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| Senior Producer |  |

# Applying for this post

To apply for this post please complete the online application process on our website: <https://www.birmingham-rep.co.uk/get-involved/careers-and-vacancies.html>

Data from your diversity monitoring form will not be shared with the recruitment panel.

\*we accept other forms of submission including video and audio recordings.

The Rep is a Disability Confident Employer. If you would like to apply under this scheme please selection this option on our application portal.

The Rep supports and encourages applications from refugees seeking asylum in the United Kingdom. We will guarantee an interview to any refugee if they meet the minimum criteria for the job vacancy and has the legal right to work in the UK. If you would like to apply under this scheme please select this option on our application portal.

We want you to feel comfortable and prepared for your interview so that you are able to show case all your brilliant skills and experience. For those with access needs we are able to offer numerous adjustments including: sending out questions in advance, allowing more time for tasks or applications, re-wording questions, providing a BSL interpreter or whatever else you might need. Don’t be afraid to talk to us at [reptalent@birmingham-rep.co.uk](mailto:reptalent@birmingham-rep.co.uk)

The deadline for receipt of **applications** is Monday 16th September at **5pm**.

**First Round Interviews** will be held on W/C 23rd September.

**Second Round Interviews** will be held W/C 30thSeptember.

## Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

# Role Summary

Established in 1913, The Rep has an unparalleled history as a pioneering repertory theatre and the launch-pad for some of the most exciting talent in UK theatre both past and present. Today it is a producing powerhouse with three auditoria - The House, 816 seats; The Studio, 292 seats; The Door, 133 seats - as well as extensive on-site production facilities.

Under the Executive leadership of Rachael Thomas the theatre has begun recruiting for a new Artistic Director as it enters a period of significant renewal, with the vision of being a national and international centre for artistically ambitious popular theatre in all its forms: comedies, dramas, musicals, dance-theatre and family shows. Revivals, new work and commissions will play in all three theatres. Many of its productions already go on to enjoy future life through commercial transfers and national/international tours.

These are exciting times for The Rep and the city of Birmingham. The UK’s 'second city’ has the youngest population in Europe, and is the most multicultural city in the UK. It is a city full of dynamism and energy, and currently undergoing its own renaissance as one of the fastest growing cities in the country.

Part of The Rep’s mission is to ensure that its programme is truly representative of the city it serves, and we aim to imaginatively engage with the people of Birmingham and beyond to create productions that fill our theatres with its people. In every endeavour, we promote inclusivity, diversity, and equality.

This role is a crucial part of the Producing Team and will be responsible for producing projects that are part of our programme in the House, Studio and Door. The Rep welcomes talented and collaborative individuals who are open-minded, energetic and eager to contribute their ideas and experience as we embark on the exciting journey ahead.

### Main duties and responsibilities

Specific Responsibilities:

* To deliver productions, co-productions and tours of the theatre’s work at the highest levels of creativity and professionalism.
* To be an active part of the Producing Team, participating in discussions about the overall programme at the Rep and delivering the produced activities around productions which form a core part of the department’s remit (e.g. fundraising galas, Meet The Rep events, R&D workshops etc.)
* To collaborate closely with the Executive Team, Producing Team and staff at the Rep to ensure that our work is fully integrated into the fabric of the organisation and is supported by colleagues across the building.
* To line manage the Assistant Producer and the Producing Co-ordinator.

