



PRODUCTIONS

STAGE ONE



Photo credit: Matt Crockett

TRAINEE PRODUCER PLACEMENT

Recruitment Pack

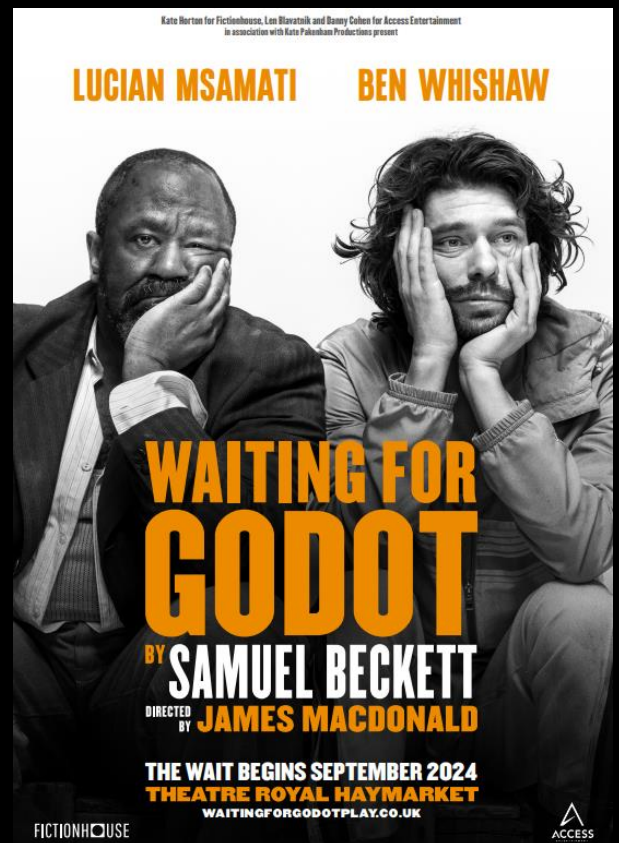
Application Deadline: 5pm Tuesday 28th May 2024

Interviews: w/b 17th June 2024

ABOUT SHORT STREET PRODUCTIONS

Short Street Productions Ltd (formed from the Mark Rubinstein Ltd team) is an established theatre producing and general management company, working in the West End and on tour both nationally and internationally.

Projects that Short Street Productions is currently producing, general managing or supporting include *TINA - The Tina Turner Musical* (Aldwych Theatre and UK & Ireland Tour), *Waiting for Godot* (Theatre Royal Haymarket), *Sinatra – The Musical* and a number of mid to large scale projects at various stages of development both regionally in the UK and in the West End.



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 ONE

THE TEAM & KEY CONTACTS

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.

Short Street Key Contacts

Mark Rubinstein - Director

Dave McNeilly – Head of Production

Sarah Edwards – Finance Director

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 role will primarily be based at our office at Waterloo, production venues and rehearsal rooms. Some opportunities for home working may be available.



STAGE ONE

THE ROLE – KEY DETAILS

Contract: Full time – 12 months fixed term contract

Working Hours: Hours are normally 10am to 6pm but some evening and weekend work will be expected.

Salary: £28,000 per annum

Start date: July/ August 2024 – dependent on availability

Annual Leave: 30 days including bank holidays

Probationary Period: 2 months

Notice Period: 2 months

Place of Work: Short Street, Waterloo

Additional Benefits: Theatre tickets, Statutory pension contributions

THE ROLE – KEY DETAILS

The Trainee Producer will assist on multiple shows across the portfolio as well as the development slate, particularly workshops.

Roles and duties will include:

Running Productions:

- Supporting the GM Team with the weekly production administration including ensuring all schedules, contact sheets, contract logs and filing systems are kept up to date.
- Liaising with members of the Company and monitoring company welfare, as well as supporting the Company Managers and Technical Staff
- Contracting new members of staff
- Child licensing and administration
- Revenue analysis - monitoring and reporting box office sales
- Booking rehearsal and audition rooms
- Proofing programme and website copy and updating content as required
- Providing support for press events
- Tracking marketing spend against agreed pre-production marketing and press budgets
- Organising travel arrangements including researching and booking accommodation and travel, including hotels for freelancers, producing full itineraries where necessary and applying for visa or work permits
- Dealing with house seat requests and booking tickets
- Attending meetings and taking notes where necessary
- Undertaking certain production accounting activities with the finance team (including processing invoices, payroll and expenses)
- Research tasks and specific projects where necessary

THE ROLE – KEY DETAILS

New Shows & Workshops:

- Booking audition studios and rehearsal rooms suitable for the needs of the production
- Preparing for the first day of rehearsals/workshop and arranging all rehearsal/workshop materials, including ensuring the needs of the creative team are met and production hires arranged if required
- Checking availabilities, making offers, drafting and issuing contracts to technical staff, stage management, cast and creative team members as appropriate and under supervision of senior staff
- Understanding the process of raising investment and writing elements of the investment prospectus.
- Liaising with investors and co-producers as appropriate, including drafting investor communications where relevant
- General production administration
- Researching and ordering production purchases under the direction of the relevant manager
- Assisting the relevant manager in the recruitment process for technical roles for new productions, including advertising roles and receiving applications
- Observing appointment of marketing and press agencies and where appropriate attending weekly meetings
- Updating and (later in the placement) creating budgets and where relevant assisting in preparing accounts
- Researching new welfare and training providers suitable for the needs of the production
- Providing support for press nights, and other events
- Managing the logistics of workshop presentations

THE ROLE – KEY DETAILS

Development Slate:

The Trainee Producer would be required to:

- Read scripts
- Brainstorm and generate lists of potential actors and creatives
- Manage and update the Short Street Productions creative databases

Person Specification

- Some knowledge and understanding of the theatre industry and the theatre making process, but above all a passion for theatre
- Computer literacy including knowledge of Word, Excel and Outlook
- Excellent written, numeracy and budgeting skills
- Excellent face-to-face and written communication skills and a confident telephone manner
- The ability to remain calm and flexible when working under pressure and to juggle multiple projects and tasks
- A methodical, logical and thorough approach to work
- 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

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.

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

Interviews: w/b 17th June 2024