



Royal Court Theatre
Sloane Square, London, SW1W 8AS
Admin 020 7565 5050
royalcourttheatre.com
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre
The English Stage Company Limited at the Royal Court Theatre
Registered in England & Wales company number 539332
Registered charity number 231242 VAT number 238 9311 47

APPLICATION PACK - PRODUCING CO-ORDINATOR (Maternity Cover)

Thank you for your interest in this role. You will find information about the role, the organisation and the person specification in the following pages. Before you submit your application, please read the information included here.

1 APPLICATION PROCESS

Please use the online application form to apply. A link to this form can be found on the jobs page of our website: <https://royalcourttheatre.com/about/jobs/>

The online application form will ask for the following things:

- Your personal contact information.
- Your NI number and / or any work permit details.
- Some equal opportunities data (optional)
- Your responses to 3 questions.

You will also be asked to upload your CV as a word document or pdf file.

We will review all applicants' responses to the 3 questions and score these against the essential knowledge, experience and skills in the person specification to achieve a shortlist of people we will then invite to interview.

Candidates who currently have a valid work permit allowing them to work in the UK for the duration of this contract are welcome to apply. Unfortunately, we are unable to consider applications for this role which would require us to obtain a certificate of sponsorship or permit to work in the UK.

Please let us know if you would like further information, support with access requirements or an informal chat about the role. You can contact us on recruitment@royalcourttheatre.com

You can also email us if you would like to submit your application in a different format.

CLOSING DATE FOR APPLICATIONS: 6pm on Thursday 29 April 2021

2. INTERVIEWS

First round Interviews will take place on **Monday 10th and Tuesday 11th May** and will be on Zoom.

The interview panel for the first round will be Chris James (Producer), Daniel Kok (International Producer) and Catherine Thornborrow (General Manager)

There will be a second interview stage for some candidates, on **Monday 17 May**. This stage will be with first round panel, plus Lucy Davies (Executive Producer) and will ideally take place in person.

We will respond to all candidates within 2 weeks of the application deadline, regardless of whether they have been selected for interview or not.



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3. ABOUT THE ROYAL COURT

Who We Are

The definition of excellence at the Court is inextricably bound with radicalism and risk. Six decades of writer-led, pioneering theatre-making at the Court have proved that the work, even when critically challenging, is always game-changing. Influential and provocative, the writers of the world demand a Royal Court that is fearless, inspiring and diverse. We measure success by the noise we make and the reach of our work – in the people we represent and play to across the UK, in the corners of the world in which we agitate, and in the civic corridors within which we resonate.

MISSION

The Royal Court Theatre is the writers' theatre.

It is the leading force in world theatre for vigorously cultivating writers - undiscovered, new, and established.

Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. The uniqueness of our environment enables writers to ask questions we don't yet know need to be asked in ways we cannot yet imagine, inspiring audiences and influencing future writers.

Through the writers we strive to constantly reinvent the theatre ecology. We seek to find, cultivate, and create tomorrow's major writers and the classic plays of the future.

We seek stories from everywhere and create theatre for everyone, and we see our audience as one of our chief collaborators.

We invite and enable conversation and debate, allowing our writers and their ideas to reach and resonate beyond the stage, and the public to share in the thinking.

We believe the Royal Court is one of the most important theatres in the world.

VALUES

ACUTE + RESTLESS

We're driven by the need to unsettle pre-conceived ideas of theatre, applying intuition and acute intelligence to every script. We involve our audience in questions about what theatre could be and how it shapes our world. We want to make theatre history now.

INTELLECT + DEMOCRACY

We're unflinching in our intellectual bite and the stringency of our thinking.

We want to shatter the illusion that ideas are for the few, throwing open the best thinking and critical debate to a broad audience.

EMPATHY + DISRUPTION

We can't act alone. Together, we listen, respond and adapt, offering a sustaining and vital playground for experiment and ideas. We're bold and flexible, embracing positive disruption and the unpredictable.

The Royal Court is committed to fostering an inclusive, socially just culture in which everyone feels they belong. We are an equal opportunities and disability confident employer. We seek a representative



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workforce for our city and we warmly welcome and commit to interview applicants with protected characteristics who meet the criteria for this role.

OUR WORK

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK's leading theatre dedicated to new writing. Up to 20 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court's home on Sloane Square. Over 120,000 people visit the Royal Court every year and many more see our work offsite, online, in the West End, globally and on tour. Our unique sector-leading activity is the play development work which takes place year-round including an ongoing programme of Writers Groups for around 100 writers a year.

4. ABOUT THIS ROLE

Job Title: PRODUCING CO-ORDINATOR (Maternity Cover)

Line Manager: PRODUCER

The Producing Co-ordinator is a key role in the Producing Team and will work closely with the Executive Producer, General Manager and two Producers to deliver the artistic programme, provide administrative support for the team and deputise for the Producers when required.

