



**STAGE
ONE**



STAGE ONE X HULL TRUCK THEATRE

TRAINEE PRODUCER

RECRUITMENT PACK

ABOUT HULL TRUCK THEATRE

OUR MISSION

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

OUR VISION

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

OUR VALUES

We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

- *Creative and Collaborative,*
- *Imaginative and Inspiring,*
- *Accessible and Relevant,*
- *Resilient and Sustainable.*

“We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity.”

Mark Babych, Artistic Director

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (The Heron – 459 seats and The Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

In 2022 we celebrate 50 years of Hull Truck Theatre. We're doing this by focusing on the thing that makes Hull Truck Theatre magic – the people. Without our supportive audiences, generous funders, talented artists, passionate participants and dedicated staff, this theatre wouldn't have kept its place at the heart of Hull's creative core for half a century.

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

ABOUT STAGE ONE

Stage One is a charity that has supported theatre producers and productions through educational and investment schemes for over 40 years through a series of development programmes ranging from practical workshops to financial awards.

Trainee Producer Placements

The Trainee Producer Placements offer aspiring producers the opportunity to work within an established production company or producing theatre. They are employed at the organisation 12 months learning 'hands-on' how the role of a producer works. Stage One launched the National branch of this scheme in 2013 in order to increase communication and shared knowledge across the subsidised and commercial sectors. The placement not only benefits the producer but also the host theatre/organisation as they have further opportunity to produce in-house.

Since 2006 Stage One have facilitated:

- 112 paid placements in West End commercial producing offices to 79 producers
- 26 paid placements in Regional houses (launched 2013)

75% of participants in the placement scheme are still actively working in the theatre industry.

Workshops

Stage One has been running workshops for over 40 years to help emerging producers further their knowledge of the commercial sector. Producing workshops are fundamental gateways to knowledge and development in the industry, but also in opportunity to meet fellow producers.

Since 2015 we have:

- Facilitated 10 three-day workshops in London
- Connected over 500 producers
- Piloted a regional workshop at Birmingham Hippodrome
- Hosted 2 Intro to Producing workshops for new producers

We've announced a new programme of workshops for 2022.

Click [here](#) to read more.

THE TEAM

This role is a part of Stage One's trainee producer placement scheme. Whilst you will work full-time within the offices of the host organisation, you will have consistent communication with Stage One, its staff and network, as well as access to many additional training opportunities.

HULL TRUCK KEY CONTACTS

As a part of this scheme you will report to and receive mentoring from:

Adam Pownall
Senior Producer

Janthi Mills-Ward
Executive Director

Mark Babych
Artistic Director

Tom Saunders
Associate Director

as well as opportunity to train under the guidance of various heads of department including; Marketing, Finance, Development & more.

LOCATION

The successful candidate will be based at the theatre. There will be

opportunity for hybrid working in line with the theatres policy but the candidate must be based locally. To find out more information on Hull Truck Theatre please visit their website here:

www.hulltruck.co.uk

STAGE ONE

Joseph Smith
Chief Executive

Louise Goodman
Programme Director

louiseg@stageone.uk.com/02075576737

Stage One will facilitate informal monthly check-ins for you to evaluate your time on the scheme with:

External Mentor
Employed by Stage One

THE ROLE

This is an opportunity for a committed aspiring producer to gain experience and offer insight into a busy and ambitious theatre. The Stage One Trainee Producer will play a key role in the successful planning and delivery of the theatre's programme, identifying commercial potential. This includes in-house productions and projects, co-productions, tours and the presentation of a wide range of visiting work.



CONTRACT:

Full-Time – 12 month fixed term contract.

Prepared to offer reasonable flexibility in their working arrangements. There will be occasional evening and weekend work, such as attending shows and the Theatre's Press & Guest nights.

HOURS:

This is a full time post at 37.5 hours per week. Normal hours of work are Monday to Friday core office staff are usually expected to work their hours within the period 8:30 and 6:30pm (to be agreed). No overtime is payable although Time Off In Lieu for weekend overtime will be given if approved in advance with your line manager.

