



JOB DESCRIPTION

ROLE: Director of Producing

CONTRACT: Permanent

SALARY: £65,000 per annum

WEEKLY HOURS: 40

REPORTING TO: Artistic Director

RESPONSIBLE FOR: Head of Technical, Producer, Production Managers (permanent and freelance) and freelance casting directors.

Job Overview

The Director of Producing is responsible for the delivery and management of all Royal Exchange's produced and programmed work. The postholder will lead the producing and technical production teams and oversee all artistic and technical budgets.

The Director of Producing will play a key role in developing co-producing and co-commissioning partnerships and in the ongoing exploitation of Royal Exchange's produced work at home and on tour. The postholder will collaborate with colleagues to maximise income generation from the Theatre spaces alongside supporting the work of the Engagement teams with a range of communities.

The Post holder will be part of the Executive Team at the Royal Exchange and will play a key role in the day-to-day and strategic leadership of the organisation.

They will work closely with the Artistic and Executive Directors, who will act as Executive Producers on key, significant artistic projects.

Main Duties & Responsibilities

Producing & Programme Delivery

- Take a leading role in the development of RET's slate of produced work across all theatre spaces.
- Ensure all produced work is delivered to the highest possible standards, on time and within budget
- Work with the Co CEOs on the long-term planning of all Artistic work, securing and supporting development of co-producing/co-commissioning partnerships where appropriate
- Oversee rights and deal negotiations, collaborating with the Artistic Director and Executive Director to secure rights and positive deals across all visiting and produced work.
- Oversee the appointment of creative teams, casts and artists across RET's produced work, ensuring a duty of care for all freelancers is in place at all times.
- Collaborate with the Director of Audiences & Visitor Experience and Head of Marketing to set sales targets for the artistic programme, using customer insight and data.

- In collaboration with the Co-CEOs, support the further exploitation of RET's work ensuring that opportunities are maximised.
- Collaborate with the Director of Engagement to plan, schedule and resource delivery of the Creative Exchange programmes.
- In consultation with the Executive Director, lead on all contracting for RET co-productions and commercial agreements.
- Act as the main point of contact for key trade unions including Musicians Union and Equity.
- Ensure all freelance teams are contracted in-line with UK Theatre agreements and RET company handbook.

Technical Production

- Provide Executive level leadership for the Technical and Production departments, ensuring the team is integrated and working productively with other teams.
- Through management of the Head of Technical, ensure the theatre's technical and production provision strives for best practice and is staffed, resourced and delivered to a consistently high standard.
- Contribute to Capital Asset planning and Capital Development programmes as directed by the Executive Director.

Financial

- Set and be accountable for all budgets for the Producing and Technical Production departments, ensuring organisational processes and controls are adhered to and accurate financial information is delivered to the finance department and Artistic and Executive Directors in a timely manner.
- With the Finance Director and Executive Director support the completion of Theatre Tax Relief claims across all our productions and co-productions.

Leadership and Management

- Oversee the management of the Producing and Technical Production teams, working closely with the Head of Technical to ensure all areas of the department are staffed and resourced to a consistently high standard.
- Working with the Head of Technical manage the performance of staff in line with the company's staff development and appraisal processes.
- Oversee the selection and engagement of freelance Production Managers providing line management to both permanent and freelance Production Management staff.
- As part of the Executive Team, contribute to the strategic direction and future business planning for the Royal Exchange Theatre.
- As a member of the Executive team at RET, actively engage with the organisation's vision and policies regarding equal opportunities and diversity, sustainability, accessibility, audience development, participation and engagement and health and safety.
- Ensure strong communication and productive working relationships are developed with all departments across the organisation.

Person Specification

- An experienced Theatre Producer who is passionate and committed to delivering an artistic programme of scale and ambition as part of a full-time producing house.
- A strong financial and logistical understanding of producing and, on occasion, presenting an extensive programme of work and to be able to translate this understanding into resourcing and financial planning and budgeting.
- Extensive experience of working with artists and other creatives to produce mid-large scale theatrical productions of plays from the cannon, musicals and supporting the delivery of commissioned new work.
- Experience of supporting and shaping the future life and exploitation of successful projects and productions including transfers and touring.
- Excellent financial skills and experience in taking financial responsibility for major programmes of artistic work including setting, negotiating and monitoring budgets.
- Up to date knowledge of industry developments and opportunities with strong networks with the UK.
- A proven leader who can inspire and motivate and engage a large team across producing and production.
- The ability to manage a large workload within a fast-paced environment, identifying priorities and delegating to others.
- An in-depth knowledge of the theatrical cannon, new work and musicals and the changing landscape of the theatre industry.
- Excellent communication, influencing and negotiating skills.
- Emotional intelligence and appreciation of how to work collaboratively in a creative environment.
- A commitment to championing diversity and a proven ability to work with people from a wide variety of backgrounds.
- Enthusiasm for training, mentoring and support of emerging talent.

Duties & responsibilities of all team members

- Be aware of other teams' work, to help achieve RET's aims. Work well with teams across the organisation.
- Work to the RET's Code of Behaviour, Anti-Harassment & Anti-Bullying Policy, and Equality and Diversity policy and help to achieve the Theatre's diversity action plan.
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy.
- Work to other guidelines, procedures and policies provided by the Company.
- Take part in training sessions as required.
- Take part in ongoing evaluation and reflection of our work.
- Support RET's sustainability aims.
- Develop learning around different cultures and be conscious of the barriers people face coming to the Theatre. Aim to provide a considered experience for all RET visitors.

What we will provide

- A supportive, inclusive and collaborative working environment. We will consider everyone's needs and improve where we can.
- Safe routes and structures to report anything that has a negative impact. We'll keep learning and growing.
- Personal and professional development opportunities.
- Ongoing training such as inclusivity, anti-racism, unconscious bias, mental health, and wellbeing.
- A stimulating and creative workplace where everyone's opinions and ideas can be shared.
- Competitive salaries and opportunities to contribute to pensions.
- Access to mental health and wellbeing services.