

Producer & Programmer Application Pack

Key Information

Job Title:	Producer & Programmer
Responsible to:	Artistic Director
Working with:	Executive Director, Development & Producing Coordinator
Salary:	£35,000 per annum
Contract:	Permanent, subject to three-month probationary period
Hours:	Full time: 5 days / 35 hours per week Evening and weekend working will be required, and Time Off in Lieu (TOIL) is offered in exchange (job share applications are also welcomed – feel free to speak to us if you’re thinking about making a joint application)
Flexible Working:	Park Theatre operates a TOIL policy and flexible working patterns including partial remote working (usually one day per week)
Holidays:	25 days per annum (33 days including bank & public holidays)
Pension:	Park Theatre operates a company pension scheme with 3% company contribution, available to all staff
Notice Period:	One month during probationary period, three months thereafter
Other Benefits:	Complimentary tickets to Park Theatre shows Discount at Park Pizza (our cafe bar) Family friendly policies Access to training & support for professional development Season ticket travel loan and Cycle to Work scheme Employee Support Scheme, including complimentary flu vaccinations
Applications close:	12 midday, Friday 18 October 2024

PARK THEATRE

About Us

Park Theatre is a neighbourhood theatre with a global ambition. In everything we do, we aim to be warm and inclusive; a safe and wondrous space in which to work, create and visit. Born out of CEO / Artistic Director Jez Bond's desire to create a new theatre in a part of London which held the possibility of significant impact in the local community, as well as within the wider theatre industry. Our Mission is to give people access to intimate, honest theatre that entertains and provokes; to nurture creativity and host some of the biggest names of stage and screen; and to welcome everyone in.

We work with writers, directors, and designers of the highest quality to present compelling, exciting, and beautifully told stories across our two intimate spaces. Our programme encompasses a broad range of work from classics to revivals with a healthy dose of new writing, producing in-house as well as working in partnership with emerging and established producers from both the commercial and subsidised sectors. On stage, Park Theatre is a place where audiences can see the finest talent of today alongside the stars of tomorrow.

Within the industry, we aim to be a creative home from home for actors, writers, directors, and producers; we offer our spaces as a platform for development, rehearsed readings or sharings of new projects, with the aim of securing a future life either on our own stage or on another. We strive to play our part within the UK's theatre ecology by offering mentoring, support, and opportunities, encouraging the next generation of artists and producers to learn their trade and flex their muscles within a professional theatre-making environment.

We are invested and rooted in our local community and seek to work with local residents, businesses, and partner organisations to create a better Finsbury Park for everyone. Our Creative Engagement strategy seeks to widen both the number and the range of people who participate in theatre, creating opportunities to engage those who may have had little or no contact with the arts before.

Park Theatre is a charity with two trading subsidiaries; Park Pizza, our catering arm, and Park Theatre Productions, through which we produce our own shows.

Our Venue and Spaces

- **Park200** – seating on two levels, with up to 235 seats when configured on four sides
- **Park90** – a flexible studio seating 76 – 106
- **The Morris Space** – a multifunctional room used for rehearsals, workshops, readings, one-off events and our creative engagement activities
- **Park Pizza & Theatre Bar** – located across two floors, catering for audiences & other events
- **Additional facilities** – including offices, three dressing rooms and a kitchen area

PARK THEATRE
Clifton Terrace
Finsbury Park
London N4 3JP

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This Opportunity

It is an exciting time to join Park Theatre as we head into our 12th year, following a business plan which clearly determines our direction of travel. Within this we have pledged to produce more in-house shows, grow our staff team, develop stronger and more diverse income streams and greater financial resilience, and support greater diversity within our programming, staff and audiences. We've already begun to deliver on this through our work on stage and off.

To support these ambitions, we are looking to make a new appointment into the role of Producer & Programmer. Reporting to the Artistic Director and working closely with the Executive Director, you will support the development, planning and delivery of an ambitious, diverse and creative suite of shows across both our theatre spaces.

