**JOB DESCRIPTION - INTERNATIONAL PRODUCER**

**ABOUT THE ROYAL COURT**

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.

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.

**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.

**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 – approx. 500 words each.

**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 an international project you’ve led or been part of that you felt had transformative impacts
3. What do you see as the most important questions for the Royal Court as it thinks about the future of its international writer development work?

**Please answer these questions (approx. 500 words each question), within the Survey Monkey form. We are including them here so you have them for your reference**

**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](mailto:recruitment@royalcourttheatre.com)

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

**CLOSING DATE FOR APPLICATIONS: 10am Wednesday 15 December 2021**

**INTERVIEWS**

First round Interviews will take place in the week commencing 3 January 2022.

We will respond to all candidates before the Christmas break, regardless of whether they have been selected for interview or not.

Candidates who are offered an interview may choose whether to be interviewed in person (Covid-19 regulations permitting) or on Zoom

There will be a second interview stage for some candidates, date and panel tbc.

**INTERNATIONAL PROGRAMME**

The role of the International Programme at the Royal Court is to commission and develop international work towards production, putting radical and uncompromising international voices onstage at the Royal Court. The programme builds and develops the theatre’s relationships with the most exciting playwrights around the world and fosters peer relationships and exchange between those writers and artists based in the UK. We seek to champion writers and artists from a wide range of theatrical and cultural contexts, working with diverse dramaturgical and making practices. We work closely with translators, supporting close collaboration between them and the writers with whom they work. Partnership with other organisations internationally is key to our work, with festivals, theatres and other key stakeholders supporting artists around the world. Projects within the programme include:

* Residencies: bespoke opportunities for international writers to develop work at the RC
* Writers Groups: long-term projects with international partners to support a cohort of emerging writers with workshops run outside the UK and online
* Research Projects: detailed research and exploration allowing RC staff or freelance artists to build relationships with international artists and partners in different theatre cultures
* Script Window: annual opportunities to submit work in target languages to open up opportunities to new artists and writers not yet connected with the RC
* Commissions: commissioned plays from international voices developed at the Royal Court

**ABOUT THIS ROLE**

**Job Title: International Producer**

**Line Manager: Executive Producer**

The International Producer works closely with the Associate Director (International), Executive Producer and Artistic Director to plan, support and deliver the Royal Court’s International 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 Residencies, International Writers Groups, Exchanges and all other projects within the Programme are delivered to the highest standards and enhances the Royal Court’s reputation for supportive and positive relationships with international writers, artists, partners and stakeholders. We are actively interested in ways in which the role can embrace the specific expertise and enthusiasms of the successful candidate, whether that’s within specific international contexts or particular forms of work.

**RESPONSIBILITIES:**

**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.
* Shaping the long term strategic approach of the International Programme, its structure and aims alongside the Associate Director (International), the Executive Producer and the Artistic Director.
* Lead on reporting and evaluation of international projects, internally and externally.
* Managing the Court’s Residency programme for international writers traveling to the UK, including plans for travel, accommodation, visa applications and scheduling activity as well as providing a consistent point of contact for international writers working at the Royal Court.
* Managing long-term Writers Groups and projects alongside partners internationally, including the planning and delivery of workshops outside the UK, the management of translation processes and supporting writers, directors and Royal Court staff traveling and working abroad as part of the International programme.
* Managing collaborative projects between the International Programme and other areas of the Royal Court’s Work, e.g. the Open Court Team or Writers Groups and Exchanges co-created alongside the Literary and Artistic teams for UK and International writers.
* Working alongside the Producing team to deliver readings and workshops for the development of international work at the Court and public outcomes from the International Programme.
* Liaising with and supporting the Casting department on casting process for international readings and workshops.
* Working with the Literary team to manage international script submission windows, reading processes and feedback to writers.
* Attending Monthly Artistic Meetings, Weekly Producing Meetings, regular Script Meetings and other planning meetings as required
* Liaising with the Communications team on communications strategy around the programme and all international activities.
* Leading on administration required for the international programme, setting up and maintaining clear and manageable systems for filing and archiving.
* Working on a project by project basis with the Literary Co-Ordinator and Producing Co-Ordinator on the administrative delivery of all international projects

**International Touring & Partnerships**

* 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 Artistic and Literary teams to identify partnerships and opportunities to plan and deliver writer and artist development work internationally (Exchanges, Writers Groups, Residencies etc.).
* Working closely with the Executive Producer and the Producing and Artistic teams to identify opportunities for international touring and partnerships through which work might be co-produced, co-commissioned and developed.
* 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, especially in the context of the Royal Court’s climate justice strategy.

**Finance and Funding**

* Setting and managing the budgets for International projects, with the Finance Director and Associate Director (International).
* 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.

**Producing**

* Working alongside the producing team to deliver projects outside the International Programme when required.
* Supporting the Producers who are working on the producing of international plays in the core programme
* Supporting the Executive Producer on contractual negotiations with international co-producers and partners when required.

**General**

* Contribute to, uphold and further the discourse, values and ethos of the Royal Court’s ongoing practice of working internationally, in an anti-racist, globally just context, championing unheard voices and encouraging global inclusion and equity
* 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
* Ensure clear and consistent communication with the organisation, all partners and artists.
* Attending performances, readings and events at the Royal Court and international work elsewhere.
* 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 Producer and the Associate Director (International)

**PERSON SPECIFICATION**

**Essential Skills**

* Previous experience of working internationally
* Previous experience in a producing, creative producing or new work development role
* Excellent people management skills and experience of working with leading artists, including directors and writers.
* Knowledge of arts funding and specifically British Council funding models an advantage
* 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.
* 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 anti-racism, climate justice, representation and inclusion
* Additional language/s an advantage.

**TERMS AND CONDITIONS**

Hours: 40 hours per week, usually 10m - 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: **Permanent**

Salary: **£33,000 per annum**

Pension: The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months’ service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company’s salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

**Other Benefits:**

* Complimentary tickets for preview performances, subject to availability and the Royal Court’s staff ticket policy.
* Interest free travel season ticket loan, cycle to work scheme, free life assurance
* 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.