

Trainee Producer Placement Recruitment Pack

Application Deadline: 12pm Friday 16th May 2025

**BRISTOL STAGE
OLD VIC ONE**
Come on in



Photo Credit: Philip Vile

About Bristol Old Vic

**BRISTOL
OLD VIC**

Led by Executive Director **Charlotte Geeves** and Artistic Director **Nancy Medina**, with investment from Arts Council England, Bristol Old Vic is committed to creating opportunities for new voices and artists, and to present an increasingly diverse programme of stories that Bristol UK has to offer on our stages.

From its extensively redeveloped building in the Old City, Bristol Old Vic offers a year-round theatre programme of inspiring, original new stage work.

Most recently this has included the European premiere of Matthew López's play Reverberation, Gareth Farr's new play A Child of Science, the new musical Starter for Ten, the UK revival of Tarell Alvin McCraney's Choir Boy, Nkenna Akunna's cheeky little brown with tiata fahodzi, and the original staging and 2024 UK tour of Wonder Boy.

Bristol Old Vic is home to one of UK theatre's biggest learning and engagement programmes working across the city through pioneering outreach projects as well as creating major community productions on its stages like Orpheus & Eurydice with a cast of over 150 Bristolians; and one of the UK's leading artist development programmes.

Our Artist Development programme was relaunched in 2024 which includes a five-year commitment to new writing. Winsome Pinnock was announced as Bristol Old Vic's first Legacy Writer.

Through Bristol Old Vic On Screen, audiences across the world have seen its productions live, on demand in cinemas, and on broadcast television. In 2023 this included the US/UK cinema screening of Hamlet, Sky Arts broadcasts such as Touching the Void, and live broadcast of Drive Your Plow Over The Bones of The Dead in partnership with Complicité.

In 2023/24 Bristol Old Vic welcomed over 135,000 ticket holders, distributed 4,500 tickets to communities and schools across Bristol and delivered activity for over 15,000 participants.

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ONE**

About STAGE ONE

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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

**BRISTOL
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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.

Bristol Old Vic Key Contacts

Nancy Medina – Artistic Director

Charlotte Geeves – Executive Director

Jessica Campbell - Director of Producing and Programming - Jessica.campbell@bristololdvic.org.uk

Ruby Gilmour - Producer - ruby.gilmour@bristololdvic.org.uk

Charlotte Churm - Assistant Producer - charlotte.churm@bristololdvic.org.uk

Stage One Key Contacts

Joseph Smith – Chief Executive

Louise Goodman – Programme Director – louiseg@stageone.uk.com 020 7557 6737

Olivia Polglase – Marketing & Programme Coordinator – olivia@stageone.uk.com 020 7557 6772

Heather MacInnes – Programme Administrator – heather@stageone.uk.com 020 7557 6777

Throughout the placement you will be mentored by a member of the Bristol Old Vic Team with additional support and guidance from Stage One.

Location

Bristol Old Vic Theatre, King Street, Bristol. Onsite working.

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About The Role

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Key Details

Contract: Full time, 12-month fixed term

Hours: Your normal hours of work are 35 hours per week to be worked within the core hours of 08.00am - 18.00pm Monday to Friday, although you may have to work such additional hours as reasonably required by the Employer.

You will be entitled to a one-hour unpaid lunch break daily. If you are required to work outside of your normal hours of work, this may be taken as time off in lieu (TOIL) but must be discussed and pre-approved by your Line Manager, in accordance with the Staff Handbook.

Salary: £28,000 per annum

Start Date: Summer 2025 - date TBC

Annual Leave: 33 days including bank/public holidays (or part thereof if joining part way through annual leave year)

Probationary Period: 3 months

Notice Period: 1 month (following successful probation)

Place of Work: You will carry out your duties at the Employer's premises or such other place as we may reasonably determine. You may be required to travel on the Employer's business (both within the United Kingdom and abroad) as necessary for the proper performance of your duties.

Please note there are no relocation fees available

Additional Benefits: Buy & Sell Annual Leave, Pension, Cycle to Work Scheme, Gym Discount, Employee Assistance Programme

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About The Role

**BRISTOL
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Key Duties and Responsibilities

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 Bristol Old Vic's programme. This includes in-house productions and projects, co-productions, tours and the presentation of a wide range of visiting work.

Assistant Produce Main House Productions

- Work with directors on recruitment of creative teams, checking availability of freelance artists, making offers to creatives, and working alongside the Producers to ensure overall balance and diversity of creative teams.
- Attend production meetings, read throughs, rehearsals, technical rehearsals and previews as required.
- Prepare and issue contracts (using existing contract templates) for in-house productions, liaising with agents and artists as required.
- From time to time, to support freelance casting directors as appropriate in checking availabilities, booking auditions and meetings, and ensuring responses are given to everyone who auditions.
- Book accommodation and travel for actors, stage managers and creatives working on the show as required.
- Support the administration of the press nights (including be present at Bristol Old Vic on press night) with tasks such as assigning guest tickets, preparing company gifts and cards, liaising with comms and operations teams to ensure the smooth running of the evening.
- Work with the Company Stage Manager and HR team to ensure appropriate paperwork is collected for all freelance artists working at Bristol Old Vic.
- Support on the Producing administration of all shows as required.

Programming

- Support the programming of the main house and studio by reading scripts and proposals, watching rehearsed readings and contributing ideas and feedback to programming meetings.
- Update internal diaries when shows are confirmed to ensure all information is up to date.
- Manage the programming@ and invites@ email inboxes, responding to enquiries, prioritizing proposals to take to the programming meetings and distributing invitations to the wider programming team.

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About The Role

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Key Duties and Responsibilities

Programming (continued)

- Take minutes at programming and producing meetings when required.
- Program one- and two-night short runs and comedy events in the main house and foyer; finding appropriate shows, negotiating financial deals, issuing deal memos and contracts (using existing templates), acting as the chief point of contact in advance of the show and working with the finance team to deliver financial settlements after the event.

Budget creation and management

- Help the Producers in the preparation of quarterly financial reports and summary budgets comparing forecast and actual expenditure and income.
- Support the producing and finance teams in managing weekly payroll and tracking credit card expenditure.
- Code and process invoices for main house and studio work, ensuring show budgets are always up to date.

Person Specification

- A passion for theatre generally and the work of Bristol Old Vic theatre in particular.
- Excellent administrative and organisational skills, confident in juggling multiple priorities and prioritising effectively to meet deadlines.
- Excellent communication skills, both written and verbal.
- Proactive and able to work on one's own initiative.
- Excellent IT skills with good knowledge of Word and Excel programs.
- A commitment to Diversity and Inclusion and helping to make Bristol Old Vic a great place to work for all employees and artists.
- Some office administration experience – or experience working in an arts organisation - is ideal but not essential.
- Be based in, or willing to relocate to, Bristol or the South West.

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How to APPLY

**BRISTOL
OLD VIC**

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 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.

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Photo Credit: Marc Brenner

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Photo Credit: Johan Persson



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