

**Theatr
Clwyd**

**STAGE
ONE**



Theatr Clwyd - The Famous Five - Credit - The Other Richard

TRAINEE ASSISTANT PRODUCER PLACEMENT

Recruitment Pack

Application Deadline: 5pm Tuesday 28th May 2024

STAGE ONE

Theatr Clwyd

ABOUT THEATR CLWYD

Opened in 1976 to provide cultural opportunities to people living in North Wales, Theatr Clwyd is a producing theatre with all making departments in house. Today, our mission is to make the world a happier place, one moment at a time and alongside the remarkable – and award winning - work we produce on our stages, we have become a space for theatre makers to learn and develop their craft and a home for our communities.

We are one of only a handful of theatres in the UK to have a full complement of making departments in house, and are the third largest recipient of Arts Council Wales funding (with Wales Millennium Centre and Welsh National Opera). As the leading producing theatre in Wales we have to look over the border into England to find the nearest equivalent organisations. Our work tours throughout the UK and we won an Olivier Award for *Home, I'm Darling*, a co-production with The National Theatre.

For this production, the costumes and set were made at Theatr Clwyd and it was directed by Tamara Harvey. Our work tours regularly throughout England and Wales and since 2016 over 800,000 people have watched a Theatr Clwyd production. Welsh playwright, Tim Price's, new writing piece *Isla*, was co-produced with London's Royal Court and premiered at Theatr Clwyd in 2021. In 2022 it was adapted by the BBC and became one of their most watched arts programmes on BBC Four, with over 175,000 independent viewings.

ABOUT THEATR CLWYD

As a significant employer of freelance theatre makers and creators, it is our responsibility to be the best employer that we can be. We are leading the way in the industry to provide support for the cast and creatives on productions. Working in a largely rural community, individuals are living away from home (sometimes for the first time), often tackling challenging subjects without the benefits of their home environment. To address these challenges, all productions have a wellbeing facilitator attached to the rehearsal and performance period, an accessible inhouse counsellor, and assigned buddies from the core company.

We're well underway with our extensive, multi-million pound redevelopment programme of our main site. Our updated facility is due to open in 2025, with a significantly enhanced footprint alongside world-class theatre making, artist, and community facilities. We're also investing heavily in green technology to combat climate change, and will be a completely gas-free building upon reopening.

With Kate Wasserberg joining us as Artistic Director in Autumn 2023, planning for reopening is now well underway with a significant slate of projects on the boil, it's an exciting time to be joining us in North Wales as you'll be able to be a part of the re-opening of Wales' largest producing theatre.



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

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.

Theatr Clwyd Key Contacts

Kate Wasserberg – Artistic Director – Theatr Clwyd

Liam Evans-Ford - Executive Director – Theatr Clwyd

Wesley Bennett-Pearce – Director of Producing –

Wesley.bennett-pearce@theatrclwyd.com - 01352 406304

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 – katiew@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 at Theatr Clwyd, Raikes Ln, Mold CH7 1YA.

From time to time, the Trainee Assistant Producer will be required to travel.

To find out more information about Theatr Clwyd please visit their website: <https://www.theatrclwyd.com/>

THE ROLE – KEY DETAILS

Please note this role's title is Trainee Assistant Producer.

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 Assistant 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: 37 hours per week. Theatr Clwyd operates a TOIL system for hours worked over this amount. Please note some evening and weekend work may be required as part of your hours.

Salary: £26,000 per annum

Start Date: July/ August 2024 – dependent on availability

Annual Leave: 24 days plus 8 days public holiday pro-rata

Probationary Period: 3 months

Notice Period: 1 month

Place of Work: Theatr Clwyd, Raikes Ln, Mold CH7 1YA and temporary offices in Mold town centre.

Please note there are no relocation fees available.

THE ROLE – KEY DETAILS

Additional Benefits:

- Complimentary tickets for Theatr Clwyd shows and events, subject to availability and policy
- Pension scheme with NEST
- 32 days annual leave (including bank holidays), pro rata, increasing with length of service
- An in-house Wellbeing Programme, including a Counsellor on site.
- Access to Occupational Health
- We are also a member of Parents and Carers in the Performing Arts (PiPA)



ABOUT THE ROLE

Key Duties & Responsibilities

Job Purpose

The Trainee Assistant Producer will sit within the Theatre Making family and will provide administrative and producing assistance to the Producing and Programming Team. They will be afforded training opportunities to broaden their producing skillset and will take a lead in assisting the Director of Producing in the development of new work as part of Theatr Clwyd's re-opening season for Spring 2025.

Key Responsibilities

General

- Assist with drafting, negotiating and managing the contracting process with creative teams, performers, rights holders, tour venues etc. as appropriate, supporting the wider producing team
- Assist with drafting and managing production budgets.
- Process financial paperwork for visiting and in-house productions.
- Maintain Theatr Clwyd's Welcome Pack and accommodation list.
- Book accommodation as necessary for all Theatr Clwyd artists, in conjunction with the wider Producing team.
- Assist with the line producing of in-house productions.
- Liaise with the Communications, Creative Engagement and Box Office teams and supply them with information about the programme.
- Provide Production Assistant support: for example to book rooms and allocate resources within the theatre and helping maintain the yearly planning schedule.

Key Responsibilities

General (cont.)

- Attend production meetings as appropriate and be a point of contact for the Production Department.
- To assist with the scheduling of the series of Test Events required to reopen the redeveloped building
- Assist with the arrangements of accessible performances of Theatr Clwyd Productions
- Attend rehearsals and auditions as representative of Theatr Clwyd as required.
- Attend programming and weekly diary meetings as necessary.
- Regular mentoring sessions with Theatr Clwyd's Director of Producing and other senior management company members as appropriate

Person Specification

Essential

- A passion for the arts, specifically live theatre
- Knowledge and understanding of Welsh and UK theatre.
- Understanding of artist development.
- Good communication skills.
- Good organisational skills, with the ability to work on several tasks simultaneously and under pressure.
- Ability to work collaboratively.
- Good IT and administrative skills with an organised and methodical approach.
- Some experience of working within budgets set by budget holders.
- An energetic manner, an ability to complete projects and to be self-supporting administratively within well-defined limits.
- An understanding of and commitment to diversity and inclusion.
- A commitment to artistic excellence and a commitment to providing the best experience for Theatr Clwyd's audiences and users.
- Knowledge of art forms other than theatre, including dance, music, art, film and literature.

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Desirable

- Experience of producing theatre, perhaps in small-scale companies, or in a similar environment, and a passion for the arts.
- Welsh speaker, ability to communicate in written and spoken Welsh.
- Some experience of UK Theatre agreements for actors, stage management and creative freelancers.

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, Welsh, video (BSL/ spoken English/ spoken Welsh/ SSE), audio recording, bullet points etc.

Theatr Clwyd recognises that the ability to communicate in Welsh is an important and valuable skill in the workplace. We welcome applications for any post from candidates who are able to work in both Welsh and English.

If you would like to apply in Welsh, please email katiew@stageone.uk.com to request the application form or download from our [website](#).

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.

Theatr Clwyd 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



Theatr Clwyd – Home I'm Darling - Manuel Harlan

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