

## Interim Executive Producer Applicant Information

We are seeking an experienced and collaborative Interim Executive Producer to join our team at New Diorama. You will provide cover for the maternity leave of our Executive Producer & Co-CEO until their scheduled return in Spring 2027. While the role is interim in nature, it carries real and meaningful responsibility - you will be lead producer for our artistic programme, and play an active part in the executive leadership of the organisation alongside our Executive Director & Co-CEO and Artistic Lead.

New Diorama delivers first-class programming, nurtures the next generation of artists, and provides an inclusive, warm and nurturing environment for the hugely diverse mix of theatre professionals, audience members and local residents who visit and use our space. We are looking for someone who shares the passion, commitment and values that have defined our work to date and is ready to roll up their sleeves and help take New Diorama forward through an exciting and busy year.

New Diorama is fully programmed throughout 2026 with a broad range of innovative work from new and established companies and an ongoing series of artist support interventions. What has made us such a success has been our willingness to identify and nurture new theatre makers, taking them on a journey from scratch performances to national and international profile, to understand the challenges faced by the artists and communities we serve and to provide the support required to meet them head-on.

The role is advertised as part-time, and we are open to a conversation about what the right working pattern and salary looks like for the right person. We would particularly welcome applications from experienced freelance producers who might wish for a part-time executive role alongside their existing practice, or from those with caring responsibilities or other commitments that make a flexible working pattern especially attractive. If you are interested, but unsure whether your circumstances fit, please do get in touch, we would welcome a conversation rather than miss out on the right person joining the team.

Our new Interim Executive Producer should have; considerable demonstrable producing experience across the full production lifecycle, a collaborative approach to working (especially with our Artistic Lead and Executive Director & Co-CEO), the organisational and financial management skills to keep productions and operations running smoothly, and the warmth, confidence and care to lead a small, close-knit team.

It is a genuinely exciting opportunity, and we look forward to receiving your application.



Phil Graham, Chair of Board of Trustees

## About New Diorama

New Diorama is a creative home dedicated to transforming the landscape of how independent theatre is developed, supported and celebrated. Since opening in 2010, we have established an award-winning record of commissioning the most exciting, innovative new theatre as well as providing thought-leadership for meaningful artist support and sector development.

Our commissioned work has transferred to the West End (*Nouveau Riche's* Olivier-nominated *For Black Boys...*) and Broadway (*Spitlip's* Olivier award-winning *Operation Mincemeat*), toured nationally and internationally to prestigious venues including Germany's Schaubühne (*Kandinsky's Trap Street*), and been broadcast on the BBC (*Breach Theatre's It's True, It's True, It's True*).

**'A crucial part of the wider UK theatre ecology and an under-sung hero.'**

**The Guardian**

Our pioneering artist support programmes reach hundreds of independent companies and freelance artists annually, providing resources and mentorship to progress their practice, company and career that is not available anywhere else.

***"The support was generous and thoughtful... everyone genuinely wanted the work to shine. I was struck by the distinct breadth of expertise across the organisation... I'm cheerleading whenever I see the artist development programmes and feel proud to be part of that ecology."***

**Jemima Yong, Artist**

## Our Team

New Diorama operates under a shared leadership structure which directly reflects our collaborative ethos while driving improved organisational resilience in support of our indefatigable artistic ambition.

**Artistic Lead:** Head of Programme - Creative vision, artistic relationships, programming and cultural impact.

**Operations Lead:** Interim Executive Producer - Lead producer of all artistic programming, activity and operational delivery.

**Business Lead:** Executive Director & Co-CEO - Finance, fundraising, strategic partnerships, governance and organisational development.

The incoming postholder will be an essential pillar of this structure. Our collaborative model is further supported by our diverse and dedicated small staff team, together with our front of house and café staff.

A Board of Trustees, who meet regularly, oversees the NDT's charitable objectives - they include senior representatives from the arts, business, professional services, politics and the public sector.

## About the Role

**Job title:** Executive Producer

**Responsible to:** Chair of Board of Trustees/ Executive Director & Co-CEO

**Responsible for:** Producer

**Working closely with:** Artistic Lead, Executive Director & Co-CEO, and Staff Team.

**Contract:** Fixed term (Maternity Cover), to Spring 2027 (Exact date TBC).

**Salary:** ~£24,000 per annum (0.6 of £40,000 FTE).

**Hours of work:** ~24 hours (0.6 of 40 hours FTE). Core hours 10am–6pm. We operate Time Off in Lieu for additional hours required, which may include evenings and weekends.

