

ROSE
THEATRE

STAGE
ONE



Shooting Hedda Gabler
Photo credit: Andy Paradise

TRAINEE PRODUCER PLACEMENT

Recruitment Pack

Application Deadline: 5pm Tuesday 28th May 2024

Interviews: Late June 2024



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ABOUT ROSE THEATRE

Rose Theatre is one of the largest producing theatres in London and has established itself since its 2008 opening as one of the most exciting theatres in the UK. Our mission is to entertain audiences, elevate artists, and empower our community.

Led by Artistic Director Christopher Haydon and Executive Producer David Sloan, our productions reflect the highest standards of artistic excellence here in the heart of Kingston and on tour throughout the UK. We commission new work, and co-produce with leading theatres and commercial producers. The Rose is also home to one of the largest youth theatres in the country, offering participants training, careers advice, and the opportunity to perform on our main stage alongside professionals.

Forthcoming Rose productions include the world premieres of ***Never Let Me Go*** by Suzanne Heathcote based on the novel by Nobel Prize winner Kazuo Ishiguro, directed by Christopher Haydon, and ***Robin Hood and the Christmas Heist*** by 2023 Olivier Award winner Chris Bush (*Standing at the Sky's Edge*), directed by UK Theatre Award winner Elin Schofield. In early 2025 we will open a new family show that will tour the country with a commercial co-producer, and lead produce a UK premiere in co-production with regional theatres. We have an eclectic and dynamic development slate including literary adaptations, musicals, and family shows.

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).



**STAGE
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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.

Rose Theatre Key Contacts

Robert O'Dowd – Chief Executive

Christopher Haydon – Artistic Director

David Sloan – Executive Producer – david.sloan@rosetheatre.org

Carrie Burnham – Producer

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 based at Rose Theatre, 24-26 High Street, KT1 1HL, with attendance required at meetings and rehearsals across London. Our team also spend time at co-producing venues around the country, when travel and accommodation would be provided. We can offer a degree of flexibility in your working arrangements and can support a limited amount of WFH depending on project and team specific needs.

THE ROLE – KEY DETAILS

Contract: Full time, 12 months fixed term contract, 40 hours per week. As is the nature of the business, some work in the evenings and on weekends will be required. TOIL will be offered when necessary.

Salary: £28,000 per annum

Start date: Ideally September 2024, but flexible for the right candidate

Annual Leave: 20 days per annum plus bank holidays

Probationary Period: Three months

Notice Period: One month during the probationary period, and two months thereafter

Additional Benefits: Complimentary show tickets, 25% off food and drink at the Rose Café, NOW Pension Scheme, Ride to Work Scheme, Season Ticket Loan

Responsible to: Executive Producer, and providing support to the Producer and other producing team members

Works closely with: Producer, Head of Production, Creative Associate, Artistic Director, Payroll Manager, Finance Assistant

ABOUT THE ROLE

Key Duties & Responsibilities

- To work creatively and collaboratively in the development and delivery of the theatre's productions, co-productions and tours, by fulfilling the role of a production assistant.
- To support the planning of future productions, exploring touring potential for productions as well as other commercial opportunities
- Under guidance to participate in the process of setting production budgets, then ensure they are kept up to date and accurate by maintaining effective day-to-day budget management, working closely with the finance team.
- Complete other administrative tasks such as production schedules, arranging accommodation and travel, booking rehearsal & meeting rooms, financial administration, and general support to the office.
- Under the guidance of the producing team to coordinate casting and availability checks (usually working with a Casting Director), arrange auditions and production meetings, liaise with agents and negotiate, draft and issue contracts for performers, creatives and production staff.
- Support the Head of Production/Producer to recruit production staff.
- Work closely with Company Managers, helping onboard them including by sharing contact sheets, timesheet and petty cash templates, and Rose policies and procedures; create and distribute welcome packs, and coordinate meet and greets/first day of rehearsals.
- Work with colleagues in Marketing and Press to deliver programmes and other appropriate content.

ABOUT THE ROLE

Key Duties & Responsibilities (cont.)

- To assist in the producing of readings and workshops, and support the development of new creative projects and partners.
- Read plays and books under consideration and discuss potential titles.
- Under the guidance of the producing team to research and obtain performance rights , and draft commissioning agreements.
- To adhere to the Rose's equality and diversity, safeguarding, dignity at work, health and safety, and other key policies.
- To undertake any other duties appropriate to this role.

The Glass Menagerie
Photo credit: Marc Brenner



ABOUT THE ROLE

Person Specification

- An aspiration to pursue a career in theatre producing.
- Demonstrable experience working in an administrative role, preferably in an arts organisation.
- Ability to work as part of a team, to work fast and effectively, at times under pressure and to tight deadlines.
- Ability to generate imaginative solutions to creative and operational challenges.
- Proven ability to organise and prioritise, and to work effectively using own initiative.
- Excellent communication skills and ability to develop new relationships
- Excellent numeracy skills and Excel skills, the aptitude to create and manage complex budgets, and to manage, monitor and report on income and expenditure effectively.
- A commitment to promoting equality and diversity within the company, and understanding issues relating to diversity and access in the industry.
- An understanding of the national theatre landscape
- An ability to respect confidentiality and use diplomacy and discretion
- Willingness to work as part of a small team, offer help and support to colleagues and cover other roles as necessary
- Enthusiasm and willingness to learn

The logo for Rose Theatre, featuring the word "ROSE" in a large, stylized, outlined font above the word "THEATRE" in a smaller, solid font, all contained within a red square.

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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 katiew@stageone.uk.com or 020 7557 6777.

Rose Theatre is a Disability Confident Employer. If you would like to apply under this scheme please select this option in the application form.

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: 5pm Tuesday 28th May 2024

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The Boy at the Back of the Class
Photo credit: Manuel Harlan

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