**APPLICATION PACK – PRODUCER**

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 [www.royalcourttheatre.com](http://www.royalcourttheatre.com).. <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

**The 3 questions for this role will be:**

1. Why are you suited to this role? Please summarise your skills, knowledge and experience to demonstrate how you meet the essential criteria in the person specification.
2. Tell us about a rewarding experience you have had working with a writer.
3. Tell us about a favourite show or project which you have produced. What did you enjoy about it and what are you proud of?

**Please answer these questions within the Survey Monkey form. We are including them here so you have them for your reference, and in response to feedback from previous, recent recruitment.**

**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 also email us if you would like to submit your application in a different format or if you experience any difficulties with the Survey Monkey form.

You can contact us on [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

**CLOSING DATE FOR APPLICATIONS: 10am Friday 30 July 2021**

**2. INTERVIEWS**

Interviews will take place on **Monday 9th August 2021.**

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

There will be a second interview stage for some candidates, exact dates and panel to be confirmed.

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.

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

**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.

**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.

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**4. ABOUT THIS ROLE**

**Job Title: PRODUCER**

**Line Manager: General Manager**

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, International Producer and Producing Co-Ordinator. Our programme includes in house productions, co-productions, national, international and schools tours and a number of one-off projects.

The central task and focus for this role is managing, holding and negotiating the commission and license contracts between us and our writers; building and maintaining excellent relationships with writers’ agents and supporting the Artistic Director and Executive Producer in ensuring that the interests of the writer remain at the heart of the Royal Court’s producing ethos and that we are supporting writers at all stages in their careers.

The Producer will also act within the producing team to be Lead Producer on some projects and productions and work closely with the artistic team to support readings, workshops and play development across all areas of our programme.

**KEY RESPONSIBILITIES:**

**Writers and Contract Management**

* Drafting commission and acquisitions agreements for writers, 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.
* Leading initial negotiations with writers’ agents, referring these to the Executive Producer when necessary.
* Liaising with the Artistic Director and Literary Manager on status of current and future commissions
* Drafting licence agreements and bespoke contracts for writers and other artists.
* Drafting letters of agreements and contracts for writers’ assignments and one off projects.
* Ensuring that all contracts are accurate and checked and signed by the relevant staff and sent out as soon as agreed.
* Liaising with the International Associate Director and the International Producer to draft and negotiate commission agreements for International writers and translators.
* Updating the Commissions log and liaising with Finance regarding payment schedules for writers under commission.
* Ensuring that all fully executed contracts are logged and accurately filed, and monitoring expiry and renewal dates as they arise.

**Producing**

* Being the main point of contact on specific productions and projects, as agreed with the Executive Producer and General Manager.
* Availability checks for creative teams on behalf of directors.
* Dealing with agents for writers and creative teams to agree contracts and fees and ensuring that costs are kept to the agreed budget.
* Ensure the fees log (a record of fees and contracts for all shows) is kept up to date.
* Liaison with casting; preparation and distribution of contracts for actors.
* Contracting Stage Management teams as required by the Company Manager.
* Liaison with the Production Managers working to agree design deadlines and production schedules.
* Scheduling and attending pre-production / concept meetings and attending production meetings when required.
* Ensure all creative teams are accurately billed in all publicity materials, according to our contractual commitments to them.
* Oversee the printing and distribution of scripts for first day of rehearsals and ensuring correct versions are circulated.
* Day to day liaison with stage management while in rehearsals and productions; managing space requirements, physio sessions, doctors’ appointments and general queries.
* Attending rehearsals and tech rehearsals as required, supporting the directors and actors working on each show.
* Ensuring equal opportunities data is gathered for the production and logged.
* Attending first preview, press night and other events (e.g. post-show talks) when required.

**Production Administration**

* Attending and contributing to the weekly producing team meeting.
* Overseeing the creation of contact sheets for each production, updating and amending as required and ensuring that there is an accurate contact sheet for every show.
* Proofing and checking all marketing materials, press releases and playtext pages.
* Supporting the General Manager on Child Licensing, safeguarding and DBS checks.
* Supporting the General Manager on booking and managing chaperones when required.
* Gathering and logging equal opportunities data for productions and projects when required and supporting the General Manager on preparing the ACE Annual Submission.

**General**

* Play an active part in development, promotion and implementation of all company policies including anti-racism, anti-oppression, representation, access, environmental sustainability and health and safety.
* 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 **PRODUCER** and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the General Manager and / or the Executive Producer.

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**5. PERSON SPECIFICATION**

**Essential Knowledge and Experience**

* Previous experience in a similar role for a producing theatre or independent producer
* Sound understanding of the overall production process and, particularly, experience of working with contracts and budgets
* Knowledge of industry agreements (Writers Guild, UK Theatre, SOLT, BECTU, Equity)
* Knowledge of the wider theatre sector; contemporary writers, directors, designers and agents

**Essential Skills**

* Confident negotiator with proven experience of negotiating fees and contracts
* Highly organized with excellent administrative and time management skills
* Ability to think ahead, manage upwards and anticipate needs
* Meticulous attention to detail, with excellent proof reading skills
* Ability to work to tight deadlines
* Excellent communication / interpersonal skills – sensitive, tactful and diplomatic, with the ability to establish and maintain excellent relationships with both agents and artists
* Strong team player / collaborator
* Excellent general IT / administrative skills (e.g. Word, Excel, Outlook, Sharepoint)

**Desirable**

* Working knowledge of Writers agreements would be an advantage

**6. TERMS AND CONDITIONS**

Hours: 40 hours per week, usually 10am - 6pm, Monday – Friday

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: Full time permanent, subject to 6 months’ probationary period

Salary: £31,000 per annum

Annual Leave: 20 days per annum, rising to 25 days per annum after 2 years’ service. Plus bank holidays

Location: Primarily based at the Royal Court Theatre, with the possibility of some remote working

**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
* 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