**Place of work:** New Diorama Theatre, 15-16 Triton Street, Regent's Place, London, NW1 3BF.

**Annual Leave:** 12 days holiday pa (0.6 of 20 days FTE) plus bank holidays, and additional gifted days.

**Probation period:** 3 months.

## Benefits

We strive to make New Diorama a supportive environment to work in:

**Flexi-time:** Core hours between 10am–6pm, to help support work-life balance.

**Wellbeing:** Financial contribution on top of your salary (up to £500 pa), for gym membership or other wellbeing activities of your choice.

**Annual Leave:** Additional gifted days for your birthday and during closure over Christmas (~2 weeks).

**Pension:** Company pension scheme enrolment with generous employer contribution.

**Tickets:** Complimentary tickets for all New Diorama productions (subject to availability).

**Discounts:** Subsidised food and drink at New Diorama's Café.

**Training:** Opportunities for professional and personal development.

## Role Responsibilities

### Production & Programme Delivery

Working closely with the Artistic Lead and Executive Director & Co-CEO, you will act as lead producer for New Diorama's commissions, co-productions and presentations, holding primary responsibility for delivering New Diorama's productions from development through to completion.

- Work with the Artistic Lead and Executive Director & Co-CEO to develop production proposals and clear operational and financial parameters to provide a framework for all productions.
- Act as lead producer for all commissions, co-productions and presentations, holding and managing departmental and production budgets from inception to final reconciliation.
- Provide clear day-to-day leadership, support and guidance to the Producer, enabling them to plan and deliver their work effectively.
- Recruit and/ or coordinate all key staff required to deliver each project, including contracting all cast, creative teams and freelance specialists in line with relevant industry standards and New Diorama's contracting approach.
- Ensure clear allocation of responsibilities and strong communication across the producing team, including any freelance or project-specific support engaged during the period.
- Initiate, negotiate and manage co-production, commissioning and rights agreements with partner organisations, and companies, working with the Executive Director & Co-CEO and advocating for the best possible outcome for New Diorama and the artists we work with.

- Oversee and coordinate production timelines, technical requirements and venue scheduling, working collaboratively with the General Manager, freelance specialists and other colleagues.
- Throughout the project lifecycle, provide leadership, pastoral care and support to ensure creative and production teams operate efficiently and effectively, troubleshooting issues that require executive or senior management support.
- Develop budgets, manage variations and ensure forecasts are kept up to date at all times, with timely and accurate reporting to the Executive Director & Co-CEO.
- Oversee the conclusion of productions including settling contracts, compiling end-of-project reports, capturing data and supporting funder reporting obligations.
- Attend work-in-progress events, previews, press nights and key partner events as required.

## **Artist Development & Support Programmes**

New Diorama's artist development programmes are central to our mission and identity. You will work closely with the Artistic Lead to help produce, support and develop these programmes where necessary.

- Work closely with the Artistic Lead to plan, develop and produce New Diorama's artist support and development programmes, ensuring they are delivered on time, within budget and to the highest standard.
- Contribute a producer's perspective to the development of artist support initiatives, identifying opportunities to enhance impact and build relationships with artists and companies.
- Contract and manage artists, facilitators and other contributors involved in artist development activity, maintaining clear communication and high standards of care throughout.
- Support the Artistic Lead in building and sustaining relationships with artists and companies at all stages of their development, acting as a key point of contact and advocate for New Diorama.

## **Community Programme**

New Diorama's community engagement work – including Camden Youth Theatre & Schools Co-Creation Tour – is largely led by the Producer. you will provide senior oversight, strategic support and producing guidance across this work, ensuring it is appropriately resourced, funded and connected to NDT's wider mission.

- Provide oversight and support to the Producer across the community and schools programme.
- Support the Producer in managing partner relationships for Camden Youth Theatre, including the relationship with Camden People's Theatre, ensuring the programme's continued development and strategic growth.
- Work with the Executive Director & Co-CEO and Producer to identify and develop funding opportunities for community and schools activity, including leading or contributing to applications as required and managing reporting.
- Ensure community and schools programming is appropriately reflected in New Diorama's external communications and stakeholder relationships, and that safeguarding and data protection obligations are upheld across all activity.
- Contribute to strategic planning for the community programme alongside the Artistic Lead, Producer and Executive Director & Co-CEO, identifying opportunities for growth, innovation and meaningful community impact.

