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

Applications are invited for the post of: **Producer** **(Maternity Cover)**

## Responsible to: General Manager

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 14 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 100,000 people visit the Royal Court every year and many thousands more see our work elsewhere, including transfers to the West End and New York, National and International touring and London residencies in Tottenham and Pimlico.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers’ attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre.

**Main Purpose**

The Producer is a central role within the busy Producing and Administration team at the Royal Court, which consists of the Executive Producer, General Manager, Producer, Projects Producer and 2 Trainees. This team delivers the artistic programme, which includes in house productions, co-productions, national, international and schools tours and a number of one off projects.

A key task for the Producer is managing the contractual process for all writers, actors and creative teams and liaising with agents to agree contractual terms with artists.

S/he will also support the Artistic Director and Executive Producer in scheduling the artistic programme, taking into account operational / logistical considerations and taking responsibility for communicating the schedule to the rest of the organization in advance of each Season announcement.

The Producer reports to the General Manager and is Line Manager for one of the Trainees within the team, who directly supports the Producer on some of the tasks within this job description.

**Key Responsibilities**

**Contract Management**

* Drafting commissions and acquisitions using the TNC agreement, developing a thorough

understanding of the TNC agreement and supporting the Executive Producer in the negotiation and implementation of any changes agreed with the Writers Guild and TNC.

* Drafting licence agreements and bespoke contracts for writers and artists.
* Drafting letters of agreements and contracts for writers’ assignments and one off projects.
* Drafting contracts for the creative teams, actors and stage management for all Royal Court

shows produced by ESC.

* Ensuring that all contracts are checked and signed by the relevant staff and sent out as soon as

agreed.

* Ensuring that all fully executed contracts are logged and accurately filed.
* Working with the Executive Producer and Finance Director to draft agreements for investors in our commercial transfers and communicating with individual investors, as appropriate.

**Producing**

* Availability checks for creative teams on behalf of directors.
* Liaison with Head of Production and production team HODs regarding creative team availability checks and appointments
* Dealing with agents for writers and creative teams to agree contracts and fees under the direction of the General Manager and ensuring that costs are kept to the agreed budget.
* Attending weekly producing team meeting
* Arranging travel and accommodation for visiting writers and artists
* Ensure the fees log (a record of fees and contracts for all shows) is kept up to date.
* Filing and distributing updated drafts of scripts, if required and ensuring that copies of the rehearsal draft of the script are printed for the first day of rehearsals.
* Creating a contact sheet for each production, updating and amending as required
* Proofing and checking all marketing materials, press releases and playtext pages.
* Ensure all creative teams are accurately billed in all publicity materials, according to our contractual commitments to them.
* Maintaining the creative database
* 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.
* Processing work permit applications and DBS checks when required.
* Keeping up to date with all changes and updates to the UK Theatre / SOLT / Equity agreements
* Being a point of contact for Equity and liaising with the Union on specific performance related issues, if required
* Being the main point of contact on specific projects, as directed by the Executive Producer and General Manager
* Liaising with the Company Manager and the Director of each show to agree arrangements for first day of rehearsals; scheduling meet and greets and ensuring the rest of the organisation are aware of these.
* Attending first previews, press nights and other events, as required.
* Scheduling and attending pre production and production meetings when required.
* Liaising 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.
* Day to day liaison with stage management while in rehearsals and productions; managing space requirements, physio sessions, doctors’ appointments and general queries.

**Scheduling**

* Working with the Executive Producer, General Manager and Head of Production to prepare the week by week schedule for future planning & programming
* Ensuring the day by day schedule is up to date and accurate at all times.
* 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.
* Ensure that all show related space requirements are included in the diary, and be proactive in anticipating space requirements for rehearsals, workshops and productions as far as possible.
* Preparing performance schedules for each production and circulating to all relevant staff.
* Ensuring all actors and stage managers receive an accurate performance schedule for every production.
* Convening a scheduling meeting to discuss the detail of the day by day schedule before each Season announcement and leading this meeting
* Liaising with writers and creatives (and their representatives) in advance of each Season announcement

**General Administration**

* Co-ordinating the ACE annual return and other reports as requested
* Collating annual statistics for ACE annual submission, Julie’s Bicycle and the Royal Court’s Diversity Action Plan
* Assisting the General Manager with general research into costs, comparisons with other

organisations and general data when required.

* 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.
* Attending and minuting meetings for the Executive Producer and / or General Manager as required
* Provide administrative support for the Executive Producer and General Manager, as required
* Any other tasks as agreed with the Executive Producer and / or General Manager which may be appropriate to the post

This job description is a guide to the nature of the work required of the Producer. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

**Person Specification**

* Previous experience in an administrative producing role
* Previous experience of negotiating fees and contracts.
* Ability to think ahead, manage upwards and anticipate needs
* Excellent communication and inter personal skills – tactful and diplomatic
* Highly organised with excellent administrative skills and attention to detail.
* Knowledge of the wider theatre industry, contemporary writers, creative teams and agents
* Understanding of the overall production process, particularly budgets and contracts.
* Ability to juggle multiple priorities and tasks
* Strong team player / collaborator.
* Ability to work to deadlines and remain calm under pressure.
* Strong Excel skills.

**Terms & Conditions:-**

Title of post: **Producer** (maternity cover)

Hours: 40 hours per week, generally Monday to Friday.

Due to the nature of this role some evening and week end work will be required.

Salary: £30,000 per annum.

Holiday entitlement: 28 days per year including statutory holidays

 Rising to 33 days per year including statutory holidays, after 2

 years’ service

Contract: Maternity Cover (minimum 6 months from 17 July 2017)

Notice period: 8 weeks

Pension: The Royal Court operates a contributory company pension scheme for all permanent employees. The company contribution is capped at 5% of basic salary. The employee is free to contribute at any level.

We also operate an alternative workplace pension scheme.

Details of both schemes will be available at point of contract.

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.
* Discount on meals and drinks in the Royal Courts bar and Kitchen.
* Discount on all purchases in the theatre’s Bookshop, subject to discount policy.

**Application Procedures:-**

Please note that only applications submitted on the Royal Court’s standard Application Form can be considered. Application Forms can be downloaded from: http://www.royalcourttheatre.com/jobs.asp

Once the Application and Equal Opportunities Forms are completed please return, by the closing date below, to:

Email: recruitment@royalcourttheatre.com

By post: Recruitment

 English Stage Company

 Royal Court Theatre

 Sloane Square

 London

 SW1 8AS

**Closing date for applications: Monday 15 May 2017**

*The Royal Court is committed to being an Equal Opportunities Employer and encourages applications from minority ethnic and disabled groups, as they are under-represented amongst are staff.*

*The English Stage Company (no. 231242) is a publicly funded registered charity.*