

SHAKESPEARE NORTH PLAYHOUSE

PROJECT PRODUCER: THEATRE

About the Organisation

Shakespeare North Playhouse is a unique arts venue, which opened in the summer of 2022. It presents a vibrant contemporary cultural and learning programme featuring home co-produced and visiting performances, as well as comedy, music, community work, hire and events and a range of education and training activities.

The Shakespeare North Trust (SNT) is the Charitable organisation which is the operator of Shakespeare North Playhouse. The Trust also has two wholly owned subsidiaries within the Group structure. The subsidiaries are limited companies.

Our Vision: “Inspired by Shakespeare. Bringing Joy: Together, we tell stories that feel like our own, that change the way we see the world - opening doors, inviting debate, inspiring a love of learning, and bringing joy to this place; Our Shakespeare North Playhouse.”

Our Mission – The Big Goal: “We share world-class theatre, activities and conversations inspired by Shakespeare and relevant to all of us.”

Our Promise: At Shakespeare North Playhouse we commit to being ‘Bold and Brave’. It is a promise we make to each other internally as a team, to our visitors, patrons, and partners, and to all our artists and makers as we all come together to create a wonderful place.

Our Values and Behaviours: The organisational values define Shakespeare North Playhouse. They create a framework for the way in which the organisation wishes to achieve the vision and objectives. The team are firm in the belief that what is achieved is only half of the plan, as how success is attained is of equal importance. It is critical that there is a framework of how people will thrive together, as a team, with partners, visitors, and audience.

Innovative - Honest - Collaborative - Creative

Equal - Supportive – Accountable - Useful

The Role

This is an exciting opportunity for a Project Producer to join Shakespeare North’s ambitious Culture and Learning team. Reporting to the Senior Producer, this role will curate and deliver a programme of works for the Sir Ken Dodd Performance Garden and The Studio.

The Producer will develop and nurture relationships with artists, particularly those based in the Northwest. Optimising the Artistic Strategy within the Business Plan, and working with teams across Shakespeare North, this role is central in delivering a thriving artistic programme that includes a range of visiting companies, one off events and development

opportunities. This role is ideal for an individual who has a passion for the arts and a finger on the pulse of the creative sector in the Northwest and surrounding areas.

Working across a range of cultural events and theatre projects at Shakespeare North Playhouse the Project Producer will deliver an innovative programme that celebrates a range of voices, for our audiences in Knowsley and beyond.

The Project Producer will work closely with Shakespeare North Playhouse Learning and Engagement, Technical, Audience and Catering & Events teams to deliver the programme across all three spaces (the Cockpit Theatre, Sir Ken Dodd Performance Garden and The Studio).

This creative and administrative role is suitable for a producer with a background of programming, producing small to mid-scale theatre shows, one off events, negotiating and issuing contracts, and working in venues.

This is a permanent, full time contract equivalent to 40hours per week. Due to the nature of the role, you will be required to work weekends and evenings.

Place of Work

The future place of work will be Shakespeare North Playhouse in Prescot, Knowsley. Occasionally work will be required at alternative locations including partners with whom Shakespeare North co-produces.

Salary and Hours of work

Shakespeare North's full-time employees work 40 hours normally over 5 days. Due to the nature of this role, however, and to meet the demands of the building, the post holder will need to be flexible in their approach to work.

The full-time salary will be 25k per annum.

Main Duties

Programming and Artistic Development

- Contribute to the development and delivery of Shakespeare North's artistic programme working to the ambition, objectives, and targets in the Business Plan.
- Proactively seek out new works for programming in the Sir Ken Dodd Performance Garden and The Studio always seeking to champion a diverse range of voices and innovative creative practice.
- Nurture and develop artistic relationships, meeting regularly with artists, especially those from the Liverpool City Region and in line with the artistic strategy.
- Identify artists who will benefit from artistic development and support from Shakespeare North Playhouse.
- Regularly see productions in consultation with the Senior Producer
- Attend performances at Shakespeare North as and when required by the Senior Producer
- Coordinate hospitality events for artists and visiting companies, this includes but is not limited to company "Meet and Greet" sessions, opening night planning and attendance in rehearsals.
- Support the Senior Producer to produce the co-productions which includes working on commissioning contracts, co-production contracts with partners, manage co-

production budgets, and supporting all function of the pre-production and production phases.