## **Fundraising & Income Development**

You will contribute to the organisation's fundraising and income generation activity at a producing level.

- Lead on project-specific and programme funding applications and reporting, working closely with the Executive Director & Co-CEO on strategy and relationships with key funders.

- Support the Executive Director & Co-CEO on broader fundraising activity, including contributing to trust and foundation applications and managing reporting obligations for live grants including brand level engagement across the organisation and with the artists and companies.
- Maintain accurate and timely financial records for all productions and programmes, contributing to organisational financial reporting and Theatre Tax Relief processes.
- Identify and develop new opportunities for income generation through co-production, touring, venue hire and/ or other partnerships.

## Collaborative Responsibilities

Our collaborative approach means you will also hold shared responsibility for New Diorama's success and are accountable for supporting the executive and the wider team. This means work flexibly and generously across the organisation, stepping in where needed to deliver our ambitious programme of work with care, ensuring the ethos and collaborative culture of New Diorama is upheld by everyone.

As part of the executive team during the interim period, you will share responsibility for:

### Organisational Leadership

Contributing actively to New Diorama's strategic direction and vision during the interim period, bringing a producer's perspective to planning and decision-making.

- Work closely with the Artistic Lead, Executive Director & Co-CEO and Producer to ensure all producing activity is well coordinated across the organisation and that producing responsibilities are clearly shared and communicated.
- Contributing actively to New Diorama's strategic direction and vision during the interim period, bringing a producer's perspective to planning and decision-making.
- Maintain and develop New Diorama's key stakeholder relationships, including funders, sector partners, local authority and community organisations.
- Representing New Diorama externally, maintaining consistent messaging and relationships across the sector.

### Operational Management & Support

You will support the day-to-day operational running of New Diorama, working alongside the Executive Director & Co-CEO and other colleagues to keep the organisation running smoothly and in line with our values.

- Jointly oversee the day-to-day operational management of the organisation with the Executive Director & Co-CEO and General Manager, stepping in to support across areas of need as required.
- Support oversight of building operations, facility management and venue hire activity to maximise earned income, artistic and community use.
- Support the General Manager and Production Management Services in managing venue hire activity, including relationships with hirers, to maximise earned income.
- Working collaboratively to ensure all productions, programmes and events are delivered to the highest standard.
- Ensure compliance with health and safety, safeguarding and other relevant legislation across all operational and production activity.
- Lead on marketing and communications planning, working with our Marketing & PR agents and wider team to ensure productions and programmes are effectively promoted.

### Team Leadership & Culture

- Line Manage New Diorama's Producer
- Champion and honour New Diorama's vision and values across all areas of work, creating an inclusive, collaborative and supportive working culture.
- Actively ensure Equality, Diversity and Inclusion is embedded in New Diorama's culture and decision-making.
- Foster a positive environment where all staff feel valued, supported and empowered.
- Hold regular team meetings and one-to-ones to ensure strong communication, team cohesion and in support of staff development.
- Maintain confidentiality and abide by New Diorama's policies and procedures.
- Participate in all team training, development and wellbeing initiatives as required.
- Participate in production and event attendance as required, including supporting operational needs when necessary.

The Interim Executive Producer may be required to perform additional duties as operationally required and at the discretion of the Board of Trustees/ Executive Director & Co-CEO to support the smooth running of the organisation.

## Person Specification

### Key Experience & Qualities

We are looking for an experienced, collaborative values-led senior or executive producer who can combine hands-on delivery with thoughtful leadership across a broad and varied programme. You will need to be a genuine champion of the independent theatre sector, capable of holding meaningful producing and executive-support responsibility with confidence, warmth and care.

### Leadership & Producing Experience

- Significant experience as a producer within a producing theatre, company, arts organisation or equivalent, with a demonstrable track record of managing projects from development through to completion.
- Proven ability to lead projects through early creative and commercial development, including developing project proposals, and financial parameters.
- Experience of managing and working collaboratively with multi-disciplinary creative teams to realise artistic vision within agreed budgets and timelines.
- Experience of line managing and developing other producers or teams.
- Strong project management skills, with the ability to oversee multiple concurrent productions, projects and programmes, managing competing priorities with clarity and calm.

