



Royal Court Theatre  
Sloane Square, London, SW1W 8AS  
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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

## **JOB DESCRIPTION**

### **Head of Producing and Partnerships**

**Full time, Permanent**

## **ABOUT THE ROYAL COURT**

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

## **ABOUT THIS ROLE**

**Job Title:** Head of Producing and Partnerships

**Line Manager:** Executive Director

**Line Managements:** Producers, Producing Coordinator

## **MAIN PURPOSE**

This is a new role, leading the producing team at the Royal Court and driving longer-term strategy to realise our artistic ambitions. A senior management team position, the Head of Producing & Partnerships will be responsible for the overall delivery of our artistic programming, forging new relationships and ensuring the Royal Court delivers against its mission and values, including progressing our priorities around anti-racism and anti-oppression.

Working with the Artistic and Executive Directors, the role will include managing the producing team and line producing individual productions through the year; alongside developing new programmes of work and building new partnerships to resource and deliver them.

## **RESPONSIBILITIES**

## Leadership and Strategy

- Working with the Executive and Artistic leadership to shape the strategy and direction for developing and producing work at the Royal Court.
- Leading on key projects from inception including shaping and delivering strategy around key areas of artistic work including opportunities for partnership-building towards national writer development activity, co-production, touring and commercial ventures.
- Providing effective leadership of the Producing team and individual line management to ensure that staff are developed and supported, including how key areas of responsibility are delivered and held among the team.

## Producing

- Leading the producing team and taking overall responsibility for the delivery of our artistic programme, ensuring this work is achieved at the highest standards and in line with our mission and values, including our leadership role as the writers' theatre and part of the TNC agreement.
- Directly line producing individual productions and projects across the year, including supervising key freelance/creatives teams; and providing oversight and support for line producing of all productions across the producing team.
- Working with all departments to ensure a collaborative and effective approach to all work around productions, including across communications and marketing, development and fundraising, technical and production and operations teams.
- Leading on season planning and scheduling, including overseeing the week-by-week/day-by-day schedules in relation to production work and ensuring that all teams are able to work together effectively across the building.
- Leading on the approach to recruiting, negotiating, commissioning and contracting for writers and freelance creative and company roles, including ensuring a positive approach to diversity, representation and inclusion across production teams.
- Ensuring thorough implementation of relevant policies and procedures including licensing and safeguarding requirements appropriate to individual productions.
- Manage team resources to ensure effective delivery of the Royal Court's artistic programme, including setting and leading team meetings and overseeing departmental structure and roles in relation to producing needs, including scope for different roles to take on key responsibilities.

## Partnerships

- Working with the Executive and Artistic Directors to identify new opportunities for partnership-working to deliver on the organisation's wider artistic mission and business needs, including joined-up work connecting aspects of writer support, play development, production and engagement activity.
- Directly leading on key partnership projects, including working with the Development team to identify and support relevant opportunities to attract partnership and funder income towards our work.
- Working with Development Director, to bring together donors, investors and wider stakeholders to make ambitious projects possible.

## Finance

- Work with the Finance Director and Executive Director to set and monitor overall and individual producing budgets on a regular basis, including overseeing relevant budgets and supporting with regular reporting to the Board as appropriate.
- Oversee the approach to rates of pay and freelancer fees, including relevant benchmarking and reviews as appropriate and engagement with relevant unions (including SOLT/UK Theatre and the Writers' Guild).
- Work with the Finance Director and Development team to prepare financial reports as required by funders and to ensure that restricted funds are reported appropriately.

## General

- Participate in organisational management and planning meetings as a member of the senior leadership team.
- Attend regular staff and company meetings and play an active role, including updating the wider organisation on the work of the Development department.
- 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, and ensure the Producing team adhere to and develop these policies effectively.
- 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 Head of Producing and Partnerships and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Executive team.

Given the nature of this role, successful candidates will be expected to complete a Disclosure and Barring Service check. This role will be eligible for an enhanced check.

## PERSON SPECIFICATION

### Knowledge/experience

- Significant experience producing theatre in a nationally-recognised context, ideally including insight into a range of subsidised, independent, commercial and building-based models with a proven track record of success.
- Track record of starting organisations and/or national projects from scratch demonstrating the ability to bring together a range of partners and stakeholders.
- Experience in a senior management position including shaping high-level strategy alongside collaborating with multiple teams and directly managing and supporting both salaried staff and project-based freelancers.
- Experience managing large departmental and/or project budgets.
- Experience negotiating and agreeing contracts including with freelancers, co-producers and other partners; and with good knowledge of relevant union agreements
- Experience developing significant projects, including strategic insight into building and sustaining partnership work both to support delivery and funding/resourcing of work.



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- Strong knowledge of and personal networks within the UK and/or international new writing theatre sectors and surrounding supporters, including insights into current challenges and opportunities.
- Recent experience of supporting independent and freelance artists, with working knowledge of the financial and fundraising realities of making independent theatre.
- Track record of supporting and developing new writing including an understanding of the specific challenges and needs supporting artists and teams making this work.
- Good understanding of Safeguarding legislation, particularly in relation to the Arts

### **Skills/abilities**

- A strongly collaborative approach to working with a range of internal and external teams and stakeholders towards a shared mission.
- An energetic approach with the ability to bring together a range of funders, donors, project partners and wider stakeholders to make ambitious projects possible.
- Exceptional communication and interpersonal skills – assuring solid relationships, both internally and externally.
- Strong financial and business literacy skills particularly in relation to the theatre sector.
- Demonstrable commitment to building and contributing to the best working culture for artists and staff, including advancing anti-racism and anti-oppression either in the theatre sector or more widely.

### **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 weekend 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

**Salary:** £49,700 per annum

**Holiday Entitlement:** 25 days per year, plus bank holidays

**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>



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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 and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- 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.