



National Theatre Wales

Job Description: Producer

Two years, full time, fixed term. £30k to £35k, depending on experience

Main Purpose of the Job:

The Producer will support a range of National Theatre Wales' (NTW) projects and productions. They will work across a number of events, activities and shows, working closely with the NTW Production, Communications, Collaboration, Creative Development, Finance and Fundraising departments. In addition they will develop knowledge of and relationships with artists, companies, venues, performers and production teams and work towards achieving NTW's artistic ambitions and audience development goals. On some projects the Producer will take the delivery lead, and in others they will work alongside the Executive Producer. They will provide day-to-day producing support, with a particular focus on pursuing future life opportunities including touring and digital distribution.

Reports to:

Executive Producer

Line Management Responsibilities:

Project staff and freelance teams as appropriate

Working for NTW

Every member of staff at National Theatre Wales (NTW) has a significant role to play in achieving the Company's goals. We are all advocates for the Company's work and ethos and Company Members are encouraged to go and see work, develop networks and connections, introduce new artists and community members to NTW and help develop ideas for the future. Attendance at Company meetings and Ideas meetings, and active involvement with NTW TEAM - our programme involving a wide range of communities in everything we do - is a valued part of everyone's job. Beyond the specific tasks of each job description, these Company-wide activities are a key part of each staff member's contribution and achievement.

Main Duties and Key Responsibilities

Project Delivery

- Producing productions, projects and events as agreed with the Executive Producer
- Working with the Executive Producer to seek co-production partnerships, commercial transfers, and touring, digital or broadcast opportunities as appropriate to each production
- Nurturing relationships and working collaboratively with artists/creative teams to develop commissions and projects, sometimes working alongside Creative Development
- Providing regular updates to the Artistic Director and Executive Producer on the progress of projects for which the Producer is responsible
- Working alongside the Production Department to secure venues (including site - specific locations) and acting as the point of day-to-day liaison with venues, co-producing partners and presenters
- Managing the process of acquiring necessary licenses, visas and insurances as required to ensure the Company is delivering its work within the appropriate legal framework of each venue or site and location
- Working with the Senior Production Administrator to collate and organise travel and accommodation and other logistical arrangements required to support creative teams, and occasionally performing companies
- Providing regular communication to creative teams throughout the duration of the production, in collaboration with the Senior Production Administrator
- Providing regular communications to performing company members throughout the duration of the production in collaboration with the Casting Associate
- Supporting productions and company members during performances, including touring with productions in Wales, the UK and overseas as required
- Working closely with the Head of Production, Production Managers and the Senior Production Administrator, to develop schedules and staffing structures, ensure effective communication about the production at all times and that the production is realised at a high-standard and within available resources
- Liaising with Communications, Collaboration, Creative Development and Fundraising departments about the requirements and opportunities of the production and ensuring that effective communication and decision-making in relation to the production exists at all times
- Identifying, developing and managing opportunities for the exploitation of NTW productions through touring, transfers and/or digital distribution.
- Cultivating opportunities to enhance the company's profile nationally and internationally
- Contributing to the evaluation of productions and projects, ensuring that learning is captured and applied to the planning and delivery of future activities.

Contractural

- Negotiating, agreeing and issuing contracts for creative teams within industry requirements and in line with good practice at all times
- Working closely with the Executive Producer to draft commission and co-production contracts
- Working with the Creative Development department to log and track Commissions and workshop agreements
- With the Executive Producer maintaining the day-to-day relationships with Equity, WGGB, SDUK and other industry organisations as necessary.

Financial

- Managing budgets and monitoring and reporting on spend and income against budget on a regular basis
- Working with Production Managers to reconcile production budgets upon project completion
- To work within the Company's agreed finance and accountancy procedures. This will include the speedy and accurate signing off and coding of order forms, invoices and expenses claims
- Making funding applications where required and reporting on use of funds
- Negotiating and managing international tax requirements as required for international tours
- Coordinating royalty statements as appropriate.

Communications

- Liaising with the marketing and press teams around campaign plans, and the creation of copy, images and press releases; ensuring ticket, what to expect, audience information is up to date and box office partners have information.
- Working to actively support the company's audience development goals on each production.

General Organisation

- Contributing to the Company's production planning each year/season, ensuring that projects and productions are scheduled and budgeted to meet the needs of audiences and artists and work within the strategic objectives of the Company.
- Work as a key member of the company supporting colleagues and the sector (including emerging producers), sharing knowledge and expertise to ensure all projects are delivered with the highest levels of care and diligence
- Be an approachable public face for NTW, in line with the company's values
- Representing NTW at events, performances and industry networks as required
- Undertaking other duties as may be reasonably be requested of the Producer by

the Executive Producer.

TEAM

To engage with TEAM activity

- To offer support, advice and training to TEAM members as appropriate
- To supervise placements/work shadowing opportunities for TEAM members
- To explore ways of enabling TEAM members to become actively involved in Production administration

This Job Description is not exhaustive and that it is possible that the responsibilities may change or be added.

Person Specification

Essential

- Proven experience of developing, delivering and touring productions
- Experience of creating and managing complex project budgets
- Strong negotiation skills and experience of negotiating and writing contracts
- Experience of creating relationships with a wide range of creative partners and people
- Ability to manage multiple priorities, meet deadlines and manage a busy workload
- A broad knowledge and understanding of contemporary performance and UK theatre
- Experience of and ability to engage with and use IT systems appropriate to the organisation
- Willingness to support NTW's commitment to equal opportunities and sustainability

Desirable

- Knowledge of the Wales arts scene
- Understanding of utilising digital technology within creative practice and for widening distribution
- Experience of developing strategies to target new and existing audiences
- Experience of making and securing funding applications in support of productions
- Knowledge of Welsh-language skills

TERMS AND CONDITIONS

Salary: £30k to £35k, depending on experience

Hours: 35 hours per week (plus a compulsory break for one hour, taking the working week to 40 hours). Evening and weekend work will be required, no overtime will be paid.

Holidays: 25 days per year, pro rata (excluding statutory Bank Holidays)

Term: Two years, full time, fixed term. While this role is offered as a full time post we would consider flexible working arrangements for the right candidate.

Notice: Following successful completion of a three-month probationary period, the notice period is three months on either side.

Pension: After completion of a satisfactory probationary period the Company offers a stakeholder pension scheme with Royal London, where contributions are deducted from salary. You will be automatically joined to this scheme, subject to meeting the eligibility criteria. (You do have the option of subsequently serving an opt out notice within six weeks of joining, if you do not wish to be a member of the scheme. In the event of exercising this option your contributions will be returned to you). At present there is a 5% contribution from the Employer into this scheme. The employee contribution is currently at your own discretion. However, a minimum 3% employee contribution will be required with effect from April 2019 onwards, in order to accord with the Government's pension auto enrolment requirements, as things presently stand.

We encourage applications from all parts of the community and in particular those which are currently under-represented at NTW, including people of colour and disabled people.