



## **CUMBERNAULD THEATRE TRUST**

### **Theatre Producer**

## **RECRUITMENT PACK & JOB OUTLINE**

#### **Background Information**

Cumbernauld Theatre seeks a Theatre Producer to produce the Cumbernauld Theatre Company and socially engaged production programme within a distinctive team-based culture that involves a high level of collaboration and partnership working for Lanternhouse, the brand-new performing arts venue in Cumbernauld that opened in Autumn 2021.

Cumbernauld's new cultural home is a friendly and welcoming centre for inclusive community creativity, for performance practice innovation and experimentation in production. The venue is a platform for leading visiting theatre, dance, music and comedy performers and multi-disciplinary creatives.

The venue was designed in response to the communities' expressed priorities and includes a dedicated mainstream cinema, community employability café and state of the art performing arts facilities with in-house production facilities, a dance studio and drama workshop for participatory arts classes and community creative learning projects.

Cumbernauld Theatre is supported by Creative Scotland and North Lanarkshire Council as a core cultural service provider in the region.

With a 270-seat main auditorium, 100 seat studio theatre, 83 seat cinema and 30 capacity dance studio this is an exciting opportunity for a talented Theatre Producer/Programmer to play a key role in producing Cumbernauld Theatre's artistic programme and facilitate a community engaged and collaborative programming process.

#### **About Us**

Cumbernauld Theatre is a performing arts charity that produces and presents theatre, music, dance and comedy for the community of Cumbernauld and North Lanarkshire. We serve a population of around 50,000.

From our new home based on the Cumbernauld Academy Campus, we deliver an all engaging and inclusive professional programme for the entertainment, enjoyment, and enrichment of our diverse community.

We believe our work has transformative and empowering potential. Working at the heart of our community we are building creativity, broadening perspectives, supporting community cohesion, enhancing life experiences and investing in performance arts skills development for a creative, innovative, fairer Scotland.

## Our Motivation

Cumbernauld Theatre creates meaningful opportunities for artists, audiences and participants to connect, exploring the power of the arts to enrich and transform all our lives, enabling a life-long creative journey for individuals, families and groups from across all our communities.

## Our Artistic Values

1. Cumbernauld theatre is a home to wide-ranging and exciting cultural events for everyone. We offer inclusive experiences of the arts to our local community whether they come as audience members, participants, or change-makers. We provide a voice and platform for the people of Cumbernauld to explore and create with us and offer an open door to everyone wanting to make this happen.
2. We are proud to present innovative and engaging work on our stages. The work we commission and programme, ranges from risk-taking experimental new work, crossing artforms and boundaries, to re-imaginings of more established texts and popular commercial pieces.
3. Our artistic direction champions voices from diverse and marginalised groups.
4. As an organisation we adhere to equitable practices, supporting fair work policies and open call recruitment approaches.
5. Environmental sustainability lies at the heart of everything that we do operationally and artistically.

## Our Company Culture

We will be proactive agents of change, showing clear community leadership, working in partnership, advocating for the transformative power of arts, with an environmentally responsible operating plan delivering a sustainable, community empowered, social enterprise-led cultural hub with long-term resilience.

Through collaborative working we aim to broaden our engagement of professional creative practitioners in producing and creative capacities; we aim to shift commissioning power, through a high quality consultative and collaborative process to our creative community, to deliver a strategy for commissioning that is reflective and responsive to local people.

We have an inter-disciplinary and multi-disciplinary approach in mind in developing the commissioning strategy with the aim to develop innovative new work that transcends traditional artform silos and conventional 'levels' of control.

We recognise that our new approach will:

- Employ **multiple Theatre Directors and Performance Arts Practitioners**– improving equality of **opportunity, diversity, access and inclusion**
- Deliver a **Community responsive artistic strategy**
- Develop through a **Collaborative process**

The collaborative mechanism that we are evolving to develop the community responsive artistic strategy and to manage productions is the **Artistic Programming Steering Group**.

The Theatre Producer will work collaboratively and in consultation with the **Artistic Programming Steering Group** and members made up of **Theatre Directors**.

