

STAGE ONE

Job Description: Programme Administrator

Stage One is a small, dynamic charity that supports, guides, and trains emerging commercial theatre producers with a strong focus on those who have been traditionally underrepresented in the industry. Over the past 9 years the organisation has grown from engaging with 60 producers across 3 development programmes to now supporting 250+ producers across 7 programmes each year. We are looking for a highly organised and enthusiastic individual to join our team to assist in the day to day running of the leading charity dedicated to training the next generation of commercial theatre producers.

Contract: Full time, 12 months fixed term contract.

Hours: Normally 10am – 6pm Monday to Friday but out of hours work will be expected as necessary.

Salary: £30,000

Start Date: December 2024 (dependent on successful candidates' availability).

Other info: You will be based at 32 Rose Street (London), alongside SOLT & UKT (Society of London Theatre and UK Theatre) with colleagues who are passionate about the theatre industry with regular access to shows and other industry benefits.

How to Apply: Please send a CV and cover letter to enquiries@stageone.uk.com.

If you would like more information about the role, would like to apply via video or audio file or need the application in another format please do not hesitate to get in contact with Louise (louiseq@stageone.uk.com) or Olivia (olivia@stageone.uk.com).

Deadline for applications: 5pm on Thursday 31st October.

Interviews: Friday 8th November

Deborah Lincoln Joseph Smith
Chair Chief Executive

Council

Aidan Grounds / Becky Barber / Charlotte Longstaff / Janet Powell / Lisa Popham / Mark Twum-Ampofo / Nicola Seed / Rachael Twumasi-Corson / Richard Darbourne / Tracey Childs / William Village

MAIN RESPONSIBILITIES

- To lead the administrative work of the organisation
- To support the organisation by creating and maintaining processes for better administrative management.
- Act as a first point of contact across all programmes and general enquiries, providing a knowledgeable and efficient service and directing them to the appropriate member of staff when needed.
- To provide diary and administrative support to all Stage One staff.
- Act as a 'super user' website CMS system, ensuring all information on the website is correct and up to date, including maintaining the Members' Noticeboard.
- Managing all applications for each programme (600+ per year)
- Produce accurate and clear evaluation reports on programme applications, including equal opportunities data.
- Leading on the collation of Equal Opportunities information across all programmes, including keeping up to date with the most inclusive languages, practices and formats for collating this information.
- Manage the ongoing use of a new database management system (Nutshell) to manage all the information relating to participants across the programmes to keep a record of the legacy and information about producers who have been supported by Stage One.
- Support the collation and distribution of quarterly Board papers and minuting council meetings.

PROGRAMME RESPONSIBILITIES

Bridge the Gap

- Support in the management of the application process including ensure all information is up to date on Stage One pages, the application is clear and supporting applicants with any issues with the process.
- Present an overview of all applications to Outreach Leader.
- Support Outreach Leader in organising interviews, including support with access needs.
- Support Outreach Leader with any other administration needed for monthly meetings, budgets, events and invoices from participants.
- Process and administrate the Kick Start grants, monitoring spending in each producer's grant tracker

Workshops

- Manage the application/ticketing processes, supporting with any issues related to the application and manage the ticketing process/event pages.
- Working with the Programme Director and Marketing & Programme Manager, co-lead in organising aspects of workshops which could include; venue communications, scheduling support, delegate and speaker liaison, budget management and collation and distribution of resources.

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- Coordinate Stage Two workshops, drafting invitations, collating attendee lists and organising feedback where needed. This may include assisting with programming and liaising with workshop leaders, in collaboration with the Marketing & Programme Manager.
- Provide a comprehensive overview of the delegates to include; dietary requirements, access needs, payment information, biographies and headshots.
- Collate all feedback from attendees

Placement Scheme

- Manage the application process for host organisation and producers, supporting any issues related to the application and collate information for the Programme Director to review.
- Lead on the creation of resources relating to the producer application process, including liaising with each host organisation and assisting on drafting job packs and application forms. This may include taking into account each organisation's policies eg. Guaranteed Interview Schemes and creating a process which works for all placements.
- Present an overview of all applications to the Programme Director and Marketing & Programme Manager.
- Where needed, schedule interviews with the host organisations.

Bursary Scheme

- Manage the application process, support with any issues related to the application and collate all information for the team to review.
- Book meeting room space, schedule interviews with the panel & support any access needs for the interviewee or panel.
- Draft and distribute related agreements
- Support the Marketing & Programme Manager in processing invoices and bursary reports and tracking expenditure.

New York Exchange

- Manage the application process, support with any issues related to the application and collate all information for the team to review.
- Working with the Programme Director and Marketing & Programme Manager, co-lead in organising aspects of the London part of the Exchange programme which could include; venue communications, scheduling support, delegate and speaker liaison, budget management and collation and distribution of resources.
- Draft and distribute related agreements and support the team to process invoices.

