



JOB DESCRIPTION

Producer

18 months, full time, fixed term.

National Theatre Wales is fuelled by the pursuit of connection. If theatre is a tool to reflect, explore and be inspired by the stories of our nation, we want all the people of Wales to see themselves, their communities, their experiences and their futures imagined in the work we make. Our staff team is at the heart of us fulfilling that purpose.

JOB SUMMARY:

The Producer will support a range of National Theatre Wales' (NTW) projects and productions while the current post holder is on secondment. They will work across a number of events, activities and shows, working closely with NTW Production, Audiences, Collaboration, Creative Development, Finance and Fundraising colleagues. In addition they will develop knowledge of and relationships with theatre makers, 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 for the work including touring and digital distribution.

RESPONSIBLE TO:

Executive Producer

LINE MANAGEMENT RESPONSIBILITIES:

Project staff and freelance teams as appropriate

SALARY:

£35k - £38k, **depending on experience.**

LOCATION:

Cardiff (the team are currently working remotely due to Coronavirus)

WORKING FOR NTW:

Every member of staff at NTW has a significant role to play in achieving the company's ambitions. We are all advocates for NTW's work and values, and we are encouraged to go and see work, develop networks and connections, introduce new artists, communities and audiences to the company, and help develop ideas for the future. Attendance at Company meetings and active involvement with NTW TEAM (our programme involving a wide range of communities in everything we do) is an important and 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 RESPONSIBILITIES OF THE ROLE

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 theatre makers 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
- 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
- Liaising with Audiences, 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

CONTRACTS

- 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
- In collaboration with Development colleagues, 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.

AUDIENCES

- Liaising with the audiences and communications teams around choice of venues, 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 theatre makers 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 it is possible that responsibilities may change or be added to.

TERMS & CONDITIONS

We need a workforce that represents the whole spectrum of lived experience in Wales and encourage applications from all communities, faiths and backgrounds. We welcome applications from anyone who experiences racism, or who identifies as Deaf or Disabled. We recognise the social model of disability and are committed to work with our employees to remove barriers to inclusion.

HOURS:

35 hours per week (plus a compulsory break for one hour, taking the working week to 40 hours). We will consider flexible working arrangements for the right candidate.

HOLIDAYS:

25 days per year (excluding statutory Bank Holidays).

TERM:

After a satisfactory three-month probationary period, this is a fixed term position.

LOCATION:

There is an expectation the post-holder will live in Wales and be able to make themselves available to work from Cardiff for a majority of the working week

NOTICE:

You will be required to give the Company not less than three months written notice of resignation from employment.

The Company will be required to give you written notice as follows (except in cases of Gross Misconduct or Negligence):

- First 4 years of service - Not less than 4 weeks' notice;
- 5 years to 12 years - Not less than one week's notice for each year of continuous employment up to a maximum of 12 weeks after 12 years' service.
- After 12 years of continuous employment not less than 12 weeks' notice.

PENSION:

The Company offers a stakeholder pension scheme with Royal London, where contributions are deducted from salary. Subject to meeting the eligibility criteria you will be automatically joined to this scheme, following a 12-week postponement period, after which employer contributions are backdated to your start date. (You do have the option of requesting to opt in beforehand; or, if you do not wish to be a member of the scheme, of subsequently serving an opt out notice within six weeks of joining, In the event of exercising the opt out your contributions will be returned to you). At present there is a 5% contribution from the Employer into this scheme, which is backdated to the start of your employment. The employee contribution is currently at a minimum of 3%, in order to accord with the Government's pension auto enrolment requirements, as they presently stand.

PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience of developing, delivering and touring productions • Experience of creating and managing complex project budgets • Experience of creating relationships with a wide range of creative partners and people • Experience of and ability to engage with and use IT systems appropriate to the organisation 	<ul style="list-style-type: none"> • Experience of developing strategies to target new and existing audiences • Experience of making and securing funding applications in support of productions
SKILLS	<ul style="list-style-type: none"> • Strong negotiation skills and experience of negotiating and writing contracts • Ability to manage multiple priorities, meet deadlines and manage a busy workload • A broad knowledge and understanding of contemporary performance and UK theatre 	<ul style="list-style-type: none"> • Understanding of digital technology within creative practice and for widening distribution • Welsh-language skills • Knowledge of the Wales arts scene
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Appreciation for, and willingness to support NTW's commitment to Equality and Diversity and sustainability. 	<ul style="list-style-type: none"> • A passionate belief that theatre matters, is for all, and can and should be enjoyed by everyone.
QUALIFICATIONS		<ul style="list-style-type: none"> • A mix of relevant qualifications and/or experience.

NTW will consider investing in an individual with the ability to demonstrate significant development potential in this role, who may not be able to demonstrate all of the essential criteria.