



## **JOB DESCRIPTION: PRODUCER – Summer Repertory Season**

Salary:	£3,000 (Negotiable depending on experience)
Employer:	Iris Theatre
Location of post:	St Paul's Church Bedford Street London
Responsible to:	Dr Daniel Winder, Artistic Director Sofi Berenger, General Manager Tanja Pagnuco, Senior Producer
Working alongside:	Marketing Manager Production Manager
Responsible for:	Assistant Producers Creative Team FOH Volunteers

You will work over a 9 month period between February and September 2018. Over this period your main areas of responsibility will be to:

- Oversee the production planning of the Summer Repertory Season in consultation with the Senior Producer and General Manager
- Recruit all creative team members, FoH staff and production volunteers
- Manage all production departments
- Manage the production budget in collaboration with the General Manager & Senior Producer
- Act as the main production contact for the production & creative team and be the on-hand producer for the productions
- Manage the casting process with the Artistic Director
- Administrate all HR documentation & contracts
- Run inductions for all production & creative team
- Schedule & manage Get in, Technical rehearsals & get out with the production manager & stage managers
- Source materials, props & equipment as and when needed
- Organise rehearsal schedules with stage management
- Act as duty manager on some evening shows (Shared responsibility with other management)
- Organise and collate feedback forms
- Support writing of end of summer report
- Support marketing in consultation with the marketing manager
- Organise & lead production meetings
- Attend & taking part in weekly management meetings
- Any other tasks as reasonably required

### Time structure

This is an estimation of what we think the time demands will be for this role. Hours and days are flexible in negotiation with the Artistic Director, Senior Producer & General Manager

**February – March:** 2 days/week

**April:** 3 days/week

**May:** 3 days/week

**June:** full time



**July:** full time

**August:** 4 days/week

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

This is a freelance, self-employed position.

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

The Productions:

**The Tempest** - 20<sup>th</sup> June – 28<sup>th</sup> July

**The Three Musketeers** - 1<sup>st</sup> August – 2<sup>nd</sup> September

**PERSON SPECIFICATION**

**Essential Skills, Experience and Attributes:**

- Excellent time management skills
- Experience of managing staff & HR procedures, including recruitment
- An ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team with people from a variety of walks of life
- Experience of managing budgets
- Flexibility, commitment and the ability to multi-task
- Excellent written and oral communication skills
- Attention to detail and ability to work under pressure
- Strong IT skills in office-based software
- At least 2 years experience within this field
- A passion for the arts.

**Desirable Skills, Experience and Attributes:**

- A knowledge of London's theatre industry
- Excellent interpersonal skills
- Experience in working with emerging artists & students
- Experience managing volunteers
- Experience in theatre operations
- Experience using Quickbooks

**DEADLINES**

Application deadline: 5pm, 2<sup>nd</sup> February 2018

Interviews: 5<sup>th</sup> – 7<sup>th</sup> February

Guidance Notes for Applicants

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@iristheatre.com**

The closing date for receipt of completed applications is **5pm, 2<sup>nd</sup> February 2018**

Please insert **APPLICATION FOR PRODUCER** as the subject.