You will take the lead on producing in-house shows, including all co-productions, working closely with each director and co-producers on all aspects of the show, including assembling and contracting the team, pastoral care for companies, creative and production teams, and ensuring the financial return expected from a production by managing the budget. With the Artistic and Executive Directors, you'll manage partnerships and co-producing relationships.

You'll also collaborate closely with the Artistic Director and team to prioritise and assess the scripts and submissions Park Theatre receives, and the programming of external productions in both Park200 and Park90. Working with the General Manager on deal negotiations and ensuring each visiting production is hosted with the same care and consideration, you'll be the glue that holds our artistic programme together.

You'll love high quality drama, be passionate about finding new talent and committed to giving a platform to the voices and stories that need it. You'll be warm and confident in your communication, accurate with your numbers and keen to collaborate. In return we can promise a dynamic working environment where ideas are welcomed, and successes are celebrated. You'll have a direct impact on the work that Park Theatre does and be able to help us shape our future.

This is a brilliant opportunity for someone who is looking to make the next step in their producing career, is prepared to grow in the role and enjoys working in-house at an ambitious mid-scale venue. If this proposal excites you, we would love to hear from you.

We hope that this pack will give you plenty of information about the role, terms and working at Park Theatre before you apply. Our website www.parktheatre.co.uk will also give you some background information on Park Theatre and the work we make.

If you have any questions that haven't been answered here, please get in touch with us at jobs@parktheatre.co.uk and you'll hear back from us.

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Job Description - Responsibilities

Producing Park Theatre Shows

- With the Artistic Director, nurture relationships with artists, support the process of identifying potential scripts for productions, likely programming slots and move to Heads of Terms with relevant parties
- Work with the Executive Director to draft and confirm an appropriate budget for each production and monitor the budget throughout the process, tracking spending and assisting the Finance team with end-of-production settlements and any investment returns due
- With support from the Executive Director, draft co-production agreements with production partners and investment agreements with any production investors
- Where appropriate, work with the production's director to identify and engage appropriate cast members, and creative and production teams from a diverse pool of talent
- With support from the Development & Producing Coordinator, contract and negotiate writers' agreements and contract all actors, creative and production team staff, including stage management, ensuring all activity adheres to relevant union agreements
- Work with the director and designers to plan the rehearsal schedules, production meetings and key deadlines – and attend read throughs, dress rehearsals, preview performances as required
- Work with the Executive Director and stage management teams to ensure that a high standard of pastoral care is in place on all in-house shows
- Work with the Access team to arrange appropriate accessible performances for the production
- Plan and deliver press nights for each in-house production in collaboration with the Head of Ticketing, General Manager and Marketing team
- Ensure equality data is collected from all participants in Park Theatre productions
- Build relationships with potential partners and contribute to the development of future touring and further exploitation of productions
- Ensure debrief sessions take place after each production to take on board feedback from all departments and capture any learning points

Artistic Programming

- Alongside the Artistic and Executive Directors establish programming priorities, read and discuss a wide range of plays and projects for presentation in both spaces, coordinating monthly programming meetings
- Line manage and support the work of the Development & Producing Coordinator
- Align programming ambitions with budget expectations, securing shows that meet the full space rental where possible and negotiating favourable deals beyond this
- Managing the relationships with external visiting producers from the point of submission until the point of confirming their slot in the programme, when they are passed to the General Management team
- Work with the Access team to arrange appropriate accessible performances for visiting shows
- With the General Manager, act as one of the main points of contact for visiting shows during their time at Park Theatre
- Schedule use of the two spaces, and the Morris Space, ensuring income generation is balanced with the provision of support in kind, and issuing short-term hire agreements as required

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- Attend weekly productions and operations meetings to ensure internal communications around the artistic programme is consistent
- Support the Creative Engagement Manager to explore opportunities for co-created participatory events
- Ensure equality data is collected from all participants in visiting productions

