

## **Assistant Producer**

New Diorama are looking for an **Assistant Producer** to join our small, dedicated team.

### **About New Diorama**

New Diorama is an award-winning theatre, dedicated to supporting the best emerging theatre companies from across the UK. As well as delivering a ground-breaking **Artist Development Programme**, New Diorama produce our theatre productions and run a substantial **Community Programme**, engaging over 10,000 people every year in Camden and West Euston.

This year we were awarded the **Innovation Award** at The Stage Awards for our ground-breaking new programming model and, in the past, we have won the **Peter Brook Empty Space Award**, been named **Fringe Theatre of the Year** by The Stage and our Artistic Director, David Byrne, is currently number 33 in **The Stage 100** list of powerful and influential people working in theatre today. Productions commissioned by NDT have transferred across the UK and internationally, including to several National Theatres. New Diorama's most recent in-house show, **Secret Life of Humans**, completed an award-winning, sold out, UK and Off-Broadway run in 2018 and, our current show, **The Incident Room**, is premiering at this Edinburgh Festival Fringe, ahead of a run in London and New York.

For our 2019/20 season, we're continuing to roll out our pioneering programming model with a programme of the best UK theatre companies, as well as making exciting additions to our artist development programme. To achieve this and more we need a highly motivated and passionate Assistant Producer to help us realise our ambitions.

### **What We're Looking For**

We are looking for an ambitious individual to work with our small team to implement all strands of New Diorama's programme, to help co-ordinate the running of our busy venue, as well as taking the lead on creative projects, and the delivery of our Artist Development programme.

The perfect candidate for this role will have a **strong affinity and understanding of the mission and work of New Diorama**, a keen eye for detail and exceptional organisational skills.

We're a small and dedicated staff, and we need someone who is a great team player but thrives under their own autonomy. This is the perfect role for someone with a friendly, approachable manner and a passion for theatre, running arts venues, and supporting the work of artists.

### **This role will include**

- Assisting with the day-to-day running and diary management of New Diorama Theatre.
- Working alongside New Diorama's Producer and Executive Producer to implement New Diorama's theatre programme, artist development programme and Community Programme.
- Helping to run New Diorama's Box Office, upholding our high organisational standards.
- Assisting with the marketing of all New Diorama theatre shows and events.

- Co-ordinating New Diorama's Front of House team, helping to maintain a professional and immaculate appearance to all of the theatre's public facing areas, and delivering exceptional customer service on box office shifts.
- Assisting with Hire enquiries, and aiding in the delivery of, hires for both the theatre and New Diorama's Garden Studio spaces.
- Taking a lead on building maintenance needs and liaising with New Diorama's Café to ensure events, theatre performances and community activities are catered for.
- Represent New Diorama by attending theatre performances and feeding back to NDT's Artistic and Executive Director.

## **Role Specification**

### **Essential Skills and Experience**

- An affinity for the mission, vision and work of New Diorama.
- A strong track record of working in arts organisation or successfully leading on creative projects.
- A keen interest in theatre, film and the arts.
- Excellent verbal and written communication skills
- Strong time management and organisational skills
- Strong IT skills, specifically with Word, Outlook, and Excel
- An approachable, friendly and professional attitude

### **Desirable Skills and Experience**

- Knowledge of current trends within contemporary and devised theatre.
- Knowledge of ENTA box office software.
- Experience of working in a busy arts organisation/environment and willingness to work within a small team.
- Knowledge of theatre funding and grant giving/making procedures and applications.
- Experience of implementing marketing strategies for arts activities.

**Job Title:** Assistant Producer

**Salary:** £22,000 per annum

**Position:** Full-time (40 hours per week), this role will require regular evening work on box office shifts and some weekend work.

**Probation:** 3 months

To apply, please send your CV and **a covering letter explaining why your experience, skills and interests make you the perfect candidate for this role** to [david@newdiorama.com](mailto:david@newdiorama.com).

The deadline for applications is **midnight on Sunday 25 August**. Interviews will be held the week commencing **9<sup>th</sup> September**.

Best of luck with your application, and we look forward to reading it!