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# Trainee Producer Placement

Recruitment  
Pack

Application Deadline: 12pm Friday 16th May 2025

# About Birmingham Hippodrome



**Birmingham Hippodrome is on a mission to provide that “goosebumps” feeling through memorable and extraordinary experiences. Our vision is clear, we want a “distinctive, world-class Birmingham cultural scene with the Hippodrome at its heart”. As one of the biggest providers of arts and culture in the city, the Hippodrome provides over a million people a year with those same goosebumps moments through our on and off stage programmes and performances.**

Long recognised as one of the UK’s premier presenting theatres, recent years have seen Birmingham Hippodrome develop into a creative producing organisation focused on access, diversity and inclusion, doubling our impact to match our annual audience of 550,000 with a further 450,000 people engaged via festivals, learning, participation and produced work.

In 2023, we established our New Musical Theatre department. Under the ‘My First Musical’ banner we produced *The Jingleclaw* in 2024 and are producing *No Such Thing as Wolves* for 2025 for the Patrick Studio. In summer 2025 we will premier a new musical, *Hot Mess*, at the Edinburgh Festival Fringe. In 2023 we also established our New Work & Artist Development department, creating a home for West Midlands artists and a platform for their emerging work, alongside our existing Associate company programme.

The Hippodrome produces and commissions bold new work, telling fresh and engaging stories, reflecting the youngest, most diverse city in Europe. We have further enhanced our reputation as a leading provider for Festivals, engaging over 250,000 people annually through **B-SIDE Hip-Hop Festival**, co-producing the city’s **Chinese New Year** celebrations, and regularly collaborating with Bullring & Grand Central on events including **Birmingham Weekender**.

Our Hippodrome Education Network delivers creative activities in 30 partner schools every week – 80% of which are in the UK’s 10% most deprived communities – with over 35,000 young people taking part over 120,000 times each year.

We are also the largest dance campus outside London, home to Birmingham Royal Ballet (led by Carlos Acosta), FABRIC, Dance Consortium, OneDanceUK and digital agency The Space.

**Birmingham Hippodrome** is an independent charity, run by a board of voluntary trustees with no regular revenue funding from public sources.

To learn more and find out how you can support Birmingham Hippodrome visit:

[birminghamhippodrome.com](https://birminghamhippodrome.com)

Facebook: [Birmingham Hippodrome](https://www.facebook.com/BirminghamHippodrome)

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# 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 developmental programmes ranging from practical workshops to financial awards.

Stage One offers a variety of development programmes for emerging commercial producers. As well as offering paid placements we run 3 annual workshops, we offer bursary of up to £20k, and offer underrepresented producers access to our Bridge the Gap development programme. We also provide investment to producers on both small scale and larger commercial investment.

## Stage One Producer Placements

The Stage One Producer Placements offer aspiring producers the opportunity to work within an established production company or producing theatre. They are employed by the organisation for 12 months, learning the producer role through hand-on training. 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 and support to produce in-house.

### Since 2006 Stage One have facilitated:

- 120 paid placements in West End commercial producing offices to 87 producers
- 38 paid placements in national theatres and host venues (launched in 2013)
- 4 Bridge the Gap placements at Talawa Theatre Company (2021-22), Gate Theatre (2022-23), Leeds Playhouse (2023-24) and Lyric Hammersmith Theatre (2024-25).



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# The Team & Key Contacts



This role is 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 Stage One training opportunities.

## Birmingham Hippodrome Key Contacts

**Chris Sudworth** - Creative Director

**Deirdre O'Halloran** – Head of New Musical Theatre -

[deirdreohalloran@birminghamhippodrome.com](mailto:deirdreohalloran@birminghamhippodrome.com)

**James Ashfield** – New Musical Theatre Producer –

[jamesashfield@birminghamhippodrome.com](mailto:jamesashfield@birminghamhippodrome.com)

## Stage One Key Contacts

**Joseph Smith** – Chief Executive

**Louise Goodman** – Programme Director – [louiseg@stageone.uk.com](mailto:louiseg@stageone.uk.com) 020 7557 6737

**Olivia Polglase** – Marketing & Programme Coordinator – [olivia@stageone.uk.com](mailto:olivia@stageone.uk.com)

020 7557 6772

**Heather MacInnes** – Programme Administrator – [heather@stageone.uk.com](mailto:heather@stageone.uk.com)

020 7557 6777

Throughout the placement you will be mentored by a member of the Birmingham Hippodrome team with additional support and guidance from Stage One.

