

Job Description: Bridge the Gap Programme Lead

Stage One is a charity, that for over 45 years has supported producers in order to sustain the quality of commercial theatre in the UK and across the world. Through educational programmes and investment schemes we guide, invest in and train emerging theatre entrepreneurs whilst simultaneously encouraging creative, successful and responsible practice.

The development programmes include; financial bursaries, unique hands-on industry producer placements, workshops, mentoring and commercial investment schemes.

BACKGROUND INFORMATION

The Bridge the Gap Programme Lead is responsible for the Bridge the Gap (BTG) initiative. Since its creation in 2018, we have welcomed 11 producers each year onto this 12 month training programme and the seventh group will start in June 2025. The scheme now also includes a 12-month placement at a theatre company/venue, this person joins the main BTG programme to make a group of 12.

You will get to know this group well and work with them to design a programme of workshops, opportunities and events with the long-term aim of changing the face of commercial theatre producing.

Each year the programme is carefully refined, taking into account feedback from the previous year, but also specifically to cater to the needs of those on the scheme in that cohort. This allows the BTG Programme Lead to be creative and dynamic in their approach to the role.

Alongside running the programme this role is responsible for building new relationships with a wide variety of stakeholders and potential collaborators for Stage One across all of its schemes.

Contract: Part time (2.5 days per week) 9-month fixed term contract. Prepared to work flexible hours with evenings and occasional weekends as required.

Salary: £38,000 (pro rata)

Start Date: June TBC (this date is flexible, but we do want the successful candidate to have an opportunity for a handover/shadowing opportunity with the current BTG Programme Lead, Siobhan Walsh).

Other info: You will be based at 32 Rose Street, alongside SOLT & UKT (Society of London Theatre and UK Theatre) in the West End with colleagues who are passionate about the theatre industry, with regular access to shows and other industry benefits.

Chair
Deborah Lincoln

Chief Executive
Joseph Smith

Council

Rebecca Barber / Richard Darbourne / Aidan Grounds / Eleanor Lloyd / Charlotte Longstaff / Lisa Popham / Janet Powell / Chris Stafford / Rachael Twumasi-Corson / Mark Twum-Ampofo / William Village

How to Apply: To apply for this position please send a CV and cover letter to enquiries@stageone.uk.com and [click here to submit an Equal Opportunities Form.](#)

If you would like more information about the role, would like to apply via video or audio file or need the application in another format please do not hesitate to get in contact with Siobhan (siobhan@stageone.uk.com) Louise (louiseg@stageone.uk.com) or Olivia (olivia@stageone.uk.com).

Deadline for applications: Monday 12th May at 12pm

THE STAGE ONE TEAM

Joseph Smith, a commercial producer who works in the West End and on Broadway, also leads Stage One as Chief Executive, 1 day per week. You will work with Louise Goodman (Programme Director) Olivia Polglase (Programme Manager) Heather MacInnes (Administrator). You will also work closely with Elizabeth Duducu (Development Manager) to feed into current funding bids and evaluate the producers progress. All staff report to the board of trustees at meetings across the year.

KEY RESPONSIBILITIES

Main Programme

- Design workshops for the training programme for underrepresented producers. This includes finding; mentors, workshop leaders and opportunities for the group to learn about commercial theatre producing.
- Manage and support the producers, offering advice and connecting them with people and opportunities to facilitate their progress.
- Manage the overall, quality and effectiveness of teaching, learning and respond to feedback from the group, workshop leaders and stakeholders.
- Create opportunities for producers on the programme and keep past participants aware of new/suitable opportunities.
- Ensure the programmes meets the needs of the participants both in terms of knowledge and skill building but also accessibility and inclusion.

Placement

- Lead the recruitment process and with the Programme Manager create a targeted strategy to find the most suitable candidates.
- Work closely with the venue or company to create a clear and inclusive job description and support the trainee producer throughout their placement.
- Regularly monitor the success of the programme, providing support as and when needed, ensuring it aligns with charity's aims.
- Find a diverse led theatre company or venue that can support a trainee producer placement for 12 months starting in May 2026.

Outreach and Reporting

- Actively identify and approach organisations and networks and reach out to people who may benefit from BTG.
- Be an advocate for the role of the theatre producer, attending events and talking to

the sector about the importance of diversifying producers and the current challenges being faced.

- Develop new relationships, partnerships and networks with emerging producers and share Stage One activities with their networks.
- Prepare presentations and reports on BTG to feedback to the Programme Director, Development Director and Council.
- Support the Development Director to create opportunities for funding and/or respond to current funders priorities.

PERSON SPECIFICATION

Essential

- Experience in an Arts Organisation and an understanding of the role of theatre Producer.
- Demonstrative knowledge of underrepresentation in the sector.
- Knowledge and understanding of current issues including an understanding of EDI and best practices.
- Experience in delivering programmes and events that prioritise accessibility and inclusion.
- Experience in facilitating workshops, including programming and briefing workshop leaders and understanding content.
- Exceptional communication skills, the ability to speak to a wide range of stakeholders from; board members to first-time producers and understand their priorities and opinions.
- Experience in partnership management, being able to engage and build new relationships.
- Good project and event management experience.
- Ability to manage a budget of up to £110,000.

Desirable

- 2 years experience in the commercial sector
- Being able to embed a strong EDI practice in all areas of work.
- Experience managing a group of early career individuals and catering to their needs.

Further information about Stage One:

DEVELOPMENT PROGRAMMES

TRAINEE PRODUCER PLACEMENTS

Placements offer aspiring producers the opportunity to undertake the role of a production assistant for 12 months learning ‘hands-on’ in a commercial office or subsidised theatre. This is a paid role, funded by Stage One and the host producer. Offices and theatres that we have partnered with previously include: National Theatre Productions, Playful Productions, Fiery Angel, Birmingham Hippodrome, Sheffield Theatres, Mercury Theatre and Theatre Clywd.

BURSARY SCHEME

This programme provides financial and practical assistance for theatre producers to accelerate their career progression. Producers can apply for up to £20,000 to support a number of different elements including; living costs, rights advances, legal fees and

development costs. Alongside the financial support, they are coupled with an experienced theatre professional who mentors them and provides practical advice throughout the scheme and beyond.

INVESTMENT

Stage One have two investment strands to support producers and productions and to sustain the continued growth of the theatre Industry in the UK; Small Scale and Commercial Investment. Anyone may apply for investment and currently Stage One can invest up to £50,000 in productions which meet the criteria.

TRUSTEES

Our Council of trustees consist of commercial theatre producers, theatre owners and specialists in theatre PR, marketing and law. They meet 3 times per year to discuss Stage One's development programme, investment portfolio and issues of governance. Our extremely supportive and active Council champion the work of Stage One throughout the industry and give their time and expertise as a voluntary endeavour.