



# Trainee Producer Placement

Recruitment  
Pack



# STAGE ONE

**Application Deadline:** 12pm Friday 16th May 2025

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# About Runaway Entertainment

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Established in 2011 by Tristan Baker and Charlie Parsons, Runaway Entertainment is a Tony, Olivier, and Emmy award-winning independent theatre and film production company.

We're an independent and adventurous family of creative spirits, dedicated to developing unique concepts, commissioning brand new shows, and partnering with others to bring captivating stories to life.

As a people-centric, no-ego team, we believe in the power of storytelling to uplift, inspire, and bring people together.

Small but mighty, our dedicated team knows no bounds, driving us to consistently deliver unforgettable, first-class entertainment.

At Runaway Entertainment, we celebrate the perfect blend of quality, innovation, and commercial success in everything we do, ensuring each endeavour is 'A Runaway Success'.

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# 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).



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# 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.

## Runaway Entertainment Key Contacts

**Mark Cartwright** - Managing Director - [markc@runawayentertainment.com](mailto:markc@runawayentertainment.com)

**Stella Littlechild** – Head of Production - [stella@runawayentertainment.com](mailto:stella@runawayentertainment.com)

## Stage One Key Contacts

**Joseph Smith** – Chief Executive

**Louise Goodman** – Programme Director – [louise.g@stageone.uk.com](mailto:louise.g@stageone.uk.com)

020 7557 6737

**Olivia Polglase** – Marketing & Programme Coordinator – [olivia@stageone.uk.com](mailto:olivia@stageone.uk.com)

020 7557 6772

**Heather MacInnes** – Programme Administrator – [heather@stageone.uk.com](mailto:heather@stageone.uk.com)

020 7557 6777

**Throughout the placement you will be mentored by a member of the Runaway Entertainment team with additional support and guidance from Stage One.**

## Location

Runaway Entertainment Ltd's office at 62 Shaftesbury Avenue, London W1D 6LT

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# About The Role



## Key Details

**Contract:** Full time, 12-month fixed term

**Hours:** 10am – 6pm Monday to Friday with an hour lunch break.

**Salary:** £30,000 per annum

**Start Date:** Summer 2025- date TBC

**Annual Leave:** 20 days holiday per year, plus bank holidays

**Probationary Period:** 3 months

**Notice Period:** 1 month

**Place of Work:** Runaway Entertainment Ltd's offices at 62 Shaftesbury Avenue, London, W1D 6LT or such other place as Runaway Entertainment Ltd may notify you from time to time.

**Additional Benefits:** Runaway Entertainment Ltd provides additional benefits such as an employee sponsored ClassPass subscription, details of which are available in the employee handbook



# STAGE ONE

# About The Role



The Trainee Producer is responsible for supporting the wider Runaway team, all of Runaway's productions including shows in development and coordinating the diaries of the Producers.

The Trainee Producer ensures that information and decisions are communicated swiftly, and supports the work of the Producers and General Manager by providing a high level of administrative support.

**Responsible to:** Head of Production & General Manager

## Main Duties and Responsibilities

### Production Specific

- Assisting on specific projects as required and directed by the Producer/Head of Production/General Manager
- Support and deputise for the General Manager when required
- Supporting the General Manager in the drafting of actor, stage management and crew contracts
- Keeping a record of deals and ensuring all contracts are issued and accurately reflect these deals
- Supporting the General Manager in monitoring developments in union agreements and maintaining records of current rates
- Obtaining visas and work permits where necessary in connection with international touring productions and for foreign personnel involved in UK productions
- Booking travel and accommodation as necessary and ensuring these are the most economical rates available
- Producing and distributing schedules and welcome packs as necessary and meet and greet visiting artists on arrival in the country as required
- Support any pre-production requirements including hiring space for auditions and rehearsals, booking equipment or co-ordinating room requirements

# About The Role



## Main Duties and Responsibilities

- Reporting to the General Manager, coordinate every aspect of press and media nights, including compilation of guest lists, mailing of invitations, seat allocations, distribution of tickets, logistics, parties and company gifts, working within budget
- Reporting to the General Manager, coordinate any press events as required including arranging cards and gifts
- Compile and monitor production programmes
- Administrate house seats for each production
- Attend running shows on a regular basis
- Organise and attend access performances
- Reporting to the General Manager, raise purchase orders on behalf of the production team and track department spending against budget where necessary
- Archive all production information at the end of the run, including archive DVDs, programmes, marketing information and the safe-keeping of the prompt copy
- Keep and maintain a record of productions items that go into storage

# 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](mailto: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](mailto:enquiries@stageone.uk.com).

**DEADLINE FOR APPLICATIONS: 12pm Friday 16<sup>th</sup> May 2025**

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