

Trainee Producer Placement

Recruitment
Pack

Application Deadline: 12pm Friday 16th May 2025



**STAGE
ONE**

N
**NORTHERN
STAGE**

About Northern Stage



Northern Stage is the largest producing theatre in the North East of England, at the heart of a rich and diverse creative community stretching from Tweed to Tyne and Tees.

We're a theatre where everyone is welcome. We make and present contemporary theatre, live performance and creative programmes that spark connections, provoke curiosity and joy, and explore new ways of seeing the world. We promote creativity and creative practice and provide life-changing experiences for people who would not normally have access to such opportunities.

We support artists, writers, makers, young people and communities, digital creators and businesses who exist for more than just profit. Based in the heart of Newcastle Upon Tyne on the edge of Newcastle University's city centre campus, we have three stages that enable us to work with an ever-expanding network of artists to share the most entertaining, surprising and imaginative stories from around the world. Our passion for developing northern talent is key to what makes Northern Stage an inspirational and creative place where everyone is welcome.



Photo by Pamela Raith

STAGE ONE

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).



**STAGE
ONE**

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.

Northern Stage Key Contacts

Natalie Ibu - Artistic Director and Chief Executive

Sian Alexander - Interim Executive Director

Jeremy Woodhouse – Head of Producing - jwoodhouse@northernstage.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 Northern Stage Team with additional support and guidance from Stage One.

Location

Northern Stage, Barras Bridge, Newcastle upon Tyne, NE1 7RH.

NS staff are welcome to work remotely on a Monday OR a Friday, with approval from their Line Manager.

**STAGE
ONE**

About The Role

Key Details

Contract: Full time, 12-month fixed term

Hours: Normal working hours apply. Evening and weekend work will be required on occasion.

NS operates a Time Off In Lieu policy.

Salary: £28,000 per annum

Start Date: Summer/Autumn 2025 - date TBC

Annual Leave: 28 days per year, which is inclusive of Bank Holidays.

Probationary Period: 3 months

Notice Period: 2 months

Place of Work: Northern Stage, Barras Bridge, Newcastle upon Tyne, NE1 7RH.



Photo by Pamela Raith

About The Role

Key Duties and Responsibilities

The Trainee Producer will play a vital role in supporting the innovation of our business and operating model, by working closely with and supporting the Artistic Director, Head of Producing and the artistic planning department to realise the artistic aims of Northern Stage. The Trainee Producer would be part of the artistic planning department; the department is responsible for coordinating the full performance programme, talent development activity for post-HE and professional artists, and acts as the central point of communication for all performance activity within the company. The Trainee Producer would work across the full performance programme, with a particular focus on coordinating visiting companies, creative residencies, access, and Northern Stage's produced work.

DUTIES

- To support the artistic planning team to realise the full performance programme at Northern Stage
- To support the artistic planning team to realise Northern Stage productions, co-productions and tours including coordinating casting and availability checks, arranging auditions and production meetings, liaising with agents and drafting contracts, and researching and obtaining performance rights for plays.
- To support the artistic planning team in programming visiting companies in Stage 1, 2 and 3, acting as the first point of contact for all programming enquiries, assisting with contractual negotiations and helping to ensure visiting companies receive an incomparable welcome.
- To support the Artistic Director & the Head of Producing on the development and delivery of the artistic development programme, coordinating the planning and liaising with artists and other departments
- To coordinate and manage access performances with the artistic planning team across both produced and visiting work
- To work with the artistic planning team to ensure that visiting companies, performers and creatives are welcomed appropriately
- To work with the participation team to support the interface between all creative activity
- With the Theatre Administrator, coordinate programming meetings and disseminate information regarding the programme internally.
- To keep the organisation's diary (YesPlan) up to date with all programming decisions
- Any other duties as may be reasonably required by the Artistic Director, Executive Director and artistic planning team

About The Role

Person Specification

Essential

- An aspiration to pursue a career in producing
- At least one years' experience working in an administrative capacity
- Demonstrable ability to work with people from a wide variety of backgrounds and experiences
- Ability to think on your feet and solve problems creatively and practically
- A demonstrable interest in the cultural sector, particularly theatre and in providing the best possible experience for artists and audiences
- Detail oriented, excellent organisation skills, and the ability to work on multiple projects simultaneously and to deadline
- Excellent written and oral communication skills
- Strong numeracy skills
- Strong computer skills, including MS Office, and the ability to use spreadsheet applications to a high standard



Photo by Isha Shah

Desirable

- Experience of producing theatre on the small- & mid-scale
- Experience of creative programme coordination
- Experience of working directly with creative teams and facilitating artistic processes
- Experience of negotiating and contracting artists and companies
- Experience of using YesPlan

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

**STAGE
ONE**

**STAGE
ONE**

N
**NORTHERN
STAGE**



Photo by Ellie Kurttz