



Patron
The Right Rev'd & Right Hon.,
The Lord Williams of Oystermouth

Theatre Patrons
Thelma Holt C.B.E.
Liz Robertson
Jemma Redgrave

“Supporting the next generation of theatre practitioners”

ASSOCIATE PRODUCER -
LONDON'S FREE OPEN AIR THEATRE SEASON
JOB DESCRIPTION



Salary: £2,500 (Fixed Fee)
Employer: Iris Theatre, St Paul's Church, Bedford Street,
London
Responsible to: Artistic Director, Executive Director and
General Manager/Producer
Responsible for: Production Manager, Production Assistant

WHO WE ARE

Iris Theatre was created in 2007 to produce work at the world-famous St. Paul's Church in Covent Garden. Growing year on year, Iris gained full charity status in October 2009 with a mission to support the development of the next generation of professional theatre practitioners and to produce a fresh and vibrant repertoire of varied work resulting in affordable and accessible theatre.

Today the company is firmly rooted within the West End theatre environment. Every summer, we produce one Shakespeare play and one family play, which run throughout the summer as promenade shows in the beautiful gardens and inside St. Paul's Church. This year, those productions are *Macbeth* and *Hansel & Gretel*.

In 2017, Iris Theatre has been engaged by Gods and Monsters Theatre to produce London's Free Open Air Theatre Season - a one month long repertory season focussing on classical Greek texts at the 1000 seat amphitheatre The Scoop outside City Hall. London's Free Open Air Theatre Season has been running since 2003, and also a registered charity, has strong links with the local community providing these 100% free productions.

We are a small, friendly and ambitious team and are currently looking for an Associate Producer to join us in making our shows a success.

Job Description

You will work over an 7-month period between March and September 2017 on a part-time freelance basis. Over this period your main areas of responsibility will be to:

Supporting the General Manager on the delivery of two theatre productions to take place at The Scoop. Working with the Artistic Director, Phil Willmott, in realising his artistic vision. The Associate Producer will work closely with the General Manager to ensure that fundraising targets are met for



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the Season. The Associate Producer will need to be proactive in developing and nurturing relationships with potential and existing partners.
Co-ordinate all production related duties including but not limited to casting, production team, scheduling and budget.
Line manage Assistant Producers and the Production Manager and be the first point of contact for the production team.

Time structure

We envisage the workload to be as follows:

March- May: 3 days/week

June – July: 2 days/week

August: 1-2 days/week

September: Minimal days required to process final budget and project evaluation.

The exact days will be agreed with the Artistic Director and the General Manager. Some of these days can be done remotely and sporadically but a minimum presence of 2 days/week in our offices will be required.

You will be responsible for your own tax and national insurance.

KEY DUTIES AND RESPONSIBILITIES

Scheduling

To prepare the initial production schedule and manage the production timeline alongside production manager, designers, stage managers and technical team.

To work with the directors and stage management team in ensuring rehearsal schedules and show schedules are workable and to budget.

To work with the stage management team in delivering a technical rehearsal schedule.

Human Resources and Recruitment

To provide recruitment support to the FOH manage in recruiting and managing FOH volunteers for the entire season. To ensure that all FOH volunteer agreements are signed and volunteers are aware of company policy and procedures.

To assist in the recruitment of other management and production staff, including but not limited to Assistant Producers, Construction Team, Design Team, Stage Management Team and Technical Staff.

To ensure that all company policies and procedures are adhered to and followed by production team.

To manage schedules of all volunteers and necessary rota's between departments.

To act as a line manager and point of contact for construction teams, cast, stage management, creatives and designers and support departments where necessary - in particular in dealing with any grievances or other requirements.



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Budgeting

To manage the production budget alongside the General Manager. Ensuring that designers, construction team, stage managers and technical crew are all working within the constraints of the budget which is agreed upon on signing of the above contract.

To follow Iris Theatre's accounting process and ensure that all accounting procedures are managed effectively in delivering the production.

Production Management

To work alongside the production manager, designers, construction manager, stage management, technical team and creatives in delivering the project - including attending production meetings.

Sales, Marketing & Fundraising

To support the General Manager and fundraising team with fundraising efforts, including but not limited to writing application, developing contacts and relationships and general fundraising administration.

To assist the General Manager with community engagement for the project.

Please note: Whilst there is no ticket sales to be made on this production, as a completely free festival, and therefore limited marketing - fundraising and community engagement is key to the success of the season and there will be a strong focus on this for the successful applicant.

Venue Operations

To support the FOH manager in managing FOH volunteers.

To support the General Manager to manage front of house, box office and bar revenue.

Evaluation

To work with the General Management in season evaluation report, including attending a season wrap up meeting in September (date TBC) and gathering evaluation feedback and data from all participants including audience, volunteers and creative staff.

To ensure that any necessary procedures are in place for financial settlement after the last day of engagement, supporting the General Manager in a smooth end of season settlement.

PERSON SPECIFICATION

Essential Skills, Experience:

Experience of fundraising with grants & trusts, the Arts Council, Corporate Links & Individual Giving
Strong written English and experience writing funding proposals
Experience of analysing data and collecting data



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Experience of managing budgets
Experience of reporting and project evaluation
Knowledge of the theatre production process and production management
Excellent time management skills and the ability to multi-task
An ability to self-manage and self-motivate
Excellent written and oral communication skills
Strong proofreading skills
Attention to detail and ability to work under pressure
A passion for the arts.
A knowledge of, and interest in, the work of Iris Theatre and London's free open air theatre season.

DEADLINES

Application deadline: 5pm, Sunday 19th March 2017.

TO APPLY

To apply please send a CV, Personal Statement (2 sides of A4 max) and details of two references to:
Sofi Berenger, General Manager, Iris Theatre : sofi@iris theatre.com

Please insert APPLICATION – ASSOCIATE PRODUCER as the subject.