



Royal Court Theatre
Sloane Square, London, SW1W 8AS
Admin 020 7565 5050
royalcourttheatre.com
info@royalcourttheatre.com

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

PRODUCER

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, these coming years are 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: Producer

Line Manager: Head of Producing & Partnerships

Direct report: Producing Assistant (shared with the Producer)

MAIN PURPOSE

The Producer is a central role within the busy Producing department at the Royal Court, shaping our approach to the contracting, planning and delivery of work; and leading on a range of in-house productions Downstairs and Upstairs, co-productions, workshops, touring, and artistic and engagement projects. The focus for this role is line producing shows and overseeing all elements of their delivery.

The Producing department consists of: Head of Producing & Partnerships, Producers x 2, Casting Associate, New Writers and Participation Producer and Producing Assistant.

RESPONSIBILITIES

Producing:

- Line producing and acting as lead internal and external contact on specific productions and projects, including overseeing spending against agreed budgets and working to ensure productions are developed in line with the Royal Court's values.
- Day to day relationship management with co-producers, funders and / or investors, ensuring that these external parties are appropriately consulted and empowered, honoring the intent of their partnership with the Royal Court.
- Undertaking availability checks, offers and negotiations for directors and creative teams, including keeping up to date records and files of all agreements.
- Supporting production casting, including working with directors, casting directors and the Casting Associate to oversee the casting process and prepare contracts.
- Contracting Stage Management teams as required by the Company Manager.
- Regular liaison with the Production Managers to agree design deadlines and production schedules, schedule and attend pre-production / concept meetings and attend regular production meetings throughout to support the delivery of work to the highest standards.
- 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 production; and with the Company Manager ensuring a positive approach to company induction/welcome, pastoral and wellbeing support.
- Attending rehearsals and tech rehearsals as required, supporting the directors and actors working on each show.
- Overseeing the creation and maintenance of up-to-date contact sheets for each production.
- As appropriate, managing travel and accommodation, Child Licensing, safeguarding, chaperones, DBS checks, Visas and other requirements specific to different projects and productions.
- Proofing and checking all marketing materials, press releases and playtext pages.
- Attending previews, press night, closing night and other events (e.g. post-show talks) when required.

Contract Management:

- Drafting commission and acquisitions agreements for writers, using the TNC agreement, developing a thorough understanding of the TNC agreement and supporting the team in the negotiation and implementation of any changes agreed with the Writers Guild.

- Leading initial negotiations with writers' agents for both commissioned and licenced work, and maintaining accurate, up to date records including final executed agreements, and monitoring expiry and renewal dates as they arise.
- Drafting bespoke contracts for all artists, creatives and partners.
- Creating records of co-productions, royalties and commissions, liaising with the finance team regarding invoicing and payment schedules.

People Management:

- Alongside the Producer, line manage the Producing Assistant, setting clear targets and expectations, monitoring workload, providing pastoral care and seeking out development opportunities in the role
- Working with the Head of Producing & Partnerships, oversee the efficient running and administration of the Producing department and related systems, setting a positive and ambitious culture within the team and for collaborators.

General:

- Working with the Artistic department to plan, budget and produce workshops, play development and other artistic activities throughout the year.
- Attending and contributing to weekly producing team meetings and taking a flexible, collaborative approach to the delivery of all the Producing department's work.
- Attending regular cross-departmental meetings (including with operational and communications teams) and working to ensure effective information-sharing around productions and projects to support the overall work of the teams at the Royal Court.
- Gathering and logging equal opportunities data for productions and projects when required and feeding into our annual Arts Council England reporting.
- As agreed within the team, from time to time leading on strategic areas of work, such as scheduling, Writers Guild negotiations, company and creative fee benchmarking/review and evaluating and developing internal processes and procedures.
- Contributing to a respectful and inspirational culture for playwrights and creatives at the Royal Court, including upholding and developing our commitments and practice around anti-racism and anti-oppression.
- Ensuring equal opportunities data is safely gathered and logged for productions and projects, adhering to GDPR.

This job description is a guide to the nature of the work required. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the line manager and Executive team.



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PERSON SPECIFICATION

Knowledge and Experience:

- Previous experience in a similar role for a producing company or as an independent producer with a demonstrable enthusiasm for producing new theatre at the highest quality.
- Show producing experience, including leading the overall production process, contracting, negotiation and budget management.
- Previous experience in managing relationships with funders / investors, co-producers, and / or commercial partners to resource productions.
- Working knowledge of industry agreements (Writers Guild, UK Theatre, SOLT, BECTU, Equity).
- Experience of line management and/or supervising freelancers.
- Understanding of the Royal Court's artistic mission and genuine interest in new writing.

Skills:

- Confident negotiator with proven experience of negotiating fees and contracts and maintaining positive relationships with artists and agents.
- Highly organised with excellent administrative, numerical and time management skills.
- Ability to be proactive, manage freelancers and anticipate needs.
- Meticulous attention to detail, with excellent proofreading and financial literacy skills.
- Ability to work to tight deadlines and handle pressurised situations.
- Excellent communication / interpersonal skills – sensitive, tactful, diplomatic, with the ability to establish and maintain excellent relationships with a wide and diverse range of creatives.
- Effective team player / collaborator.
- Excellent general IT / administrative skills (e.g. Word, Excel, Outlook, Sharepoint).
- Commitment to anti-racism, inclusion and creating respectful, equitable working environments.



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TERMS AND CONDITIONS

Hours:	40 hours per week, usually 10pm - 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:	£39,171.60 (gross) per year
Holiday Entitlement:	25 days per year, plus bank holidays
Pension:	<p>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</p> <p>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.</p>

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.