



Photo by Marc Brenner

Trainee Producer Placement



STAGE ONE

Recruitment Pack

Application Deadline: 12pm Friday 16th May 2025

About CURVE



Curve is a spectacular state-of-the-art theatre based in the heart of Leicester's vibrant Cultural Quarter.

Over 1.5million people a year engage with Curve through performances and projects at our home in Leicester, across the UK and internationally. Under the leadership of Chief Executive Chris Stafford and Artistic Director Nikolai Foster, Curve has developed an international reputation for producing, presenting and touring a bold and diverse slate of musicals, plays, new work, and dance, which sits alongside a vibrant community and learning programme.

We are a registered charity (number 230708) and this supports our work with people of all ages and backgrounds, enabling them to access, participate in and learn from the arts, nurturing new and emerging talent and creating outstanding, award-winning theatrical experiences.

Opened in 2008 by Her Majesty The Queen, our award-winning building, designed by acclaimed architect Rafael Viñoly, offers a completely unique visitor experience.

Unlike any other theatre in the UK, we have no traditional backstage area. Audiences can enjoy the full theatre making process, peek behind the scenes and maybe even spot an actor or two dashing from the stage to their dressing room or enjoying a coffee in our Café. Our curved façade is made from 1,192 tonnes of steel and 46000m² of glass.



Photo by Ellie Kurttz

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).**



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.

Curve Key Contacts

Chris Stafford – Chief Executive

Nikolai Foster – Artistic Director

Will Mauchline - Director of Producing and Programming - w.mauchline@curvetheatre.co.uk

Laura Blackley – Producer (Made at Curve) – l.blackley@curvetheatre.co.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 Curve Team with additional support and guidance from Stage One.

The Role Key Details



Main Job Function:

Reporting into the Director of Producing and Programming and working closely with the Made at Curve Producer, the Trainee Producer will play a key role in ensuring the smooth day-to-day administration and coordination of Curve's produced work. They will work closely with the identified Lead Producer on a variety of Made of Curve Productions and co-productions across a range of scales and genres and on pre-agreed productions. They will be responsible for managing certain aspects of show delivery which will include; contracting artists, creative teams and production staff, scheduling performances and monitoring expenditure.

Contract: Full time, 12-month fixed term

Hours: 9am – 5pm Monday to Friday (39 hours per week), however some evening and weekend will be required. Curve operates a Time of in Lieu (TOIL policy).

Salary: £28,000 per annum

Start Date: Summer 2025 – date TBC

Annual Leave: 25 days plus statutory Bank Holidays (pro rata)

Probationary Period: 3 Months

Notice Period: 4 Weeks

Place of Work: Curve, Leicester however some off site working may be required

Please note there are no relocation fees available.

Additional Benefits:

- Complimentary tickets
- Curve membership
- Discounted food and drinks in the Café/Bar
- Staff wellbeing programme

About The Role



Duties and Responsibilities

- Support the Producer and Director of Producing across all aspects of the management, coordination and administration of our produced work. This includes carrying out availability checks, hiring production teams, producing deal sheets, managing contracts in accordance with Curve's policies and procedures, providing pre-production support and sharing information as necessary.
- Support freelance casting directors in managing auditions and, under the direction of the Director of Producing or the Producer, negotiate between actors' agents and Curve.
- Support and, where appropriate, lead the delivery of identified R&D and workshop initiatives for new commissions and productions in consultation with the Artistic Director and Director of Producing and Programming.
- Work closely with the Producer and Head Chaperone on scheduling, arranging and managing children's auditions and participation in productions as required.
- Work closely with the finance department and Producing and Programming Coordinator in the monitoring of all payment schedules against budget for our Made at Curve productions, administration of payroll and invoices across the production process.
- Actively participate in and contribute to cross-organisational programming meetings and work closely with the Head of Programming to gain a clear understanding of programming visiting work processes.
- Ensure the flow of information both within the department and to others is clear, accurate and timely.
- Be an ambassador and advocate for Curve and promote Curve's company values and behaviours.
- Undertake any additional tasks as may reasonable be required from time to time.

About The Role



Personal Attributes

- ·Desire to work full-time in Leicester, in an office environment
- ·Passion for theatre and disciplines across art forms
- ·Ability to react positively to quickly changing priorities
- ·Ability to remain highly organised in a busy, constantly changing environment
- ·Ability to plan and prioritise work effectively
- ·Ability to thrive under pressure
- ·Logical thinker
- ·Excellent team player and collaborator
- ·Ability to build positive working relationships with others
- ·Energetic and positive approach
- ·Flexible approach to work, including readiness to travel and to work evenings and weekends as required. On average, the postholder will be expected to work one evening per week, for example, attending shows at Curve and across the country
- ·Commitment to high standards of delivery with the resources available
- ·Commitment to equality of opportunity and staff development
- ·Commitment to the work and values of the theatre

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.

DEADLINE FOR APPLICATIONS: 12pm Friday 16th May 2025

Photo by Marc Brenner



Photo by Marc Brenner



**STAGE
ONE**