Deborah Lincoln Joseph Smith
 Chair Chief Executive

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Bloomsbury Office

- Be the main point of contact in managing our Bursary Producers' hot desking space in Bloomsbury Square
- Provide the relevant information to those who wish to use the office, ensuring they adhere to the code of conduct and manage any issues.
- Be responsible for the timely payment of monthly invoices and managing any disputes.
- Manage a modest office budget (i.e. tea, coffee, sundries, etc.)

Investment

- Support the Programme Director by managing general enquiries relating to investment, passing on application documents and liaising with applicants in the initial stage of the application.

Fundraising & Development

- Support the Development Manager with regular reports and data on alumni to send to donors.

PERSON SPECIFICATION

Essential

- Excellent organisational skills, with good timekeeping and the ability to prioritise and meet deadlines.
- Proven attention to detail
- A high level of communication skill and the ability to deal professionally and positively with a wide range of people, face to face, email and telephone.
- Experience in managing databases and developing new processes.
- Confident user of all Microsoft Office programmes.
- Self-motivated and ability to use your own initiative.

Desirable

- Knowledge of and passion for the arts, and theatre in particular.
- Enthusiasm about the industry and willingness to support producers at each stage of their career.
- Experience in event management.

Deborah Lincoln Joseph Smith
Chair **Chief Executive**

Council

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BACKGROUND INFORMATION

Stage One is a charity, that exists to support theatre producers in order to sustain the quality of commercial theatre in the UK and across the world. For over 48 years Stage One have supported theatre producers through educational programmes and investment schemes. We identify, support, guide, invest in and train emerging theatre entrepreneurs whilst simultaneously encouraging creative, successful and responsible practice.

The development programmes include; financial bursaries, unique hands-on industry producer placements, workshops, mentoring and commercial investment schemes.

TRUSTEES

Our Council of trustees consist of commercial theatre producers, theatre owners and specialists in theatre PR, marketing and law. They meet 3 times per year to discuss Stage One's development programme, investment portfolio and issues of governance. Our extremely supportive and active Council champion the work of Stage One throughout the industry and give their time and expertise as a voluntary endeavour.

Deborah Lincoln (Chair)

Becky Barber

Aidan Grounds

Mark Twum-Ampofo

Janet Powell

Charlotte Longstaff

Lisa Popham

William Village

Rachael Twumasi-Corson

Richard Darbourne

Nicola Seed

THE STAGE ONE TEAM

Stage One is headed by Joseph Smith, a commercial producer who works in the West End and on Broadway and by Programme Director, Louise Goodman, who manages the team. You will report to the Programme Director and work alongside the team including; the Marketing & Programme Manager, Outreach Project Leader, Head of Fundraising and the finance team.

DEVELOPMENT PROGRAMMES

The development programmes are the core of the work at Stage One and aim to support aspiring and emerging producers at every stage of their career. Producers do not have to take part in all of the below, nor is there a 'right way' to access the schemes. Each is developed with a specific focus and producers are encouraged to get in touch if they are unsure which is the right scheme for them.

BRIDGE THE GAP (BTG)

Bridge the Gap supports under-represented producers in the commercial theatre industry. Stage One created Bridge the Gap to address the lack of diversity in Theatre producing. We want to support people from an ethnically diverse background, who identify as working class, are LGBTQIA+ and/or those that have a mental or physical impairment who are drastically under-represented across our development programmes. Through



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training and support to participants with their producing skills and work to build a long-term relationships with a vast range of producers no matter their level of experience.

TRAINEE PRODUCER PLACEMENTS

The Trainee Producer Placements offer aspiring producers the opportunity To work within an established production company. They undertake the role of a production assistant for 12 months learning 'hands-on' how the role of a producer works. This is a paid role, funded by Stage One and the host producer. Production companies that we have partnered with previously include: Seabright Productions Ltd, National Theatre Productions, Playful Productions, Fiery Angel and Mark Rubinstein Ltd.



Stage One launched the Regional 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 to produce in-house. Placements are currently at Birmingham Hippodrome, Sheffield Theatres, MAST Mayflower Studios, Hull Truck Theatre.

BURSARY SCHEME

This programme provides financial and practical assistance to emerging theatre producers and accelerate their career progression. Producers can apply for up to £15,000 to support a number of different elements including; living costs, rights advances, legal fees and development costs. Alongside the financial support, they are coupled with an experienced theatre professional who mentors them and provides practical advice throughout the scheme and beyond.

INVESTMENT

Stage One have two investment strands to support producers and productions and to sustain the continued growth of the Theatre Industry in the UK; Small Scale and Commercial Investment.



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