

THE LYCEUM
Royal Lyceum Theatre Edinburgh

**STAGE
ONE**



Photo credit: Robbie McFadzean

TRAINEE PRODUCER PLACEMENT

Recruitment Pack

Application Deadline: 5pm Tuesday 28th May 2024

Interviews: w/b 17th June 2024



**STAGE
ONE**

ABOUT ROYAL LYCEUM THEATRE EDINBURGH

The Royal Lyceum Theatre Company is one of Scotland's premiere producing theatres. Established in 1965 it has gained a reputation for excellence in both classical and contemporary work. As part of Scotland's national theatre community, we are committed to developing the considerable indigenous talents whilst presenting the best of international drama. The Lyceum aims to reach as wide an audience as possible, whatever their age or experience of theatre-going, and to enable them to access the richly imaginative world of drama. Over 3,000 season ticket holders come to every show, and approximately 100,000 people come to our plays, workshops, and participatory events each year.

With a seating capacity of 658, the building is a magnificent example of late Victorian theatre architecture. Our offices and rehearsal space are directly across the road, and our scenic workshop and wardrobe-making departments are situated at Roseburn, which is a little over a mile away from the theatre.

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ABOUT ROYAL LYCEUM THEATRE EDINBURGH

The Company presents up to a dozen productions during the period September to July – a variety of in-house productions, co-productions and visiting works. We have a core season of between five and six major productions for which we sell season tickets. The Lyceum Youth Theatre runs Summer on Stage courses in July, and in August the theatre is used as an Edinburgh International Festival venue.

Our policy is to develop a local, UK and international profile for the theatre that is uniquely Scottish; this includes commissioning new Scottish work, giving second productions to contemporary Scottish plays and producing classics of world theatre. The Company aspires to touring successful productions, nationally and internationally, whenever possible.



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.

Royal Lyceum Theatre Key Contacts

Mike Griffiths – Executive Director

Callum Smith - Director of Producing – csmith@lyceum.org.uk,
07854 547 194

Jaime Foster – Director of Finance and Administration -
jfoster@lyceum.org.uk 0131 248 4816

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

Katie Webster – Administrator – katiw@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 the Lyceum's administrative offices at 30B Grindlay Street, Edinburgh. Occasional off-site working, including national and international may be required. Hybrid working can be negotiated.

To find out more information about Royal Lyceum please visit their website: <https://lyceum.org.uk/>

THE ROLE – KEY DETAILS

This is an opportunity for a committed aspiring producer to gain experience and offer insight into a busy and ambitious theatre. The Stage One Trainee Producer will play a key role in the successful planning and delivery of the theatre's programme, identifying commercial potential. This includes in-house productions and projects, co-productions, tours and the presentation of a wider range of visiting work.

Contract: Full time, 12-month fixed term

Hours: 35 hours per week. Standard office hours are 10am – 6pm with a one-hour lunch break.

Additional hours, including working evenings and weekends, may be necessary to fulfil the requirements of the role. Time off in lieu of extra hours worked will be given wherever reasonably possible.

Salary: £26,000 per annum

Start Date: July/ August – dependent on availability

Annual Leave: 25 days plus bank holidays. The holiday year runs from 1st April to 31st March.

Probationary Period: Three months

Notice Period: One month (one week during probationary period)

Place of Work: 30B Grindlay Street, Edinburgh

Please note there are no relocation fees available.

THE ROLE – KEY DETAILS

Additional Benefits:

- 25 days annual leave, plus bank holidays
- 4% matched pension contributions
- Free tickets to press nights plus discounted ticket deals on certain performances
- Cycle to work & Tech Schemes
- Quarterly staff social events



ABOUT THE ROLE

Key Duties & Responsibilities

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- Acting as a production assistant across Lyceum Theatre Company productions, co-productions, tours, transfers and special projects.
- Working with the Producers, Senior Producer and Director of Producing to bring productions to the stage.
- Assisting with the drafting of contracts for creative and production teams, as well as contracts with venues and co-producers, dealing with agents to negotiate deals under advice from Producers.
- Assisting the Literary Associate with the administration of play commissions, and in organising research and development workshops of new projects.
- Booking travel and accommodation for creative and production teams.
- Taking part in production and design meetings, as well as external meetings with co-producing partners and touring venues.
- Working with the casting directors on Lyceum productions to organise auditions and other aspects of the casting process.
- Other duties as jointly agreed between the Trainee Producer and Director of Producing, with a view to maximising learning opportunities for the successful candidate.

ABOUT THE ROLE

Key Duties & Responsibilities

Person Specification

Essential

- An understanding of the theatre making process. This could be from any discipline and not necessarily Producing (i.e. stage management, marketing, playwriting etc.)
- A passion for theatre in many forms.
- High degree of computer literacy including Microsoft Excel.
- A willingness to learn.
- A willingness to “chip in” and work as a team to help deliver productions successfully.
- A passion for making theatre and theatre-making accessible to as wide a range of audiences and artists as possible.
- Discreet - able to deal with confidential and commercially sensitive information appropriately.

Desirable

- An understanding of the Scottish theatre sector.
- An understanding of budgeting for theatre productions.
- An understanding of industry agreements and standards (for example Equity, BECTU).
- Experience of negotiating and dealing with agents.

Candidate will be based in the Lyceum’s administrative offices at 30B Grindlay Street, Edinburgh. Occasional off-site working, including national and international may be required. Hybrid working can be negotiated.

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.

The Royal Lyceum Theatre will offer a guaranteed interview to those who are disabled who also meet the minimum criteria for the role. 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.

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