

## ROYAL EXCHANGE THEATRE



### **JOB DESCRIPTION**

**Job Title:** Assistant Producer

**Responsible to:** Producer

### **Introduction to the Royal Exchange Theatre**

The Royal Exchange Theatre sits at the heart of Manchester's culturally dynamic city centre. We are one of the largest and most compelling producing theatre companies in the UK commissioning, creating, and developing original and ambitious theatre in our two permanent theatre spaces - a 750 seat in-the-round space and a 90-seat flexible studio space – as well as throughout the building, across the city and beyond. We have additional space in the Northern Quarter area of the city, Swan Street, which houses our Production Workshop where we design and build all our theatre sets. As well as the workshop, Swan Street also contains another rehearsal/studio space and the theatre's vast Costume Hire Department housing thousands of its on-stage costumes

From our iconic theatre-in-the-round, over the last forty years we have established a national reputation for bringing the world's most powerful stories to life by creating high quality drama and innovative participation programmes, resulting in multiple awards and a reputation for fostering new writing with over 125 world premieres. We welcome over 200,000 theatre-goers each year to our unique spaces with an estimated further 250,000 people visiting the building to listen to, watch and take part in other events and activities.

### **Job summary**

This role is a key role within the Programme Department, supporting and assisting the delivery of the RET's artistic programme. This is an administrative support role, suitable for someone at an early stage in their career who wishes to gain experience of producing and programming within a major regional theatre. The Assistant Producer will work across all areas of the Programme Department, and in collaboration with other departments throughout the theatre.

The Programme Department is the heart of the theatre's producing operation. Working closely with the Artistic Director and led by the Senior Producer, it is responsible for developing, programming and delivering the theatre's artistic output, from main stage productions to studio work by emerging artists. This

encompasses producing, programming, script development, casting, company management and talent development.



## **Duties and Responsibilities**

### Programming

- To support the planning and scheduling of the artistic programme.
- To plot and manage our seasons of work on our room booking software Artifax.
- To reply to booking enquiries for visiting productions, events and activities.

### Producing

- To administrate contracts for visiting artists on RET productions.
- To help arrange accommodation, travel, tickets and provide general support for visiting artists when they are working at the theatre.
- To process artists' invoices and expenses.
- To arrange visas, permits, licenses and permissions where necessary.
- To manage post-show discussions and other production-related activities.
- To administratively support the recruitment and management of non-professional participants in our professional work.
- Plus any other production-based support as required.

### Accessible Performances

- To play a central role in the coordination and delivery of our programme of accessible performances, including British Sign Language, Captioned, Audio Described and Relaxed performances.

### Script Development

- To support the arrangement of workshops to develop new plays and scripts.
- To support the casting process for workshops and script-readings.
- To support the delivery of the Bruntwood Prize ceremony.

### Talent Development

- To support any events, programmes and activities linked to RET's talent development programme, particularly Open Exchange, which offers opportunities and support for local emerging artists.

### Special Events

- To play a key role in delivering our public events programme, working with the Senior Producer to schedule and project manage one-off public events.

### Department Support

- To support the successful running of the Programme Department.
- To attend and minute weekly department meetings.

Last reviewed: June 2018



- To ensure all planning tools and systems are up to date and well-maintained.
- To book travel and accommodation for the Senior Manager and Managers.
- Plus other departmental support duties as reasonably expected.

### **Duties and Responsibilities of all Members of Staff**

- To be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and Departments.
- To assist as appropriate with projects and events initiated or managed by other departments (including but not limited to Creative Learning and Engagement projects and Development and Fundraising events).
- To work in accordance with the Royal Exchange's Equality and Diversity Policy and Respect in the Workplace policy.
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at Work and to abide by the procedures as set out in the Health and Safety Policy.
- To abide by other guidelines, procedures and policies provided by the Company.
- To take part in such working groups and committees as might from time to time be required for the fulfilment of Departmental or Company aims.

### **Person Specification**

#### **Essential**

- A passion for and knowledge of theatre or live performance.
- Excellent administration and organisational skills.
- Strong written and communication skills.
- Strong IT skills, including Excel and Outlook.
- Accuracy and attention to detail.
- High standards of confidentiality, initiative and tact.

#### **Desirable**

- An interest in a career in theatre producing, arts administration or programming.
- Some experience of producing, administration or project management within a theatre or arts context.
- Experience of working on or supporting a number of projects simultaneously.