



Trainee Producer Placement

Recruitment Pack

Application Deadline:

12pm Friday 16th May 2025

STAGE ONE



fiery angel

About Fiery Angel and Fiery Entertainment



Fiery Angel and Fiery Entertainment are part of the Fiery Group which works across all areas of theatre and live entertainment, from award winning drama, comedy and musicals, through to market leading family entertainment, across the UK and internationally.

Fiery Angel is a theatrical production company that produces and manages drama, comedies, musicals and event theatre in the West End, and on tour throughout the United Kingdom and internationally.

Recent credits include:

King Lear (West End), Kathy and Stella Solve A Murder! (West End) And Then There Were None and Murder on the Orient Express (UK and international Tour), Animal Farm (UK Tour), Hairspray (West End), The Good Life (UK tour), Touching The Void (West End), The Son (West End), The Night of the Iguana (West End), Fleabag (West End), Home, I'm Darling (West End and UK tour), Long Day's Journey Into Night (West End, New York and Los Angeles), Mary Stuart (West End), Love From a Stranger (UK tour), The Jungle Book (UK tour), Mel Brooks' Young Frankenstein (West End), Kenneth Branagh Theatre Company inaugural season: The Winter's Tale, Harlequinade/All On Her Own, Red Velvet, The Painkiller, Romeo and Juliet, The Entertainer (West End), Ben Hur (Tricycle Theatre), The 39 Steps (9 years at the Criterion Theatre in the West End, 3 years on Broadway, 3 UK tours and presented in over 40 territories worldwide to date; Olivier, Tony and Moliere winner), To Kill a Mockingbird (UK tour and Barbican), The Scottsboro Boys (West End), The Ladykillers (Gielgud, Vaudeville and UK tour), Ghost Stories (West End).

Fiery Entertainment was established in 2017 to develop concerts and special events in the UK and internationally. Upcoming tours include *Amy Dowden & Carlos Gu: Reborn*, *Jon Culshaw: Imposter Syndrome*, *The George Michael Singers*, and *Legends: The Diva's*.

Previous productions include diverse titles such as *Rob Brydon & His Fabulous Band*, *Mike Oldfield's Tubular Bells*, *Barry Humphries' Weimar Cabaret*, *Circus 1903*, *Peppa Pig: My First Concert*, and *Dolly Parton's Smoky Mountain Christmas Carol* among many other shows.



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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.

Fiery Angel and Fiery Entertainment Key Contacts

Marilyn Eardley – Director - meardley@fiery-angel.com

Alex Hirst - General Manager - ahirst@fiery-angel.com

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 Fiery Angel and Fiery Entertainment Team with additional support and guidance from Stage One.

Location

26 Great Queen Street, working in office four or five days a week.

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About The Role



Key Details

Contract: Full time, 12-month fixed term

Hours: 9:30am - 6pm

Salary: £30,000 per annum

Start Date: Summer 2025 – date TBC

Probationary Period: 3 months

Notice Period: 1 month

Annual Leave: 20 days plus bank holidays

Place of Work: 26 Great Queen Street, working in office four or five days a week.



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About The Role



Main Purpose of the Post

- Maintain excellent relations amongst the Creative and Production Teams.
- Provide administrative support for Productions, e.g. arranging, attending and minuting meetings, inputting and maintaining departmental and show budgets, formatting, printing and sending out scripts etc.
- Liaise with incoming and external companies regarding productions, compiling technical specifications, plans, health and safety information and other miscellaneous details as required.
- Support any casting requirements including availability checks and the administration of auditions: providing scripts, arranging room hires and catering and attending where appropriate.
- Collate information on technical recharges, communicating them to the Finance Team for inclusion in settlements.
- Manage and maintain the archiving of show documentation.
- Support General Managers and Producers with the drafting of and proofing of contracts – venue, creative and artist
- Assist with planning and running of events including press nights where appropriate.
- Obtain programme biographies and photos from creative team and cast members.
- Handle petty cash.
- Help ensure implementation of Equal Opportunities, Health & Safety and Cultural Diversity Policies.
- Manage personnel requirements, systems, and files in liaison with the Senior Management.
- General office errands

Personal Attributes

- Excellent communication and team-working skills to deal with people at all levels both in the company and externally within the theatre community.
- Be able to organise and prioritise numerous tasks.
- Be attentive to requirements of Directors, office and company.
- Retain a calm and patient approach and be resourceful and proactive in dealing with problems and queries.
- Have good IT skills and working knowledge of Microsoft Outlook, Excel and Word.
- Demonstrate ability to learn quickly and preferably have some previous experience in theatre administration.
- An ability to remain discreet.
- Be able to work on their own initiative, as well as part of a team.
- A genuine enthusiasm for theatre and the arts industry.

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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 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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