



## ASSISTANT PRODUCER PLACEMENT - MACBETH and HANSEL&GRETEL

Employer: Iris Theatre, charity No 1132295  
Location: St Paul's Church, Bedford Street, London

Iris Theatre are looking for **TWO PASSIONATE INDIVIDUALS** who would like to be part of the busy Producing office as **ASSISTANT PRODUCERS** for our upcoming summer productions of Macbeth and Hansel & Gretel. These will be exciting voluntary roles, offering the successful candidates a strong producing experience to further their career as a theatre producer.

### THE COMPANY

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.

After the success of 2016, with the productions of *Much Ado About Nothing* and *Treasure Island* getting rave reviews and earning 5 Off West Award nominations, including a WIN for *Treasure Island* as Best Production for young people aged 8+, Iris Theatre returns for its 10<sup>th</sup> year with two exciting new productions: *Macbeth* and *Hansel & Gretel*.

[www.iris theatre.com](http://www.iris theatre.com)

### KEY TASKS

Reporting to the Summer Producer, the two Assistant Producers will learn and take part in assisting with a number of tasks. The following tasks will be shared and adapted according to the assistant producers' skills and interests.

#### **Audience Development and marketing**

- To assist the marketing manager in reaching out to new groups (schools, corporates, tour groups, family groups...) and updating mailing lists
- To assist in the organisation of Q&As, group events or workshops
- To capture and log audiences' responses
- To collate press articles and create flashes
- To assist in creating, editing and designing content marketing
- To liaise with creatives and casts to create regular blogs
- To update the website as required (for example with press reviews and quotes)

#### **Box Office and ticket enquiries**

- To support the Front of House manager in any box office or ticketing task
- To answer phone calls and the emails regarding ticket enquiries

#### **Staff and internal communication**

- To manage the work of office interns, as and when needed
- To attend all weekly Management meetings with the Artistic Director, Producer, Marketing Manager and General Manager
- To take minutes in meetings

#### **Production and budget**

- To assist the stage manager, costume designer and set designer in sourcing materials and props



- To log, check and file expenditures carefully
- To attend production meetings, as and when necessary

### **Casting**

- To assist in organising casting schedules and liaising with agents

### **Human Resources**

- To assist in the recruitment and scheduling of our summer season Front of House and Bar volunteers
- To assist in preparing volunteer packs and inductions

### **General**

- To contribute to ensuring an adequate standard of care and support for Iris Theatre's audiences and artists.
- To act as an ambassador of the Iris Theatre's summer season
- Any other tasks as reasonably required to fulfil this role

### **PERSON SPECIFICATION**

No previous producing experience is required.

The ideal candidates will have knowledge of and a passion for theatre production, and will be keen to learn and develop their skills in a professional environment. They will be self-motivated and able to take initiative.

These opportunities are ideal for a theatre producing or arts administration student or/and someone wishing to develop a career as a Producer and who enjoys the challenges of outdoor, promenade performances.

### **DATES**

As these positions are voluntary, they can be fitted around other commitments. Though not a full time role, an involvement of **two or three days per week** would be ideal to gain the best experience. The starting date is **ASAP** and the roles ideally run throughout the summer (until early September), but this can be flexible.

#### **Show dates are:**

**Macbeth:** 21 June to 29 July 2017 / **Hansel & Gretel:** 3 August to 3 September 2017

**To apply**, please send your CV and a cover letter (2 sides of A4 max), including clearly your availability to:

Tanja Pagnuco, Producer, Iris Theatre, [summer@iristheatre.com](mailto:summer@iristheatre.com)  
*Please insert **ASSISTANT PRODUCER** as the subject.*

Deadline: Monday 27th March 2017, 5pm. Interviews: Tuesday 4 April 2017.