



115, Upper Street, N1 1QN | 0207 226 8561 | kingsheadtheatre.com

Job Title	Producer
Reporting to	Joint-Artistic Director and CEO
Working with	Executive Director
Responsible for	Associate Producer Marketing Manager
Length of contract	Permanent
Salary	£30,000-£35,000 dependent on experience
Hours	This is a full time role. Normal office hours are 10.00am - 6.00pm, Monday - Friday. Evening and weekend work will be expected.
Holiday	20 days per annum (and bank holidays).
Notice Period	2 months
Probation Period	2 months

Our Organisation

The King's Head Theatre was established in 1970. Passionate about championing ethically produced fringe theatre, we are known for our challenging work and support of young artists. In 2019, 116,151 audience members saw a show of ours: 44,607 at our 110 seater home on Upper Street and 60,269 on tour in the UK and 11,275 internationally. We are committed to fighting prejudice through the work we stage, the artists and staff we work with and by producing work for minority audience groups. We believe in fair pay for all on the fringe and create accessible routes for early career artists to stage their work; work we are passionate about. In 2022, subject to a fundraising campaign, the King's Head Theatre will move into a custom-built space in the heart of Islington Square, directly behind its current home securing the future of the venue for generations to come.

We are an open, hard-working team. Everyone is encouraged to have ownership over the theatre we make and the way the King's Head Theatre behaves. It's a truly rewarding working environment that values diversity of ideas, people and stories.

Job Description

The Producer is responsible for the King's Head Theatre's productions including leading on the programming of visiting work and ensuring the successful day to day general management of all in house produced work. Working closely with the joint Artistic Directors, the Producer will play a critical role in shaping and delivering a strategic business plan that will lead the charity through an exciting period of unprecedented growth and change, transitioning from a 110 seat space to a 220 seat space.

Key Responsibilities

Productions

- Help lead a culture of the King's Head Theatre being a healthy, happy and sustainable place to work.
- Create and manage all in house budgets with sales targets.
- In collaboration with the Artistic Directors and Associate Producer, appoint creative teams and oversee casting for in house work.
- Support the Associate Producer with the general management and day-to-day running of in house productions.
- Support the Marketing Manager on marketing campaigns.
- Support the future life of work outside of the building including attracting, contracting and managing co-producers and investors.
- Support the Associate Producer with their appointment of visiting work including seeing work and reading scripts on behalf of the King's Head Theatre to contribute programming options.

Marketing and Business Development

- Support on the delivery of the current business plan and the financial solvency of the organisation.
- Oversee show budgets and deliver productions within approved budget controls.
- Overseeing, planning and implementing growth strategies for the theatre and working to diversify the business' income stream.
- Oversee the PR, marketing and communications for KHT with support from the Marketing Manager.
- Support the Marketing Manager in delivering the marketing strategy for the King's Head Theatre.

Human Resources and Finance

- To take a lead role in supporting creative freelance staff including recruitment, contracts salaries, welfare, training, disciplinary and grievance procedures.
- To ensure the implementation of all freelance contracts and all company policies is achieved in accordance with the legal and best practice advice offered by the designated HR consultants to the company.

- To oversee the financial management of the production company, working alongside key accountancy partners (Creative Juice), to create appropriate financial models, annual budgets, cash flow forecasts and oversee all TTR requirements.
- Undertake additional tasks as required, commensurate with the overall purpose of the post.

Benefits

- 6 comp tickets to each King's Head Theatre production, plus access to limited friends and family discounts, subject to availability.
- Cycle to work scheme.
- Be part of a theatre with Healthy Workplace Accreditation.
- The chance to attend professional development and training opportunities.

Person Specification

Essential

- o An affinity for the mission, vision and work of the King's Head Theatre and a passion to play a key role in shaping and achieving the theatre's success.
- o Senior experience gained within a producing theatre company or as a freelance producer.
- o Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- o A proven track record of securing external funding.
- o Strong financial skills including drafting and managing budgets.
- o An ability to communicate with individuals from all walks of life and at all levels of their career.
- o Demonstrable experience of working in a pressured environment and managing competing priorities.
- o Highly numerate, with experience of financial reporting, cash flow projections and payment processes.
- o Experience as a line manager.
- o A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of the King's Head Theatre.

Ideally

- o Experience of working directly with creative teams and facilitating artistic processes.
- o Experience of contract negotiation with agents and artists and a good working knowledge of the relevant contracts.
- o Knowledge/experience of touring.
- o Knowledge/experience of the commercialisation of charitable projects.
- o Knowledge/experience of attracting investment for the development and production of work with a view to further commercial life.
- o Experience of producing complimentary digital work/projects.