



- Writers Groups: long-term in-country projects to develop new plays with emerging writers
- Workshops: focused development of a new play either internationally or at the Royal Court
- Commissions: for major international voices with whom the theatre has a relationship
- Production / Co-production: of new plays with UK or international partners

The ESC is an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, civil status, class, colour, disability, ethnic or national origins, gender identity, marital status, nationality, race, religious belief or sexual orientation. Applications from Deaf and disabled people are welcome.

MAIN PURPOSE:

The International Producer is a new role created to work closely with the Associate Director (International), Executive Producer and Artistic Director to plan, support and produce the Royal Court's International writers' programme. The International Producer will be a key member of the producing team, contributing to the overall strategic development of the Royal Court's International work, ensuring that the International programme is delivered to the highest standards and enhances the Royal Court's reputation for supportive and positive relationships with international writers, partners and stakeholders.

RESPONSIBILITIES:

Producing

- Be a responsible, proactive and engaged member of the Producing team at the Royal Court, working closely with this team to produce plays which have been developed through the international programme, within the existing producing structures.
- Lead the contractual negotiations for writers and creative teams on international plays.
- Supporting the Executive Producer on contractual negotiations with international co-producers and partners when required.

International touring

- Acting as an ambassador for the Royal Court's work, developing relationships with a wide range of artists, producers, theatres, festivals, funding bodies and other stakeholders.
- Working closely with the Executive Producer and the Producing team to identify opportunities for international touring and develop and deliver an international touring programme, as appropriate.
- Scope and envision for the long term, the different ways in which the theatre could produce work internationally and tour existing work outside the UK.

International Project Management

- Planning, scheduling and delivering the international programme at the Royal Court, within available resources and working closely with the Associate Director (International), the Executive Producer and the Artistic Director.
- Working closely with the Associate Director (International) to support all research and development projects with international writers in their countries of residence and at the Royal Court.
- Lead on reporting and evaluation of international projects, internally and externally.



- Managing travel, accommodation, visa applications and certificates of sponsorship for International writers and artists.
- Supporting writers, directors and Royal Court staff who are traveling and working abroad as part of the International programme.
- Producing readings and workshops for the development of international work, issuing contracts, managing payments and being a consistent point of contact for international writers working at the Royal Court.
- Undertaking all general administration required for the international programme, setting up and maintaining clear and manageable systems for filing and archiving.
- Liaising with and supporting the casting department on casting process for international readings and workshops.
- Working with the Literary team to manage international script submissions, reading and feedback.
- Manage relationships with translators and their agents.

Finance and Funding

- Setting and managing the budgets for International projects, with the Finance Director and Associate Director (International).
- Working with the Executive Producer and Finance Director to support and lead on International production and touring budgets for international work.
- Sourcing project funding for International projects, maintaining excellent relationships with the British Council and other funders, managing contracts and payment processes when required.
- Working closely with the Royal Court's development department to identify and support fundraising strategies and approaches
- Providing briefing documents, budgets and evaluation reports for funders when required.

General

- Uphold and further the values and ethos of championing unheard voices, encouraging global inclusion and nurturing young talent throughout our international programme.
- Ensure clear and consistent communication with the organisation, all partners and artists.
- Attending performances and events at the Royal Court and international work elsewhere.
- 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.

This job description is a guide to the nature of the work required by the International Producer and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Executive Management Team. This is a new post and the title of the role may change slightly as we refine the structure.



PERSON SPECIFICATION

- A minimum of 5 years' experience in the arts with proven experience of working internationally
- Previous experience in a producing role
- Excellent people management skills and experience of working with leading artists, including directors and writers.
- Ability to read and analyse scripts
- Proactive / entrepreneurial approach
- Impeccable administration skills
- Strong written and verbal communication
- Sound understanding of the overall producing process, particularly in relation to budgets and contracts.
- Good working knowledge of industry contracts and equity agreements.
- Interest in and understanding of the mission of the Royal Court.
- Commitment to talent development and new writing in particular.
- A strong collaborator / team worker.
- An understanding of and interest in global politics and culture.
- Commitment to representation and inclusion
- Knowledge of arts funding and specifically British Council funding models an advantage
- Additional language/s an advantage.

TERMS & CONDITIONS:

Title of post:	International Producer
Hours:	Full time – 40 hours per week Some additional hours, including evening and week end work and some travel will be required.
Contract:	Initial 2 year fixed term contract.
Salary:	£32,000 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
- Discount on meals and drinks in the Royal Court's 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, CVs are not accepted. Application Forms can be downloaded from:

<https://royalcourttheatre.com/about/jobs/>

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: 12pm Friday 8 March 2019

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