



RODEO
PRODUCTIONS

STAGE ONE



Photo credit: Marc Brenner

TRAINEE PRODUCER & GENERAL MANAGER PLACEMENT Recruitment Pack

Application Deadline: 5pm Tuesday 28th May 2024



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ABOUT RODEO PRODUCTIONS

Rodeo Productions is an independent production company, set up to develop, produce and general manage new and exciting, high-quality theatre and entertainment.

Founders Rebecca Quigley and Aidan Grounds bring together over 40 years of experience. They are at the heart of the theatre industry, creating and managing new musicals and plays in the West End, on Broadway and internationally.

Current productions on stage or in pre-production include: & *Juliet* in Australia, Europe and on tour in the UK; *A Mirror* in the West End; and the new musical *Tammy Faye*, which will open on Broadway in Autumn 2024. The company are also developing a number of new projects with world-leading composers, writers and creatives including a large-scale immersive production based on a well-known musical film.

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:

- **116 paid placements** in West End commercial producing offices to 83 producers,
- **34 paid placements** in national theatres and host venues (launched in 2013),
- and **3 Bridge the Gap** placements at Talawa Theatre Company (2021-22), Gate Theatre (2022-23) and Leeds Playhouse (2023-24).

THE TEAM & KEY CONTACTS

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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.

Rodeo Productions Key Contacts

Aidan Grounds (Producer) – aidan@rodeoproductions.co.uk

Tara Matthews (General Manager) – tara@rodeoproductions.co.uk

Stage One Key Contacts

Joseph Smith – Chief Executive

Louise Goodman – Programme Director – louise@stageone.uk.com
020 7557 6737

Olivia Polglase – Marketing & Programme Coordinator –
olivia@stageone.uk.com 020 7557 6772

Katie Webster – Administrator – katie@stageone.uk.com 020 7557 6777

You will be mentored and supported by Stage One throughout your placement.

Location

This is an in-person role which will be based full time in Rodeo's London Office in Soho at 80 Berwick Street. Some work will be required on site at the venues our shows run at.

THE ROLE – KEY DETAILS

Please note this role's title is Trainee Producer & General Manager

Contract: Full time – 12 months fixed term contract. 40 hours per week

Salary: £28,000 per annum

Start date: July/ August 2024 – dependent on availability

Annual Leave: 25 days per annum + bank holidays

Probationary Period: 3 months

Notice Period: 2 months

Place of Work: 80 Berwick Street, Soho

Additional Benefits: Rodeo Productions have a workplace pension scheme.



ABOUT THE ROLE

Key Duties & Responsibilities

- General administration and research assistance for new productions and shows in development, as required, including preparing paperwork and reports.
- Working closely with the General Manager on budgetary and contracting matters.
- Scheduling, attending and taking minutes during co-producer, marketing and production meetings as required. Issuing minutes, collating and distributing all associated documentation.
- Coordinating the compiling of information for and approval for production programmes.
- Drafting production schedules.
- Checking, processing and recording invoices and petty cash under guidance of the GM for any relevant production.
- Preparing scripts and scores ready for rehearsals and any other rehearsal setup required.
- Organising and managing house seat requests for productions.
- Sourcing and booking rooms for rehearsals and auditions.
- Support creative team availability checks as required.
- Assisting with the preparation of creative team, cast and staff contracts.
- Support freelance Casting Directors on actor checks and casting processes.
- Organising travel, accommodation and visa requirements for productions.
- Booking and managing external and internal meetings.
- Managing rodeo@ email account including responding to script submissions and invitations.

ABOUT THE ROLE

Key Duties & Responsibilities (cont.)

- Ordering cars, taxis and couriers, as well as making deliveries by hand, as required.
- Organising and running press/gala nights as required by the production team.
- Assisting with shareholder queries and corresponding with shareholders and investors as required.
- Carrying out such additional duties as are necessary to ensure the smooth and organised running of the office, acting at all times in the best interests of Rodeo.
- Adhering to Rodeo's confidentiality policy and codes of conduct at all times.

The successful candidate will have:

- Proven experience of working on time sensitive projects; strong administrating skills; and be confident with all MS office packages, especially excel.
- Excellent written and verbal communication skills.
- Knowledge of current UK theatre and live entertainment and a desire to learn more about producing in the West End.

And will be:

- Extremely organised
- Able to prioritise a changing to-do list and stay calm under pressure
- Detail orientated
- Self-motivated and able to use their initiative
- Comfortable working both individually and as part of a team

HOW TO APPLY

To apply for this position, please go 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'.

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 katie@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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