



Trainee Producer Placement

Recruitment
Pack

WILD PARK

ENTERTAINMENT

STAGE ONE

Application Deadline: 12pm Friday 16th May 2025

About Wildpark Entertainment



Wildpark Entertainment is an award-winning production company creating work across the West End, on tour and internationally.

Current and recent productions include *Unfortunate: The Untold Story of Ursula the Sea Witch* (Edinburgh 2019 & 2022, London 2022 & 2023, UK tours 2022 & 2024, Sweden 2025); *Murder, She Didn't Write* (Duchess Theatre, West End and UK tour); *Lovestuck: A New Comedy Musical* (Stratford East); *Medusa Uncut: A New Musical* (Underbelly Edinburgh); *Footballers' Wives the Musical* (Assembly Edinburgh); *Scissorhandz: A Musical Reinvented* (Southwark Playhouse Elephant); *Live at Wembley Park Theatre* with shows headlined by *Sindhu Vee* and *Phil Wang* (Troubadour Wembley Park Theatre); *Algorithms* (Pleasance Edinburgh, Soho Theatre, Park Theatre - now an Amazon Audible Original series) and *Voldemort and the Teenage Hogwarts* (Assembly Edinburgh, King's Head Theatre and UK tours).

Wildpark's founder Laura Elmes is proud to sit on the board for the League of Independent Producers.



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).**

A background image showing a diverse group of people in a theatre audience, with a man in the foreground on the right wearing glasses and a grey jacket, looking towards the left.

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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.

Wildpark Entertainment Key Contacts

Laura Elmes – Producer - laura@wildparkentertainment.com

Sarah Chiappi – General Manager – sarah@wildparkentertainment.com

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

Heather MacInnes – Programme Administrator – heather@stageone.uk.com

020 7557 6777

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

Location

Paddington Works, 8 Hermitage St, London, W2 1BE. We operate from the office with a flexible stance on working from home.

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About The Role



Key Details

Contract: Full time, 12-month fixed term

Hours: 10am - 6pm

Salary: £30,000 per annum

Start Date: 1st July 2025

Annual Leave: 28 days including bank holidays, with time off in lieu for any weekends worked

Probationary Period: 4 months

Notice Period: Two months by either side outside of probationary period

Place of Work: Paddington Works, 8 Hermitage St, London, W2 1BE

Please note there are no relocation fees available.

Additional Benefits: Workplace Pension



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About The Role



Main Duties and Responsibilities

PRODUCTION SPECIFIC

- Assisting on specific projects as required and directed by the Producer and General Manager
- Support and deputise for the Producer, General Manager and Assistant Producer 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 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
- Alongside the Assistant Producer and Marketing 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
- 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, programmes, marketing information and the safe-keeping of the prompt copy
- Compile and mail out weekly investor updates

TOUR BOOKING

- Assisting with tour booking and venue relationships as required
- Managing pricing and inventory across tours
- Ensuring tour venues are contracted and are looped in with marketing and press
- Tracking sales and marketing campaigns with the Marketing Manager

About The Role



Main Duties and Responsibilities

FINANCE

- Assisting with payroll and bookkeeping
- Managing budgets with the General Manager and creating small-scale budgets
- With the General Manager and production accountants, maintaining pension records and ensuring timely payment of pensions
- Compiling investment documents and distributing sales and production updates to investors

MARKETING

- Feedback information to the Marketing Manager and marketing teams/agencies, to ensure all information is kept up to date (including but not limited to press releases, websites, programmes and social media)
- Assisting in the management of events and marketing projects
- Ongoing liaison with press and marketing teams
- Ongoing liaison with social media teams
- Keeping the Wildpark Entertainment website up to date
- Attending marketing meetings

DEVELOPEMENT

- Attending development meetings
- Contribute ideas ripe for development
- Script reading and reading/watching books/films/tv as required, alongside the completion of material reports
- Assisting with the development processes of shows, including management of readings, workshops and development performances

ADMINISTRATION

- Ensure the office is efficiently run, including the maintenance of IT and liaising with all external contractors
- Provide administrative assistance to and maintain effective filing systems for Wildpark Entertainment
- Be an ambassador for Wildpark Entertainment, providing a welcoming atmosphere and hospitality for colleagues and visitors, including offering and making refreshments
- Organise and minute regular production meetings and company meetings as required
- Any other duties as reasonably requested by the Producer

About The Role



Personal Specification

- Ideally at least 1 year's experience working in theatre production
- Motivation, initiative, diplomacy, discretion, and a "can-do" approach
- Ability to prioritise a complex workload
- Highly organised with exceptional administrative skills
- Ability to communicate effectively
- Ability to remain calm and pro-active under pressure



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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 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.

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