

LONDON TRAINEE PRODUCER PLACEMENT SCHEME (Commercial Office) 2026-27

In our 50th year, Stage One are looking to partner with 4 commercial production offices to recruit, train and support 4 producers through a year-long full time placement scheme. This placement is half-funded by Stage One, half-funded by the production office. Depending on the needs of the office, the placement can be producing focused, or a mix of producing and general management.

The aims are:

- To create 4 unique and meaningful training opportunities in producing and/or general management
- To expose emerging producers to high quality, commercial work and/or allow them to develop work for a wide range of audiences
- To provide the trainee producer space to inform and develop their practice

To be eligible to apply, partner production offices must demonstrate:

- How they will commit to the placement producers/general manager's professional development for the duration of the placement
- a real commitment to diversity within their workforce and the work they produce
- how they would help to recruit candidates, including a confirmed allocation for marketing & access costs
- how they would reduce barriers for applicants from backgrounds currently under-represented in the 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.
- the impact this will have on the production office & the trainee producer

Ultimately the aim is to create the future lifeblood of the theatre industry and ensure that the UK's stages continue to be full of outstanding product for years to come.

How does it work practically?

1. Applications to be a host office will be open **Monday 9th March – Thurs 2nd April 2026**.
2. Stage One will select and contact chosen host offices by **Friday 17th April 2026**.
3. Stage One will work with the host venues to produce a job description and advert by **Friday 15th May 2026**.
4. Stage One will open applications for Trainee Producers on **Tuesday 26th May 2026** (actual placement dates TBC with hosts). It is crucial that we work together to actively promote the opportunity, not only to those already connected with Stage One but also to local candidates and through host office networks. Applications will be open for approximately 4 weeks.
5. Stage One will collate and send all applications to the host venue to shortlist by **end of June 2026**. Hosts will then send their shortlist back to Stage One for clarification and share proposed interview timeline and process. Shortlisting, interviews and offers should be completed by **Monday 31st August 2026**.
6. Ideally placements will begin **no later than October 2026**.
7. We will be able to send you **collated, anonymised** EDI data for applicants who applied to you. As we are not able to share EDI data which specifically pertains to those you interview, we suggest you provide your own EDI form at the point of invitation to interview to collect and process your own data.
8. Placement Producers must be properly line managed by a senior producing staff member who has a firm responsibility to the trainee producer, to meet with them regularly throughout the placement, to assess

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progress and actively ensure gaps are covered with hands-on learning. We ask for the trainee producer to complete a report quarterly, this will include feedback from their line manager/mentor.

9. It is important to communicate that the trainee producer is not an intern.
10. The trainee producer will work on more than one commercial production and be highly involved in exploring new ways for the organisation to diversify their audiences, creatives and cast members.
11. The trainee producer skills checklist (below) gives an idea of the types of roles/skills a trainee producer should be able to achieve/work on throughout their placement.
12. The Trainee Producer will take part in training alongside their placement and have access to other emerging producers from the Stage One network. They will also meet regularly with the other Stage One Trainee Producers in the other offices.

Finance and Administration

- The trainee producer will be treated as an employee of the host organisation and put on the payroll with a salary of **£31,000**.
- Stage One will give a grant, paid for in two instalments (preplacement and at 6 months) totalling **£17,825.00** to cover 50% of the cost of the salary and NI. Please note this does not include pension contributions – the host organisation must budget for this.

Figures based on Gross Salary of £31,000 p.a (Based on current tax rates)			
	Stage One Contribution	Office Contribution	Total Cost
Gross	£15,500.00	£15,500.00	£31,000.00
Employers NI	£2,325.00	£2,325.00	£4,650.00
Total Cost	£17,825.00	£17,825.00	£35,650.00

- A contract will be issued by Stage One involving all three parties (Stage One/host/trainee producer), however the trainee producer is employed by the host so a full contract of employment must be issued as per standard HR practices.
- The host will agree to submit a full report to Stage One at six and 12 months.
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Trainee Producer Skills Check-List*

A Trainee Producer is there to fulfil the role of Production Assistant or Production & GM Assistant, whilst simultaneously learning all the skills needed to give them the confidence (on completion of their placement) to produce high quality work.

- A Trainee should be involved in **all aspects of production** and ideally get to work on at least one show opening.
- **Meetings:** They should be able to attend production, casting and marketing meetings where appropriate and be actively involved in tasks.
- **Negotiation:** If appropriate, they should be given the opportunity to gain experience in speaking/corresponding directly with agents and learn how to negotiate small deals with clear boundaries set by the production team under supervision.

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- **Casting:** Where appropriate, they should be able to witness the casting process.
- **Rehearsals:** Be given access to the rehearsal room alongside other members of the producing team.
- **Investment:** They should be involved in the investment process; including writing/assisting on the prospectus and investor agreements.
- **Contracts:** They should have exposure to a range of artist/venue contracts and work/edit real contracts with the approval of the producer.
- **Budgets/recoupment schedules:** They should have access to budgets and perhaps work with their mentor to create their own budget for a show.
- **Production Assistant duties:** They also should undertake the role of a production assistant and be responsible for booking rehearsal rooms, house seat requests, provide general admin support to the producers/ production office.
- **Mentoring:** A Trainee Producer should have at least one meeting per month with their mentor to go over progress and assess any gaps in learning that needs to be covered. Reports should be completed quarterly and sent to Stage One.
- **Confidentiality:** In order for the Trainee Producer to gain as much experience as possible, Stage One understands the necessity for the Trainee Producer to handle all confidential material with complete discretion and host producers can add this clause into their Trainee Producer's contract.

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