- Foster and maintain supportive and collaborative relationships with artists, creative people and partners.
- Actively seek out individual artists and companies who would benefit from developing their creative practice and supporting artist development.
- Keep up to date with developments in the performing arts locally, nationally and internationally and seeing shows as discussed with the wider Culture and Learning Dept.
- Represent the theatre were agreed at conferences, seminars etc deputising for the Senior Producer when necessary.
- To support the Culture, Learning and Engagement team as needed in the successful delivery of projects.

Project Management and Administration

- Work closely with Production, Learning and Events teams in scheduling and contracting of the performances across all performance spaces.
- Attend internal planning meetings as required by the Senior Producer and be a key point of contact scheduling events and performances on *Yes Plan*.
- Project manage performance projects across the building including in the Cockpit Theatre supporting specific projects identified with the Senior Producer including co-productions, Evening's With, one off events, Comedy and the Received Programme
- Being a key point of internal contact within the Playhouse for specific productions, for example liaising with Marketing, Production, Finance, HR, Creative Engagement, Events & Catering and Development Departments.
- Manage project budgets as required and as set out by the Senior Producer.
- Work to achieve deliverable targets outlined in Shakespeare North Playhouse business plan.
- Contribute to reporting, evaluation and monitoring as an integral part of the delivery of programmes and in line with the reporting requirements of Shakespeare North's stakeholders.

Person Specification

Background and Experience:

- Minimum 2 years producing experience in theatres or as a freelance producer with a demonstrable track record of successful project delivery, generation of new partnerships.
- A proven ability to curate performances from an artistic, audience focused and practical point of view.
- An understanding of the theatre ecology and potential culture and learning programme partners.
- An understanding of the challenges faced by independent artists and creative practitioners across the cultural sector.
- An enthusiastic and active champion of Equality, Diversity, Inclusion and Access and a demonstrable track record of championing a diverse range of creative voices.
- Experience of producing co-productions and small to mid-scale theatre productions.
- Experience of nurturing artistic projects from the initial idea through to completion and evaluation.
- Experience of creating and managing budgets.

- Experience of working on co-production budgets and contracts.
- Experience of working across a range of departments within a theatre or cultural building.
- Experience of working with artists and supporting talent development.
- A track record of delivering a range of projects, in different settings, with different audiences and communities.
- A proven ability to communicate to a high standard with a range of partners.
- Excellent project management skills.
- Experience in delivering multiple projects simultaneously, prioritising and excellent time management.

Skills and Knowledge:

- Strong IT skills and working knowledge of Microsoft Excel and Word
- Strong writing skills across a range of platforms and objectives (emails, social media, funding applications).
- Strong communication and collaborative skills and working with a diverse range of people.

Personal Qualities:

- Strong interest in and commitment to the arts and culture.
- Understanding of or interest in learning about co-created or participatory practise.
- Highly organised and efficient.
- Able to manage priorities.
- Resourceful, open minded, positive and solution focused.

How to Apply

If having reviewed the job description and information about the Shakespeare North Playhouse you consider yourself to be a good fit for this role, please email a CV, a cover letter of application and completed equal opportunities form to recruitment@shakespearenorthplayhouse.co.uk

The cover letter of application should be of no more than 2 sides of A4 addressing how your experience matches the role description, why you are interested in the role and why you think your skills and experience would make you a good candidate. Alternatively, you may submit a video/audio file of no more than 10 minutes in length. You can do this via WeTransfer or an alternative file transfer service.

Diverse representation

We encourage and welcome applications from people whose background and experience are under-represented in the cultural sector. We are committed to inclusive working practices and understand there may be barriers people face when considering an opportunity like this. If you are interested in applying for this role but feel there are things that may prevent you from getting involved, please get in touch and let us know how we can support you in making your application and throughout the selection process.

Equality Monitoring

Please provide equality monitoring information on the form provided so that we can monitor the Shakespeare North Trust's equality policy and practices. The information you provide will not impact on the consideration of your application and will be used solely for the purpose of monitoring.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Once the process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personnel record. By submitting your application, you are giving your consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. In submitting your application, we will assume that consent by you is given. We refer you to Shakespeare North's job applicant privacy notice which you should read before applying for this role.

If you have any questions or would like to have an informal conversation about the role before applying, please contact us via email at recruitment@shakespearenorthplayhouse.co.uk

This job description is intended as a guide to the duties expected of the post-holder. These duties may be reviewed from time to time to meet the needs of the business.

This job description is not contractual.