

## November 2024

Thank you for your interest in the post of **Producer**.

This pack includes information on Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Enter your details on our online submission form: <https://hr.breathehr.com/v/producer-38406> and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Midday on Wednesday 11 December. Applications received after Midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **w/c 16 December**, with the second round of interviews taking place in the new year.

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Stratford East.

## **Stratford East**

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal

Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

## **Governance and Finances**

Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team.

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant

income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

## **Safeguarding and Safer Recruitment Practises**

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

## **Job Description**

**Job title:** Producer  
**Reporting to:** Director of Producing

## **Main Purpose of the Post**

Working with the Director of Producing, this role will support the delivery of the full artistic programme of Stratford East, including the delivery of productions, workshops and events, as well as ensuring the smooth running of the Artistic department.

## **Principal duties and responsibilities**

### **Artistic Programming and Planning**

- Represent Stratford East at the development, implementation and conclusion of our productions and co-productions
- Attend Artistic Department meetings and participate in the programming process, feeding in thoughts and ideas with the Artistic team
- Read and feedback on any scripts given as part of programming and planning
- See and report back on work, as agreed with the Artistic Director and Director of Producing
- Support any workshops and R&D that take place at Stratford East
- Log script reports and keep the Slate updated
- Maintain a detailed accurate address book of all contacts

- Work with the staff working groups (RADAR committee for access, Closing the Gap committee for anti-racism and the Climate committee for sustainability) to ensure that the values and ethos of the organisation are embedded in the programme.
- Oversee contracts for commissions, and ensure commissioning deadlines are noted and kept to

## **Productions**

- Support the Director of Producing to deliver all aspects of Stratford East's artistic programme
- Lead on administration tasks relating to productions
- Maintain orderly files on Stratford East shows and projects, ensuring these are accurately edited and archived at the end of projects
- Assist with casting for productions where necessary, including availability checking actors, liaising with agents and providing on the day support in auditions
- In consultation with the Director of Producing, conducting availability checks for creative teams
- Building strong relationships with agents and artists.
- Issue contracts for all cast, stage management and creatives, working with the Director of Producing and General Manager as needed
- Ensure all production budgets are kept up to date and accurate, collating invoices, creating POs and leading the day-to-day financial administration for each production

- Work closely with the Head of Production, and other departments as required, to ensure that other teams are fully updated with all information relating to productions
- Work with the Audience Experience Manager to ensure that all access performances are organised, and access providers have been fully briefed
- Source and book external rehearsal space as required and within budget allocation
- Oversee the organisation of each press night ensuring each department knows its ticket allocation managing invitations and liaison with the bar for the post show party.
- Submit regular PPL/PRS returns on behalf of productions at Stratford East
- Attend all production meetings
- Produce selected events outside of the main season programme, including talks and events, and ensure all other departments receive up to date information about these events
- Secure accommodation and travel for artists working at Stratford East as required
- Manage the Freelance Royalty Scheme (for freelance artists working in East London) in collaboration with the General Manager and other colleagues as needed

## **General**



- Attend previews, press nights, last nights, workshops, readings and other events as appropriate
- Represent the theatre at some events, conferences and meetings etc
- Maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of Stratford East
- Develop contacts nationally and internationally to achieve increased awareness and to maximise artistic and business growth
- See as much work as possible outside of Stratford East productions

### **Other**

- Be familiar with and abide by all Stratford East Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
- Undertake any other duties as appropriate to the post

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and Knowledge</b>		
Previous experience in a similar role for a producing theatre, theatre company or independent producer.	X	

An understanding of the overall production process for both plays and musicals.	X	
Knowledge of industry agreements, specifically UK Theatre / Equity /MU / BECTU / Writers Guild	X	
Knowledge of the wider theatre sector and creative teams / practitioners	X	
<b>Skills</b>		
Confident negotiation skills with strong verbal and written communication	X	
Highly organised with excellent administrative and time management skills.	X	
Excellent general IT / administrative skills, including use of SharePoint.		X
<b>Personal Attributes</b>		
Sensitive, tactful and diplomatic – with the ability to build strong relationships with artists and agents.	X	
Strong team player / collaborator	X	

## **INFORMATION**

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

**Contract type:** Full time, permanent

**Salary:** £30,000 - £32,000 per annum

**Hours of Work:** 40 hours per week, with occasional evening/weekend work required for which an informal TOIL system is in operation.

**Holidays:** 30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days. Holiday is pro rata for part time roles.

**Probation:** 6 months

**Notice Period:** 2 months

**Pension:** Up to 5% matched pension contribution after qualifying period

**Other Benefits:** Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on

various matters including legal, debt, counselling etc.)

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