



STAGE ONE SHEFFIELD THEATRES

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TRAINEE PRODUCER

RECRUITMENT PACK

ABOUT SHEFFIELD THEATRES

Sheffield Theatres is home to three theatres: the Crucible, the Sheffield landmark with a world-famous reputation; the Studio, an intimate, versatile space for getting closer to the action; and the gleaming Lyceum, the beautiful proscenium that hosts the best of the UK's touring shows.

Committed to investing in the creative leaders of the future, Sheffield Theatres' dedicated talent development hub, The Bank, opened in 2019 to support a new cohort of emerging directors, writers and producers every year.

In November 2021, the Crucible and Studio theatres celebrated their 50th anniversary. An anniversary season of work was announced to mark the occasion, including Chris Bush's bold new trilogy *Rock/Paper/Scissors* to be performed across all three venues, plus the highly-anticipated return of Sheffield-set musical *Standing at the Sky's Edge*.

With a reputation for bold new work, Sheffield Theatres has held the title 'Regional Theatre of the Year' on four separate occasions. In 2019 the company produced new musical *Standing at the Sky's Edge*, with music and lyrics by Mercury Prize nominated Richard Hawley. The production won the 2020 South Bank Sky Arts Award for theatre and was named Best Musical Production at the 2019 UK Theatre Awards.

Standing at the Sky's Edge was followed by a dazzling new adaptation of *Life of Pi*, which won four awards at the 2019 UK Theatre Awards, Achievement in Technical Theatre at the Stage Awards and Best New Play at the WhatsOnStage Awards. This success follows the phenomenal Sheffield musical *Everybody's Talking About Jamie* which started life at the Crucible in February 2017, before transferring to the West End later that year.

In 2021 the show resumed its UK tour and the highly anticipated *Everybody's Talking About Jamie* feature film was released simultaneously to 244 countries on Amazon Prime on 17 September 2021.

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.

SHEFFIELD KEY CONTACTS

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

John Tomlinson
Producer

and work closely with the Producing Team.

They will also get the opportunity to train under the guidance of various heads of department including; Marketing, Finance, Development, & more.

LOCATION

The successful candidate will be based in Sheffield and will work across all buildings. Sheffield Theatres is a flexible working organisation with hybrid working available, however we envisage the role will primarily be within our theatres.

Please ask us for more details.

To find out more information on Sheffield Theatres please visit their website here:

www.sheffieldtheatres.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 work flexible hours with regular evenings and occasional weekends as required.

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 Sheffield Theatres, the trainee producer will:

- Be a part of the 50th anniversary of the Crucible, giving the trainee producer an opportunity to develop projects in association with our history and future.
 - Support the Producer in producing the main house, studio and international shows including the transfer *Standing at the Sky's Edge* to the National Theatre this year.
 - Develop new work with Sheffield Talent Development department including the Young Company and Sheffield People's Theatre.
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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
- 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.

Continued...

Key Duties & Responsibilities

Continued:

- 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
- 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
- Excellent communication/negotiation skills and the ability to develop new relationships
- Excellent numeracy skills, the ability to create and manage complex budgets and schedules, and to manage, monitor and report on income and expenditure effectively
- Excellent IT and computer skills relevant to the post's requirements
- Ability to work as part of a creative team, to work fast and effectively under pressure and to tight deadlines
- Ability to generate imaginative solutions 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.

