of monitoring a budget.
- 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 position. ETT staff combine working from home & office, with an expectation to be in the office at least 3 days per week including Tuesday & Wednesday for team days.

### SALARY

£25,500

### HOURS OF WORK

The usual office hours are 10.00 am – 6.00 pm Monday to Friday although some out of hours work will be involved, particularly whilst attending shows on tour. Staff will need to be based at ETT's office at 25 Short Street, London SE1 8LJ for at least part of their contracted hours.

### OVERTIME

No overtime will be paid but we do operate a TOIL system.

### 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.
- Tickets for ETT shows.

### HOLIDAYS

Employees are entitled to 20 days holiday (pro rata) during each holiday year excluding bank holidays. This entitlement increases with length of service.

### NOTICE PERIOD

Three months in writing.



# RECRUITMENT PROCESS

**DEADLINE FOR APPLICATIONS:** Monday 23<sup>rd</sup> October at 5pm

**FIRST ROUND INTERVIEWS:** Week commencing 6<sup>th</sup> November

**SECOND ROUND INTERVIEWS:** Week commencing 13<sup>th</sup> November

ETT is an equal opportunities employer and encourage applications that reflect the diversity of our society. ETT welcomes applications from individuals currently under-represented in the arts.

We are committed to ensuring applicants have an equitable experience when applying for the role, attending an interview, or working for our company, so please make us aware of any support you need. If you require the pack in large print, or alternative format or wish to discuss any queries please contact Kadir Ali via [recruitment@ett.org.uk](mailto:recruitment@ett.org.uk) who will be happy to make necessary arrangements.

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.

## **Applications should be made by submitting:**

- A CV
- A covering letter, no more than 2 sides of A4, outlining your interest in and suitability for the role in line with the Responsibilities List and Person Specification.
- If you would like to submit your cover letter & submission of interest in a nonwritten format, please submit a video or voice recording (or link to one). Please ensure these are no longer than 5/7 minutes.
- The names and contact details of two referees who are able to comment on you professionally. Please indicate how long and in what capacity your referees have known you. Please note, referees will not be contacted without your permission.
- A completed Equal Opportunities Form.
- This form will be separated from your application documents before review.

Please email your completed application to [recruitment@ett.org.uk](mailto:recruitment@ett.org.uk) on Monday 23<sup>rd</sup> October 2023 by 5pm. As ETT strives to be more sustainable, therefore we will not accept applications made by post.

More information about ETT can be found here: [www.ett.org.uk](http://www.ett.org.uk). Please note, first round interviews for this role are likely to take place via Zoom. ETT will send interviewees the names of the panel members in advance of the interview.

If you would like to have an informal and confidential conversation about the role and the company, with our Producer, Lauren, then please email [recruitment@ett.org.uk](mailto:recruitment@ett.org.uk) to arrange this.

If you require this application in another format for access reasons including large print or audio reader please contact [recruitment@ett.org.uk](mailto:recruitment@ett.org.uk)

Thanks in advance for your time and good luck!