RESPONSIBILITIES:

Production Administration

- Availability checks for design teams as instructed by the Producers or the Artistic Director.
- Gathering cast and creative biographies and other material as required for press releases and playtexts
- Proofing and checking all marketing materials, press releases and playtext pages to ensure all information on them is accurate and reflecting contractual commitments.
- Maintaining and updating the creative database
- Processing visa applications, work permits applications and DBS checks when required.
- Arranging travel and accommodation for visiting writers and artists.
- Submitting licence applications for child performers, liaising with local authorities as required and working with the General Manager to ensure ESC upholds best practice when employing child actors
- Attending first previews, press nights and other events as required and supporting the Producers and General Manager in providing post show drinks on previews and press nights.
- Attending first preview meetings for productions whenever possible
- Supporting the Producers in the delivery of one off events, readings and workshops



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Contracts

- Responsibility for drafting contracts for the creative teams, actors and stage management for all Royal Court produced shows.
- Ensure that all contracts are checked and signed by the relevant staff and sent out as soon as agreed.
- Managing the department's filing systems and ensuring that all fully executed contracts are logged and accurately filed and liaising with the Finance Department regarding contract related fee payments
- Creation of contact sheets for each production, updating and amending as required.

Rehearsals

- Copying / printing and distributing updated drafts of scripts and ensuring that copies of the rehearsal draft of the script are printed for first day of rehearsals.
- Supporting the Company Manager with arrangements for first day of rehearsals; and ensuring the rest of the organisation are aware of these. Sending out first day calls to creative team and actors if required by the Producers and/or General Manager.
- Working with the Company Manager to ensure all actors and stage managers receive a welcome letter, discount card and health and safety information before they start rehearsals

Scheduling

- Oversee the management of the Room Booking Diary, in conjunction with the Assistant to the Artistic Director and Executive Producer, who will deal with day to day bookings and meeting requests.
- Preparing rehearsal and performance schedules for each production and circulating to all relevant staff, and ensuring the Company Manager and all actors and stage managers receive an accurate performance schedule.
- Supporting the Producers in liaising with marketing and press teams as required in the lead up to announcements.

Casting

- Offering occasional administrative support to the Casting Director and the Casting Co-Ordinator as required; checking availabilities and setting up auditions and meetings for actors
- Booking space internally for auditions and meetings
- Creating casting advice notes for productions
- Entering and updating information on the casting database



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- Dealing with general phone enquiries and correspondence for the casting office.
- Liaison with actor's agents, as required by the Casting Director and Casting Co-Ordinator.

General Administration

- Supporting the Producer and General Manager in co-ordinating the ACE annual return and other reports as requested
- Supporting the Producer and General Manager in collating annual statistics for ACE annual submission, Julie's Bicycle and the Royal Court's Equality and Diversity Action Plan
- Supporting the General Manager on recruitment; ensuring applications and equal opportunities forms are logged and distributed to the relevant managers, setting up interviews if required and drafting responses to applicants.
- Provide administrative support for the Executive Producer and General Manager, as required, including occasional cover for the Assistant to the Artistic Director and General Manager
- Any other tasks as agreed with the Executive Producer and / or General Manager which may be appropriate to the post

General

- Play an active part in development, promotion and implementation of company policies: access, sustainability, health and safety and equality and diversity.
- Attend company and departmental meetings as required.
- Attend Royal Court productions, readings and other events when required.

This job description is a guide to the nature of the work required by the Producing Co-Ordinator and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Executive Producer and / or General Manager.

5. PERSON SPECIFICATION

Essential Knowledge and Experience

- Previous experience in an administrative role within a producing theatre.
- Working knowledge of the wider theatre industry and an interest in new writing.
- Experience of drafting / working with contracts.

Essential Skills

- Highly organised with a systematic approach to administrative tasks
- Proactive and self-motivated
- An excellent eye for detail
- Forward thinking with ability to plan ahead, predict needs and meet deadlines.



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- Ability to juggle multiple priorities and tasks and respond quickly and efficiently within a fast paced working environment
- Excellent interpersonal and communication skills with the ability to deal confidently with a wide range of people.
- An appreciation of the need for confidentiality, discretion and tact as part of our work
- Strong team player / collaborator.
- Excellent IT skills – especially Excel and Word.

6. TERMS AND CONDITIONS

Hours: 40 hours per week, usually 10am - 6pm Monday – Friday (1 hour lunch break)
Due to the nature of this role some evening and week end work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Contract: Fixed term for 6 months from early June 2021 with possible extension up to 1 year depending on maternity leave arrangements.

Salary: £25,000 per annum

Pension:

The Royal Court Theatre (RCT) offers a contributory Group Personal Pension Scheme for all permanent employees and an Auto Enrolment Scheme.

Employee contributions to the Group Personal Pension Scheme of between 2-5% will be matched by ESC. The contribution from the RCT is dependent on the employee making a contribution. If you choose to pay your pension via salary sacrifice or exchange this will have an effect on the level of some statutory leave payments.

ESC has an auto enrolment pension scheme, through the People's Pension, which currently operates at a contribution level of 5%: 3% from the employee and 2% from the employer.

Other Benefits:

- Complimentary tickets for preview performances, subject to availability and the Royal Court's staff ticket policy.
- Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes, childcare voucher scheme
- Discount on meals and drinks in the Royal Courts bar and Kitchen.



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- Discount on all purchases in the theatre's Bookshop, subject to discount policy.