SALARY:

£24,000 per annum

START DATE:

As soon as possible

HOW TO APPLY:

Apply for this position through the online portal:

<https://stageone.uk.com/members/login> or contact Louise for a hard copy of the application on louise@stageone.uk.com or 02075576737. We are open to audio and video applications if you find this format more accessible.

DEADLINE FOR APPLICATIONS:

10am, Monday 7th March 2022

Key Duties & Responsibilities

For Hull Truck Theatre, the trainee producer will:

- Be a part of their 50th year as a theatre, supporting the planning of celebrations including 4 midscale productions, community productions and events, small-scale family shows, our creative learning programme and a varied received programme.
 - Support the Producing team with the delivery of *A Midsummer Night's Dream* by William Shakespeare, *A Christmas Carol* by Charles Dickens, adapted by Deborah McAndrew, and new commissions *Teechers Leavers '22* by John Godber, *Ladies Unleashed* by Amanda Whittington and *Mumsy* by Hull based playwright Lydia Marchant.
 - Support the planning and delivery of our Grow Artist Development programme and the Beyond programme with Graeae Theatre.
-

Day-to-day, the activities of trainee producer will be:

- To work creatively and collaboratively in the development and delivery of the theatre's productions, co-productions, tours and transfers of 2022/23 by supporting the in-house producing teams and producing partners.
- To support the planning of future productions, exploring touring potential for productions as well as other commercial opportunities
- Under the guidance of the team to, amongst other things, coordinate casting and availability checks, arrange auditions and production meetings, liaise with agents and negotiate/draft contracts, research and obtain performance rights and to market, book and contract tours
- Under guidance, to participate in the process of setting production budgets ensuring they are kept up to date and accurate by maintaining effective day to day budget management.
- Work closely with colleagues in Marketing and Communications in the delivery of appropriate marcoms content and audience development strategies
- To assist in the producing of readings, workshops and other development programmes and events
- Complete other administrative tasks such as production schedules, arranging accommodation/travel as required, booking rehearsal & meeting rooms and providing general support to the office

Continued...

Key Duties & Responsibilities

Continued:

- To seek out, identify and support the management and development of new creative projects and partners that support the theatre's artistic policy
- Under guidance, to draft funding applications and reports and to explore new avenues for potential project funding partners.
- Develop a network of contacts in the industry on behalf of the theatre, acting as an ambassador for the theatre's work with external companies and individuals
- To adhere to the host organisation's equality and diversity, environmental, safeguarding, dignity at work, and health and safety policies.
- To undertake any other duties appropriate to this role as required by the management teams

This job description is a guide to the nature of the work required on this scheme. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required by each organisation.



Person Specification

Essential

- An aspiration to pursue a career in commercial theatre producing
- At least 1-2 years producing experience with a demonstrable track record of successful project/production delivery
- Excellent project management skills with a proven ability to organise and prioritise a demanding workload and to work effectively using own initiative
- Clear communication/negotiation skills and the ability to develop new relationships
- The ability to create and manage complex budgets and schedules, and to manage, monitor and report on income and expenditure effectively
- IT and computer skills relevant to the post's requirements
- Key creative team working skills, enjoying a fast-paced environment and working effectively under pressure and to tight deadlines.
- Solutions focussed to creative and operational challenges
- A thorough approach with a commitment to task completion
- A passion for theatre and live performance
- An active commitment to equality, diversity, access, inclusion and anti-racism, promoting this within your work and the wider arts industry

Desirable

- An understanding of the theatre's local cultural landscape.
- An ability to work with marketing teams to generate ideas and devise strategies
- An understanding of the structures and opportunities for arts funding and some experience of writing funding applications

Recognising under-representation in our workforce of Black, Asian and global majority people, and those with disabilities, we particularly welcome applicants from those backgrounds, identities and experiences.. If you would like an informal conversation about the role prior to applying, please do not hesitate to contact Louise on 02075576737 or louiseg@stageone.uk.com.