Producing Work:

* Working with the Artistic Director, Deputy Artistic Director & Director of Producing and Programming and the Producing Team on the creation of Rep productions, co-productions and tours, and leading on the delivery of them including scheduling, budgeting, artist negotiation, liaison, contracting.
* Managing several overlapping projects at differing stages of their delivery, including R&D, pre-production, rehearsal, running touring periods and ensuring that all projects are delivered on time and to budget.
* Assisting and supporting the Artistic & Executive Directors and Director of Producing and Programming in the programming of the theatre by contributing to the identification and choice of possible artists, productions, co-productions and work by visiting companies.
* Communicating clearly and effectively with all artists and freelancers involved in each Rep production.
* Facilitating the work of the artists we welcome into The Rep to enable them to give of their best, whilst also being responsible for making sure that creative ambitions are held within the limitations of agreed budgets for line-produced projects.
* Negotiating and agreeing commissioning and rights agreements with writers and contracts with creative team members, actors, musicians, stage managers and freelance production staff, ensuring that Union agreements are observed.
* Working with the Director of Producing and Programming to negotiate, agree and monitor contracts with relevant co-producers, touring venues and visiting companies which aim for the best possible outcomes for The Rep’s work; supporting the Director of Producing and Programming to strive for the best conditions for work beyond our stages.
* Taking responsibility for budget management and reconciliation, and reporting on costs and expenditure to the Director of Producing and Programming on a weekly basis.
* Liaising with project partners in order to ensure that agreed contractual, budgetary and quality commitments are met.
* Assisting and supporting freelance Casting Directors with casting arrangements. To lead on some casting where appropriate.
* In collaboration with the Programming Administrator - Schedule access/assisted and relaxed performances and liaising with colleagues for their promotion and management.
* Working with the Finance Director to prepare Theatre Tax Relief claims for all permissible expenses on productions.
* Working with the Finance department to deliver royalty and settlement statements.
* Alongside the Deputy Artistic Director lead on R&Ds and workshops including talent development.
* Collate and respond to contact from artists and ensure Producers are aware of upcoming talent
* Deputise for the Director of Producing and Programming where necessary.
* Lead on Safeguarding for all Productions and attend Safeguarding Forum meetings.

Line Managing:

* Ensure that systems and processes are in place for the Assistant Producer and Producing Co-ordinator to aid the smooth running of all stages of a production.
* Appraisals for reports to the Senior Producer.

General Responsibilities:

* Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff handbook).
* Complete all mandatory training and e-learning
* Ensure you and your team are fully compliant with all mandatory training and development
* Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture including playing active and positive roles in staff forums/committee’s.
* Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
* Take ownership for the safety of the working environment for your teams by being fully complaint with the Health and Safety policies, rules and training for yourself and your team members including casual and freelancer staff
* Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.

All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report.

**Any other duties**

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

**Key relationships**

This role forms part of the Producing team and reports to the Director of Producing and Programming. The department also includes another Producer, an Assistant Producer, a Producing Co-ordinator and a Programming Administrator.

This structure may change from time to time based on business need, but reflects the broad areas of responsibility.

## Internal

* Liaising with relevant Rep senior staff, including the Head of Production, over production logistics, schedules, targets, budgets and contractual obligations.
* Ensuring a timely and accurate information flow between all departments involved in the producing process, understanding the particular needs and points of access required by different departments.
* Liaising with all other members of the Producing Team and helping to maintain clear and regular channels of communication.
* Ensuring the Marketing and Communications Department are suitably informed to deliver impactful marketing campaigns.
* Attending relevant meetings and participating in training activities as and when identified by the Artistic or Chief Executive and/or Director of Producing and Programming.

**External**

* Developing and maintaining healthy relationships with the agents for writers, actors, creative teams and musicians, and industry bodies including Equity, BECTU, the MU and UK Theatre.
* Developing and extending the theatre's relationships with appropriate external agencies and organisations in theatre production and fostering partnerships where appropriate.
* Keeping abreast of local, national and international developments in theatre production and the emergence of performers and creative team members to ensure that the theatre is at the forefront of development in such areas.
* Attending a wide range of work including festivals, workshop performances and work-in-progress.

