

## National Theatre Wales

### Job Description: Assistant Producer

#### Main Purpose of the Job

The Assistant Producer is responsible for supporting the work of the Producers, with a particular focus on contracting and administrative support

#### Reports to

Producer

#### Working for NTW

Every member of staff at National Theatre Wales 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.

#### Key Tasks

##### Project Delivery

- Assisting the producing of productions, projects and events as agreed with the Producer and Executive Producer
- Nurturing relationships and working collaboratively with artists/creative teams to develop commissions and projects, sometimes working alongside Creative Development
- Creating and maintaining an accurate and up-to-date contract logs for each production, and ensuring that signed contracts are returned
- Ensuring production contact sheets are accurate and up-to-date
- Working with the Production Coordinator to collate and organise travel and accommodation and other logistical arrangements required to support creative teams, and occasionally performing companies
- On occasion assisting with booking travel and accommodation for international tours within an agreed budget.
- Providing regular communication to creative teams throughout the duration of

- the production, in collaboration with the Production Coordinator
- 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 Production Coordinator, 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
  - Co-ordinating guest nights and opening nights, including arranging first night cards, compiling guest lists, issuing invitations, confirming ticket allocations and arranging refreshments and event logistics as required. Working closely with the Executive Producer, Communications and Development departments to ensure smooth running of these events.
  - Administrating house seats and complimentary tickets.
  - Liaising with Communications, Collaboration, Creative Development and Fundraising departments about the requirements and opportunities of the production and ensuring that effective communication in relation to the production exists at all times
  - Assisting with collating final sales reports, attendance and participation statistics relating to productions.

## **Contractual support**

### **Responsibility for supporting the administrative process for NTW productions, projects, readings and workshops.**

- To assist the Executive Producer and Producer in generating contracts for Creative and Production teams for NTW Productions and Production Development
- To assist the Executive Producer and Producer in generating and responding to venue and location contracts
- To maintain up to date digs lists for key Welsh locations
- To create and distribute production welcome packs for NTW companies
- To collate starter information and manage travel arrangements for actors
- To collate right to work information, equal opportunities forms and emergency contact details for actors
- To coordinate accommodation and travel arrangements during Production Development periods and to book train tickets / car hire as required
- To undertake research related to productions from time to time, as required by the Artistic Director and/or Executive Producer

## **Financial**

- 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
- Coordinating royalty statements as appropriate.
- To monitor expenditure against budget for any tasks or projects assigned

#### **Working with the Producer to:**

- Identify, develop and manage opportunities for the exploitation of NTW productions through touring, transfers and/or digital distribution.
- Cultivate 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.

#### **Administrative support**

Responsibility for providing office-based administrative support to the Executive Producer and Producer and the Producing and Production Development function of the company

#### **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 Assistant Producer by the Executive Producer or 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**

#### **Experience**

- 18-24 months experience of administration in a busy creative environment
- Experience of establishing effective systems
- Experience of managing diaries and travel

#### **Knowledge and Skills**

- Excellent communication skills, both oral and written
- Confidence in the use and management of digital technology, the ability to resolve common technical problems and to train colleagues in the use of basic applications
- Demonstrable organisational and broad range of administrative skills, and the ability to establish routines and systems

#### **Personal Attributes**

- Commitment to team working and a flexible approach to working practices
- Analytical thinker with a logical and systematic approach to problem-solving
- Value the importance of attention to detail and accuracy
- Highly motivated, proactive in developing own ideas and delivering high quality work

## **DESIRABLE**

### **Experience**

- Experience of fundraising, donor managing supporting applications and reports
- Experience of working with a wide range of IT software and systems
- Experience of managing budgets, cash handling, reconciliation, purchase ordering

### **Knowledge and Skills**

- Knowledge of the Wales Arts scene
- Knowledge of union agreements and contracts

### **Personal Attributes**

- Enthusiasm for the arts in general and for theatre in particular

## **TERMS AND CONDITIONS**

Salary: £27,061 per annum

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 (excluding statutory Bank Holidays)

Term: After a satisfactory six-month probationary period this is a permanent position

Notice: Following completion of a successful 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.

National Theatre Wales is a faith friendly company.