Talent Development

- Read and feedback on scripts
- With the Artistic Director and Development & Producing Coordinator, identify writers and artists that Park Theatre would like to support in the development of their work; this may be through reading / providing dramaturgical support / offering space in kind / hosting workshops
- Support the Development & Producing Coordinator in overseeing the team of readers and viewers, deciding which scripts to read and work to see
- Attend productions, sharings and workshops outside the building, as required, to scout new work and develop relationships with artists / companies
- Work with the Artistic Director to organise readings and/or workshops for the development of plays
- Act as first point of contact at Park Theatre for the Papatango Prize (Park Theatre is the venue partner and co-producer for the 2024 winner, slated for production in Autumn 2025)

General

- Uphold Park Theatre's vision and mission throughout all work activities and interactions
- Promote and maintain a positive inclusive working culture at Park Theatre, ensuring a safe and welcoming environment
- Actively engage with and contribute to professional development and training opportunities provided by Park Theatre
- Attend relevant internal and external events, meetings and conferences to inform the development of the Park Theatre's practices and nurture a collaborative working ethos
- Maintain a working knowledge of and adhere to staff policies as outlined in the Staff Handbook

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Person Specification

Skills & Experience	Qualities
A strong track record in producing theatre, either independently or as part of an organisation	Astute and committed to ensuring Park Theatre's interests are always well represented
Confident at setting, communicating and running production budgets in the region of £150 - £300k	Confident to represent Park Theatre to existing and potential stakeholders and partners
Assured at applying industry-specific tools to financial projections (e.g. investment models, irrecoverable VAT & TTR)	Quick to gain trust and build effective working relationships
Adept at employing negotiation skills, confident in securing contracts for writers, creatives, stage management and actors	Ability to switch smoothly from working autonomously to leading a team
Excellent inter-personal skills, effectively deployed both internally and outside of the organisation	High level of self-motivation with a positive and proactive attitude
Experience of leading the process of turning a new writing script into a production	Dedication to supporting equity, diversity and inclusivity in theatre
Experience providing feedback on written scripts and giving notes to directors	Flexibility in the face of changing priorities, ability to work evenings and weekends
	An interest in the work Park Theatre does, and its contribution to the wider theatre ecology

Interested in this role but not sure you meet all the criteria? Please consider making an application to us anyway – we're keen to hear from people who are excited by what we do, and if this role isn't right for you, there may be other opportunities.

Equal Opportunities

We are an inclusive organisation and an equal opportunities employer. Our aim is to create a diverse and inclusive working environment and our recruitment process is open to all, but we are particularly keen to hear from disabled candidates and those from the global majority, as these groups are currently underrepresented in our teams. As a Disability Confident Scheme employer, we guarantee to interview all disabled applicants who can demonstrate they meet the minimum criteria (skills, experience and qualities) we outline for our vacancies.

If you feel that this applies to you, please include the following sentence at the end of your application letter: *I would like my application to be considered under Park Theatre's Positive Action policy.*

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How to Apply

Please submit a statement explaining, in no more than two sides of A4, what attracts you to the position and evidence of your ability to fulfil the role and meet the skills, experience and qualities listed in the person specification. If you are submitting a job share application, please send us a joint letter and include how you would approach the shared role.

Please also submit a CV (or two CVs for joint applications) outlining your skills, experience and/or training to date (no more than two sides of A4) and complete our Equal Opportunities Monitoring Form here: <https://parktheatre.typeform.com/to/MGxq0BpT>

If you'd like to submit your application in another format, please do not hesitate to do so.

Applications should be addressed to Jez Bond, Artistic Director, and sent via e-mail to jobs@parktheatre.co.uk.

By submitting an application to us, you confirm the following:

- The information you provide is correct at the point of submission
- You give your consent for Park Theatre to hold and process your data and information
- You give your consent for Park Theatre keep your application details on file for up to two years

Closing date for applications: **12 midday, Friday 18 October 2024**

Interviews will take place w/c 21 October 2024.

Second interviews will take place in late October / early November.

<https://www.parktheatre.co.uk/get-involved/jobs>

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