# Person specification

## You must have

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

* A love of theatre/the arts and an understanding of the impact it can have on the lives of individuals and communities.
* An enthusiasm for and experience of making work with multiple collaborators.
* Experience of artistic collaboration and facilitation.
* Experience managing large-scale productions.
* Proven ability to take the initiative and lead teams under pressure.
* Ability to manage multiple time-sensitive priorities and meet deadlines.
* Experience in negotiating and contracting artists.
* Experience of managing partnerships and building relationships.
* Experience of working with creative talent and with technical/production teams.
* Strong written and verbal communication and influencing skills.
* Strong financial and budget management skills.
* A commitment to championing the equality diversity and inclusion at every level of the organisation and the proven ability to work with people from a wide variety of backgrounds.
* Excellent IT skills including all Microsoft applications.
* Ability to show resilience when dealing with change and ambiguity.
* An eye for detail and accuracy.

**It would be great if you had...**

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

* Five years proven experience of developing and producing productions on the mid-large scale.
* Experience of working with the Equity/BECTU/TMA subsidised rep agreements.
* Experience of theatre contracts and co-production agreements.
* A track record of supporting and developing talent in the West Midlands region.
* A good working knowledge of the guidelines around Theatre Tax Relief, especially with regard to co-productions, and an understanding of how to maximise legitimate claims.

# Terms & Conditions

**Period of work:**

This is a permanent contract, subject to successful completion of a probationary period of three months.

**Pay**:

Salary: £40,419 to £42,759 per annum (dependant on experience).

**Hours**:

39 hours per week**.**

Some evening and weekend work will be required. We don’t encourage or expect overtime, however, in the event that overtime is worked, this may be taken as time off in lieu to be agreed in advance with your line manager.

**Holidays:**

20 days per year plus public holidays rising to 25 days plus public holidays. The holiday year runs from 1 September to 31 August each year.

**Notice** **period**:

The notice period will be one week during the probationary period and two months after successful completion of probation.

**Location of work**:

Your main place of work will be at The Rep in Birmingham, but you may be required to work temporarily at other locations, especially if supporting a tour.

### Other benefits

* Contributory staff pension, 5% employee and 3% employer.

### Non-contractual benefits

* A day off for your birthday
* Free-to-use employee assistance service
* Staff ticket discount
* Staff discount in The Rep food and drink outlets (when available)
* 25% Season Ticket discount on parking at Q-Parks
* £5 day rates at Utilita Arena North and South Car Parks
* Access to salary sacrifice schemes including Bike to Work scheme and Health Cash Plans
* We actively encourage all staff to see shows as believe that being part of The Rep product enhances everyone’s experience as an employee and ambassador. To ensure everyone has a chance to attend shows every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets where possible as well as competitive discounts throughout the year.

There’s no such thing as perfection…

At the Rep we don’t expect or look for the ‘perfect candidate’, instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it’s about feeling excited to come to work every day and being proud of who you work with and for. We believe The Rep is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It’s important to us that The Rep reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our Rep to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

We guarantee to interview anyone from these under-represented groups whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

Environmental

As one of the largest producing house in the West Midlands, we are aware that we have a responsibility to the environment beyond legal and regulatory requirements. As such, we are aiming to be carbon neutral within 10 years with sustainability at the forefront of our working practices and to integrate climate aware work into our programme. We have committed to adopt the Green Book Sustainable Productions framework on a minimum of 2 productions a year. Our Environmental Working Group is comprised of staff from across the organisation who are our environmental champions; the EWG meets regularly to review and update our Environmental policy and plans. We are committed to exploring, trialling and renewing ways in which the organisation and staff can reduce their environmental impact and carbon footprint.

Flexible working

We know flexibility is everything and we foster a working environment which is focussed on outcomes, not hours or being present. We actively encourage applications for job shares and flexible working and will make every effort to accommodate these requests whilst also acknowledging that some demands will be critical to the successful delivery of projects.

# Safeguarding

The Rep is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

# Offers

Any job offer we make is subject to:

* Receipt of 2 satisfactory references.
* Proof of eligibility to work in the UK.
* Role appropriate background checks.