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# About The Role



## Key Details

**Contract:** Full time, 12-month fixed term

**Hours:** 37.5 hours per week

**Salary:** £28,000 per annum

**Start Date:** Summer 2025 - date TBC

**Annual Leave:** 30 days per year

**Probationary Period:** 1 month

**Notice Period:** 1 month

**Place of Work:** Birmingham Hippodrome *(Please note there are no relocation fees available.)*



**To support the wellbeing of team members, the Hippodrome has a number of benefits and schemes including:**

- 30 days annual leave per year
- Discounted food in the communal green room, which is a social space for all staff
- Ticket offers for Hippodrome shows
- Wellbeing events
- Employee Assistance Programme
- Access and Inclusion Advocates scheme
- Mental Health First Aiders
- Working groups including Wellbeing, Sustainability, Inclusion and Anti-Racism

# STAGE ONE

# About The Role



## Key Duties and Responsibilities

By 2028, Birmingham Hippodrome will be recognised as the UK's national theatre of new musicals, with an industry-leading, inclusive and effective New Musical Theatre department and a year-round programme of new musicals and new work in the Patrick Studio. It will involve its audiences in the development of new work and provide game-changing artist development opportunities. The Stage One Trainee Producer will play a crucial role in supporting the department to reach these goals.

### Production Assistance

- Support line producers to deliver high quality development and production processes, as directed.
- Book rehearsal rooms
- Manage house seat requests
- Provide general administrative support to the Producer.
- Attend and minute regular production, casting and marketing meetings
- Process invoices and purchase order requests.
- Collate and maintain accurate audience engagement, participation numbers and associated data in line with agreed procedures, with relation to presented and produced programme.

### Departmental Assistance

- Support the Head of New Musical Theatre and Producer with departmental admin.
- Supporting the Production Coordinator in managing invitations to attend new musical theatre workshops and productions.
- Support the Production Coordinator in distributing department communications building our creative community
- Contribute to ticketing and audience development initiatives in relation to New Musical Theatre Department work.

### General

- Work closely with colleagues to ensure the safe planning and delivery of activity, working within health and safety guidelines at all times.
- Ensure that all activity complies with GDPR legislation and aims for best practice.
- Comply with and be an advocate for all statutory and Hippodrome requirements in areas such as safeguarding, dignity at work, inclusion and anti-racism.
- Perform any other reasonable duties as assigned by the head of New Musical Theatre and New Musical Theatre Producer.

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# About The Role



## Person Specification

### Experience

- Working within an arts environment.
- Experience of working in an administrative role.
- Working successfully with artists and creative teams.

### Skills, Knowledge & Abilities

- Demonstrable interest in and knowledge of musical theatre and audience development.
- Strong interpersonal and communication skills.
- Strong IT skills and the ability to use Microsoft Office at a high level.
- Sufficient numeracy and financial skills to support the monitoring of production budgets.
- Strong organisational and time management skills, including the ability to prioritise and work to deadlines.
- High levels of accuracy and attention to detail in all aspects of their work.

### Attributes

- A passion for musical theatre, in particular new work.
- A flexible and adaptive working style.
- A thorough approach with a commitment to task completion.
- A willingness to work evenings and weekends, where required.
- A reliable and strong team player, committed to collaboration.
- An active commitment to inclusion, equity of opportunity and anti-racism



# Values

Our values are all about who we are, what we believe in and what sits at the very heart of a Birmingham Hippodrome experience.



## Inspiring

We bring individuals, groups and communities together to share those wonderful 'goosebumps' moments: emotive, world-class, cultural experiences that ignite imaginations and inspire future generations.



## Inclusive

We provide a safe and inclusive space for expression and creativity, priding ourselves on being collaborative and reflective of our city region. Inclusion is integral to everything that we do and is central to our decision-making.



## People Focused

We care deeply for our staff, audiences, volunteers, partners, participants and artists and are dedicated to ensuring that any Hippodrome experience is a positive one. Our people are the beating heart of Birmingham Hippodrome.



## Progressive

We are ambitious for ourselves, our partners and our city region. We aim to be the best at what we do, always looking for new ways to advance, improve and evolve whilst being mindful of our rich and vibrant history.



## Sustainable

We take care with our actions, safeguarding the long-term sustainability of Birmingham Hippodrome through our work, environmental responsibilities and business practices.

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# How to APPLY



To apply for this position, please click [here](#) to be taken to Stage One website's Members' Portal. You'll need to register as a member to access the portal – this is completely free. You'll find the application form under 'Apply'.

**APPLY NOW**

We're interested in what you say rather than how you say it. You're welcome to answer in a format that best suits you and enabled you to respond fully to the questions. This could be written English, video (BSL/ spoken English/ SSE), audio recording, bullet points etc. If submitting your application via the website form isn't best for you, or you need support in making your application, please email [heather@stageone.uk.com](mailto:heather@stageone.uk.com) or 020 7557 6777.

We particularly welcome applications from people who are from backgrounds which are not currently widely represented in the theatre industry. By this we mean people from the global majority, refugees, migrants and those from non-White British ethnic backgrounds; those from working class backgrounds; those who have a disability or are neurodivergent; and those whose gender identity is different from that assigned at birth.

If you would like an informal conversation about the role prior to applying, please do not hesitate to contact Stage One on 020 7557 6737 or [enquiries@stageone.uk.com](mailto:enquiries@stageone.uk.com).

DEADLINE FOR APPLICATIONS: 12pm Friday 16<sup>th</sup> May 2025



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