### Operational Management, Artist Development & Community Producing

- Experience of operational management within an arts organisation, including an understanding of building operations, venue hire, safeguarding and H&S responsibilities.
- Experience of producing or supporting artist development programmes, residencies or R&D activity within an arts organisation or equivalent.
- Experience of producing community, participatory or engagement work, with a genuine commitment to co-creation, access and inclusion.
- Demonstrable ability to develop and sustain relationships with artists at different stages of their development to develop and deliver programmes that address the specific challenges they face.

### Financial Management

- Proven experience of managing production and project budgets with rigour and transparency.

- Experience of contracting across the producing cycle, including cast and creative team agreements, freelancer contracts, commissioning, co-production and presentation deals.
- Ability to maintain accurate financial records and contribute to organisational budget reporting, funder compliance and Theatre Tax Relief processes.

### Funding & Development

- Experience of producing fundraising, including leading on project-specific and programme funding applications and managing reporting and stakeholder expectations.
- A working knowledge of the funding landscape for independent theatre, including Arts Council England and trusts and foundations.
- Experience of developing and sustaining income-generating partnerships such as co-productions, touring, commissioning and venue hire.

### Stakeholder Management

- Excellent interpersonal skills with the confidence and credibility to represent New Diorama externally with artists, partners, funders and sector colleagues.
- Excellent negotiation skills, able to secure the best outcome for New Diorama and our artists and companies whilst maintaining positive and lasting relationships.
- Excellent written and verbal communication skills, including the ability to produce compelling funding applications, reports, contracts and communication.
- Experience of working collaboratively with artistic leaders and creative teams, with a proven ability to deliver creative vision within clear commercial and operational expectations.

### Values & Culture

- Alignment with New Diorama's values: excellence, collaboration, inclusion and creative ambition: creating a caring, inclusive, safe and accessible organisation for diverse artists, employees, community members, audience and patrons.
- A genuine passion for independent, artist-led and devised theatre, and for the social and community role of the arts.
- A demonstrable commitment to equity, diversity and inclusion in all aspects of your work.
- Collaborative and generous in approach, comfortable in a small team environment.

### How to Apply

**Deadline:** Midday on Thursday 02 April

**First Round Interview:** w/c Mon 13 April

**Second Round Interview:** w/c Mon 20 April

Please send your **CV and a covering letter (no more than two pages of A4)** explaining why you'd like to apply for this position, and how your experience fits what we're looking for, to:

**e:** [hello@newdiorama.com](mailto:hello@newdiorama.com) (with the subject line **Executive Producer Application**).

We accept a written cover letter (maximum 2 pages) **OR** a video or audio file (max. 5mins as a link to download e.g. from WeTransfer / Google Drive) covering the same information.

If you have any queries or want to discuss the role further in advance of applying, please contact **e:** [hello@newdiorama.com](mailto:hello@newdiorama.com) to arrange a conversation with the current Executive Director & Co-CEO.

## Interview

We will shortlist the applicants we would like to meet for first round interview, and will be looking for candidates who have:

- Clearly shown us how you share our values and mission.
- Given us examples of how you meet the key qualities in the Person Specification.
- Given us relevant information about your professional experience.

All applicants will receive a response from us to confirm whether or not they have been selected for interview. Interviews will be held in person at New Diorama Theatre on the date(s) specified.

Our selection process consists of a **two-stage interview**; should any tasks or presentations be required, full details will be provided to shortlisted candidates in advance.

## Access

Please contact us at e: [hello@newdiorama.com](mailto:hello@newdiorama.com) if you have any access needs that you'd like to discuss either around this application process, interviews or the role itself.

## Equal Opportunities

New Diorama is committed to creating an inclusive environment where all employees feel valued, respected, and empowered. We particularly encourage applications from individuals who are currently underrepresented in arts leadership, including:

- People from the Global Majority
- d/Deaf, disabled, and neurodivergent people
- Individuals from working-class backgrounds
- Members of the LGBTQ+ community.

**Thank you for your interest in New Diorama.**