The group is made up of:

- Non-Executive Company Directors – Board Members
- Chief Executive Officer
- Freelance Theatre Directors
- Programme Manager
- Communications and Engagement Manager
- Production and Technical Manager
- Community Engagement Manager

### Collaborative Creative Producing

Group Meetings - evaluate priorities  
 Commission Management  
 Open Call to Directors / Writers / Producers  
 Shortlisting Responses  
 Round 1 review Proposals  
 Round 2 review Proposals  
 Selected project - detailed budget review, creative team and resources plan  
 Agree timeline, schedules, content.  
 Top-level production vision

### Pre Production Executive Production Monitoring

Top-level production vision  
 Project Proposal  
 Project Budget- finance management  
 Project rights - contracting writers, collaborators, creative team  
 Issue Outline Schedule  
 Commission Production Team -contracting  
 Auditions and Casting - call-out  
 Rehearsal and Tech Schedule  
 Co-ordinate audition material  
 Auditions and Casting - contracting  
 Announce cast  
 Develop detailed rehearsal schedule  
 Script printed & Distributed  
 Creative Team - designers meetings

### Production Executive Production Monitoring

Technical production management  
 Rehearsal performance development  
 Creative elements design development - lighting, sound, music, set, costume, video  
 Marketing involvement - photoshoot, blogs, social media, website, interviews  
 Film asset development  
 Audience, social engagement - workshops  
 Front of House - Operations management of show  
 Promoting the Production, evaluating outcome

## Artistic Steering Group

# CUMBERNAULD THEATRE TRUST

## Theatre Producer

### JOB OUTLINE

#### Job Purpose

The Theatre Producer is a new role for the organisation. Please note that this is a new role for the organisation and different to the role previously advertised in January 2022.

The principal purpose of the post is to produce 4 in-house productions per year and a programme of community and socially engaged activities that is both reflective and responsive to our community and audiences.

The Theatre Producer will work closely with the CEO and Executive Producers for each production as well as reporting to and working with the Artistic Programming Steering Group (APSG). The APSG group is made up of Theatre Directors from the performing arts, Board members from the community and staff with related responsibilities. The role of this group is to develop a relevant and reflective set of priorities to steer artistic programming policy and serve in an Artistic Direction capacity to ensure the Artistic Strategy Values are delivered. Alongside the CEO the Theatre Producer will facilitate this process, to support the management and administration of productions and programme.

It is our ambition that the post-holder will produce, through a collaborative process, an appealing, engaging, and high-quality programme that cultivates existing, and reaches new audiences. The programme of work will reflect the objectives of key stakeholders such as the community, the arts sector, the funders such as Creative Scotland, North Lanarkshire Council and meet our responsive organisational planning targets as well as the strategic cultural ambitions of Scottish Government.

Ref: Recommendations for service design for 2022 to 2025 A socially engaged Performing Arts Strategy: Culture Croft, September 2021

An important part of the role will be to foster collaborative relations with professional artists and creative practitioners, with arts organisations, promoters, agents, supporting independent arts companies, and develop partnership with other arts and cultural enterprises.

The Theatre Producer will be responsible for negotiating key terms with creatives, agents, and producers, drafting contracts, managing production budgets and schedules, in line with the theatre's market and ever-evolving artistic policy priorities.

## **Main Duties and Responsibilities**

### **Strategic**

To work with the Artistic Programming Steering Group and CEO in the formulation of annual and long-term Artistic Strategy and Project plans by:

- co-ordinating the process of commissioning production projects and the creative teams to realise them; Theatre Directors, Creative Designers, Performers etc.
- contributing relevant expertise to business planning for in-house production, Theatre working practices development, monitoring and evaluation reporting.
- bringing production and programming research and development proposals to the agenda, and by providing follow-up reporting.

### **Production Role**

- To produce work in compliance with the Company recruitment policy and procedures and programme commissioning approach decided by the CEO and Artistic Programming Steering Group
- To represent the theatre to external bodies in relation to growing the profile of the theatre and to extend the network of companies known to the Theatre
- To liaise with the Community Engagement Manager to develop appropriate activity to build our community engagement to work alongside or integral to in-house productions
- To work with the Communications and Engagement Manager to develop an appropriate strategy for the season of work produced and co-ordinate the content, images, design work creation etc. to support the Communications and Engagement Manager in all in-house programme publicity and promotion.
- To oversee the effective delivery of a production from inception to returns with particular responsibility for rights management, contracting, co-ordinating casting and creative team, scheduling and rehearsal support, budget management and reporting, co-ordination in the venue with FOH Operations.
- To ensure that projects running through the theatre are as per the agreements laid out in contracts and that they adhere to and are congruent with the artistic objectives outlined within the artistic policy of the Theatre and relevant brief agreements. (e.g. that if people are contracted to produce a show for young people that is what they produce)
- To co-ordinate all production company departments ensuring smooth running of a production in terms of staff, creative freelancers and cast liaisons and communication.
- To represent the theatre management as a key contact for creative freelancers, cast or companies engaged in a production
- To develop/maintain systems for report and management of macro elements of production and budget including but not exclusive to: tracking spend, rehearsal and show reporting systems, up-to-date Theatre Practice handbook, ensuring all freelance creatives and contracted staff are working in accordance with the Company Terms and Conditions and HR systems for disciplinary and complaint, first aid protocols, building and ops liaison and facilitation, marketing & FOH liaison, space booking/management, minuting of production meetings.

