



**ASSOCIATE PRODUCER**

**RECRUITMENT PACK**

# Context

Oldham Coliseum Theatre is the cultural focus of our community, providing a diverse and exciting programme for everyone through the main theatre, studio and the integral learning and engagement programme. The theatre is one of Arts Council England’s National Portfolio Organisations.

**Productions**

Our goal is to produce high-class theatre that is made in Oldham for and with the people of Oldham, ensuring that the Coliseum is a focus for the cultural life of the town and that the organisation is embedded in its community.

We produce a rich mix of dramas, comedies, musicals, adaptations and modern classics, as well as a hugely popular traditional pantomime. We have a commitment to developing new plays and supporting emerging and established playwrights. The Company has developed its contribution to the national touring circuit as well as making theatre from around the country available to the North West.

The programme features a range of visiting work both on the main stage and in the studio, providing our audiences with everything from new work in its early stages to nationally-renowned productions.

In addition to the main auditorium, the Coliseum has a small studio theatre. The studio programme features a variety of new writing, visiting companies, rehearsed readings and small scale youth theatre productions and is rapidly becoming a recognised destination for emerging artists.

## Learning and Engagement

The Coliseum’s programme of Learning and Engagement activity reaches across Oldham and beyond. Young and older people alike are encouraged to embark on artistic journeys, developing and sharing creative skills.

Participatory work at the Coliseum is central to the strategy of the company. All members of staff contribute to its delivery and it is an essential tool to promote involvement in the arts within an area of traditionally low engagement. It contributes

to the position and reputation of the Coliseum and is a valuable tool for promoting audience development.

**ASSOCIATE PRODUCER (0.6) - Job Description**

**Core Purpose**

The Associate Producer is accountable for managing the process of conception to realisation of our productions and co-productions, working closely with the Acting Artistic Director (AD) and Interim Chief Executive (CEO).

The Coliseum’s programme includes a mix of in-house and co-produced mid-scale drama, musicals and an annual pantomime. The Coliseum also has comprehensive learning, studio and artist development programmes and supports two Associate Companies.

**Organisational Structure**

The role of the Associate Producer is collaborative in nature and will work with all departments and partners to facilitate the productions, and particularly closely with the Acting Artistic Director, Head of Production, Head of Marketing, Finance and Administration departments.

# Main Duties & Responsibilities

**Artistic**

* Work with the Acting Artistic Director to identify producing and co-producing opportunities and contribute to the implementation of the artistic programme;
* Build relationships with local, national and international partners;
* Have an awareness and integration of commercial and audience development priorities in programming;
* Manage the relationship with co-producing, venue and touring partners including negotiating deals and producing contracts; managing agreed budgets;
* Represent the Coliseum at relevant meetings including on behalf of the Acting Artistic Director and Interim Chief Executive;
* Stay informed of regional, national and international developments in theatre making and share knowledge with colleagues;

**Administrative**

* Implement effective systems and supporting the development of work from idea to realisation;
* Negotiate, produce and manage agreements for commissions, writers, rights and licences;
* Booking tours and co-productions; and acting as an internal point of information and coordination;
* Lead on the reporting and evaluation of tours, productions and projects for internal and external use;
* Administrate the appointment and employment of creatives for each production;

**Financial**

* Develop robust budgets for each production, in collaboration with the Artistic Director, Head of Production and Head of Finance;
* Produce budgets, maintain relevant expenditure and negotiate fees as appropriate.

**General**

* To line manage the Programme Coordinator
* To actively participate in training events;
* To maintain the confidentiality of all affairs of the Company that should properly remain confidential;
* Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre’s work and fundraising.
* Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT.
* To carry out any other reasonable duties as determined by the Acting Artistic Director.

# ASSOCIATE PRODUCER - Person Specification

## Essential

* At least 2 years’ experience of working in a theatre producing capacity
* Experience of producing contracts for theatre productions;
* Experience of setting and managing budgets;
* Experience of working for subsidised theatre;
* Experience of planning productions for a range of scales and settings;
* Experience of working with a range of creative individuals;
* Excellent budgeting and numeracy skills;
* Excellent communication skills, both verbal and written;
* Excellent negotiation skills;
* Excellent team working and collaboration skills;
* Ability to work on own initiative, organise workload, and meet deadlines.
* An in-depth knowledge of regional and the UK theatre sector;
* An understanding of producing tours and co-productions;
* An understanding of audience development;
* An understanding of theatre programming.
* Educated to degree level or equivalent work experience
* Excellent IT skills; a good working knowledge of Microsoft Office.

**Desirable**

* Experience of site-specific theatre;
* Experience of cross art-form working
* An understanding of funding and fundraising for theatre productions.

# ASSOCIATE PRODUCER – Terms and Conditions

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| **Responsible to** | Acting Artistic Director |
| **Contract length** |  |
| **Rate of pay** | £24,000-26,000 pa (0.6) |
| **Hours** | 24 hours per week |
| **Working Pattern** | Working hours will involve some flexibility for occasional evenings and weekend work. |
| **Place of work**  **Pension**    **Holidays** | Based at the Oldham Coliseum Theatre, but this post will require some regional and national travel.  Based at the Oldham Coliseum Theatre, but this post will require some regional travel.  You will be auto-enrolled into a workplace pension scheme operated by NOW Pensions at the statutory level (these contributions are postponed during the probationary period but there is an option for you to “opt in” at this stage if you chose to do so). Alternatively on completion of your probationary period you will be entitled to become a member of the contributory group stakeholder pension scheme. Full details regarding both schemes are available from the Head of Finance.  20 days (pro rata) plus public holidays. |