### **Producing Duties**

- To provide day-to-day management of the producing function: supporting the commissioned Executive Producers, Theatre Directors and Technical Management Team, Community Engagement, Operations Staff and Marketing, in ensuring that all work at Cumbernauld Theatre is produced and presented with high quality production values and in line with our values for community

engagement and EDI, digital innovation, integration, creation and dissemination, risk-taking, experimentation, environmentally conscious.

- To manage relationships with co-producers, to work with the CEO/Exec Producer on negotiations of contracts with companies, venues, creative appointments, writers' commissions (where appropriate) and the engagement of actors.
- To liaise with the Artistic Programming Steering Group, CEO/Exec Producer, commissioned Theatre Directors and casting agents on the management of casting for productions, carrying out all availability checks, arranging meetings and putting in offers (availability checks and arranging meetings where necessary).
- To draw up rehearsal, production and performance schedules for all Cumbernauld Theatre productions and projects, liaising with the Communications and Engagement Manager on guest and press events.
- To negotiate preparation and manage detailed budgets for individual productions across each season.
- To work across the organisation's Staff Teams structure maintaining strong communications for co-ordination of effective operations, finance, communications, and customer engagement in relation to production management.
- To anticipate and manage artistic needs within the constraints of schedules and budgets.
- To support commissioned Theatre Directors in identifying appropriate members of creative teams.
- To work with the CEO/Exec Producer in contracting all freelance production crew, or Operations Director for contracted staff.
- To collaborate with the Production and Technical Manager to ensure that the produced theatre programme has the relevant technical support.
- To act as the key contact for communications between staff teams in the day-to-day management of productions and to ensure efficient operation across the creative programme, between finance, operations, production and technical, marketing and administration.
- To attend all Programme and Marketing meetings and Operations meetings as necessary.
- With the CEO/Exec Producer, Production and Technical Manager and in collaboration with the commissioned Theatre Directors, to monitor and authorise all production related expenditure, ensuring overspending does not occur.
- To collaborate in Production and Technical Management Teams producing meetings.

### **Communications and Engagement**

- To manage and attend all company hospitality events, including rehearsal drinks, preview drinks and end of run drinks.
- To assist in the co-ordination and maintenance of the company's guest and press event invitation list, alongside the Communications and Engagement staff.
- To assist in the management of company guest and press events, alongside the Communications and Engagement staff.
- To manage house-seat requests and co-ordinate them with Box Office.
- To attend previews, including tech notes sessions, preview meetings, guest and press events and last nights, as well as any other company events as required.

### **Digital**

- To manage digital distribution of production assets on a range of scales and support commercial transfers of the Company's work across all media, as required.

### **Community Engagement**

- To work with the Community Engagement Manager to promote socially engaged practice in our programme and opportunities for community engagement.

- To collaborate on the development and production of community engagement events and activities as appropriate to encourage community members to experience and be involved with Cumbernauld Theatre's work. Deliver equalities, inclusion and diversity activities that are co-designed with the target group participants.
- To ensure appropriate support from the wider producing and production team as appropriate.

### **Staff Management and Resource Management**

- To manage and control all budgets relevant to the in-house production department, contributing to fundraising and development initiatives and applications where required.
- Support the CEO in the annual setting of appropriate financial targets for produced work and manage budgets with quarterly review in order to achieve these.
- To support the Production and Technical Manager in the management of in-house technicians, by ensuring that their time is planned and allocated to support productions through effective scheduling.
- Direct project management of the commissioned producing teams for each production, co-ordinate teams of freelance production managers and assistants, stage management, designers and technical staff.
- To keep up to date with developments and research in producing practice, relevant to the creative industries and where relevant, draw upon such information in planning and programming strategies.

### **General**

- To plan, attend and have a co-presenting role at read-throughs, sharings, Preview, Press, guest and supporters' and other Cumbernauld Theatre events as required
- Attend Artistic strategy development group meetings and Operations meetings as requested by the CEO.
- Prepare quarterly reports for the CEO that can be shared at a Board level.
- Actively develop and implement green policies and practices for the department
- Adhere to, and actively contribute to, the Cumbernauld Theatre policies, including Equalities (diversity, access, equal opportunities), Environmental and Health & Safety. To promote, develop and comply with our policies and practices to lessen the environmental impact of Cumbernauld Theatre.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Cumbernauld Theatre
- To act always in the best interest of the Cumbernauld Theatre
- Any other duties as reasonably required

### **Skills and Knowledge**

#### **Essential Motivation**

- An affinity for the mission, vision and work of the Cumbernauld Theatre and a passion to play a key role in shaping and achieving the theatre's success.
- An interest in the social, cultural and financial context within which the Cumbernauld Theatre operates.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of Cumbernauld Theatre.

## **Essential Production Management Experience**

- Senior experience of 3yrs plus gained within a producing theatre company or venue.
- Experience of budget management and financial control for theatre productions of at least £80,000.
- Experience as Producer of new performance work for stage and digital.
- Experience of working directly with creative teams and facilitating artistic processes across multiple disciplines.
- Experience of contract negotiation with agents and artists and a good working knowledge of relevant contracts that adhere to Theatre working practice best practice principles (as per organisations listed below), ability to manage risk, health and safety, protect data, control IP rights, safeguard etc.

## **WE SUPPORT THE PRINCIPLES OF THE FOLLOWING ORGANISATIONS:**

- Association of British Theatre Technicians
  - Association of Lighting Designers
  - BECTU
  - Casting Directors Guild
  - Equity
  - Federation of Scottish Theatre
  - ITC
  - Musicians' Union
  - One Dance UK
  - Writers' Guild of Great Britain
- Experience of partnership working across arts organisations and non-arts organisations. A successful track-record of building artistic and creative or commercial partnerships; co-presentation, or co-productions, multi-agency joint working.

## **Essential Production Management Skills**

- A thorough understanding of the production process.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, collaboratively, to prioritise and to meet deadlines.
- An open, honest, personable professional, invested in the work, with effective and persuasive communication skills.
- Experience of project managing a team.
- Excellent administration and IT skills.

## **Desirable (but not essential) qualities, skills and experience:**

- Knowledge/experience of digital producing and distribution
- Knowledge/experience of socially engaged arts practice.
- Productive and wide-ranging contacts in the theatre sector.
- A positive attitude with a high level of self-motivation and ability to work on own initiative and collaboratively.
- A problem solver, solution finder.



## **Desirable Knowledge**

- Proven understanding of equality, diversity and inclusive practices and policies within a community services and engagement context.
- Understanding of the wellbeing economy.
- Knowledge of Creative Learning and Community Engagement approaches for theatre and performance arts.
- Relevant arts qualification.

## **Other Essential Information**

- Due to the nature of this post, the post-holder will be required to pass an enhanced Disclosure Scotland background check.

### **Terms and Conditions**

**Title of Post:** Theatre Producer

**Salary:** £30,000 per annum

**Hours:** Full-time hours are 35 hours per week (exclusive of meal breaks) any 5 days out of 7, to include evening and weekends. Additional hours during busy periods may be necessary to fulfil the requirements of the role. No additional salary will be paid for weeks that require additional hours, however time off in lieu for extra hours worked will be given wherever reasonably possible. These must be authorised in advance.

**Contract:** Permanent, with a six-month probationary period.

**Holiday Entitlement:** 25 days per annum (increases by 30 days on completion of 5 years' service) plus 9 Public holidays, 4 of which are fixed and 5 that can be taken flexibly by mutual agreement.

**Pension:** CTT operates an auto enrolment scheme to which both employee and CTT will make monthly contributions. The employee has the option to opt out of the scheme if preferred.

**Right to Work:** The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006

**References:** Offers of Employment are subject to the receipt of references that are satisfactory to CTT.

**Additional Benefits:** A staff discount scheme applies to all employees for performances and the café.

**Notice period:** 1 Month

**Location:** Cumbernauld Theatre shares a large office space, hot-desking facilities and a meeting room in Lanternhouse on the Cumbernauld Academy Campus with NLC, the company's staff accommodation is available for the postholder to work on site. The work pattern can be flexible, hybrid working with home working can be agreed on contract.

## **Application Procedure**

Please send the completed application form by email or post, together with a covering letter and your application to:

Sarah Price  
Chief Executive Officer  
Cumbernauld Theatre Trust  
Lanternhouse South Kildrum Ring Road

Cumbernauld  
North Lanarkshire  
G67 2UF

Email: [recruitment@cumbernauldtheatre.co.uk](mailto:recruitment@cumbernauldtheatre.co.uk)

**Closing Date for Applications:** Monday, 6 June 2022.

**Interviews will take place:** Week commencing 20 June 2022

**Start Date:** We would like the applicant to start as soon as possible after the interview date, but we understand that applicants may have a notice period with their present employers, and a notice period may have to be worked. This will not affect the decision-making process.