



Job Description

CREATIVE PRODUCER

THEATRE PECKHAM: INSPIRING CREATIVITY & AMBITION



Our vision: Creating the environment in which young people of all ages have equality of opportunity to lead, participate, work in and enjoy the arts and culture.

Background information:

Theatre Peckham is a flagship venue and a Learning Theatre Academy in vibrant South East London. It offers an accessible introduction to the performing arts and provides guided progression routes to higher education and employment for children and young people aged 3 to 25.

The organisation is 34 years old, with a rich history of inspiring and educating thousands of young people. More than 400 young people are members of Theatre Peckham's weekly performing arts academy. A range of projects take place in collaboration with a variety of partners, including schools and community groups, producing high quality work, developing artists, drawing audiences, supporting communities and above all, growing a talent pool for the creative industries.

Theatre Peckham is regarded as a key player in the local arts and education landscape, the company delivers local and national priorities in terms of cultural diversity, economic disadvantage, children and young people and serving local audiences. The key strength is quality engagement with young people, enabling them to find their voice in the world and in the arts industry.

Under the dynamic artistic leadership of Suzann McLean, Theatre Peckham continues its mission where inspirational artists meet aspirational young people. We place excellence, accessibility, inclusive engagement, and education at the centre of our artistic offer for the benefit of audiences and participants in Southwark and across the whole city.

This is a pivotal time to join Theatre Peckham as we realise ambitious plans to build creative industry associations, raise the profile of young people's work and develop new community partnerships. Our aim is to be London's Leading Learning Theatre providing high quality training to young performers, emerging artists and young technicians in a venue that is locally focused with a national and international vision.

We are now looking to appoint a highly motivated Creative Producer; someone with artistic and financial experience able to champion the work created with, by and for children and young people. This role will be pivotal in Theatre Peckham being recognised a creative place-making organisation providing cultural learning opportunities for all.

Job Title: Creative Producer

Reports to: Chief Executive Officer/Artistic Director (CEO/AD)

Responsible for: Marketing Manager, Venue and Operations Manager and Finance Officer

Key Working Relationship: Associate Director, Head of Events & Corporate Partnerships

Purpose of the role:

Reporting to the CEO/AD this new role of Theatre Peckham Creative Producer will support the CEO/AD to ensure the theatre achieves its artistic ambition to become the Leading Learning Theatre champion the creative development of children and young people.

The Creative Producer will support the CEO/AD with the delivery of the artistic and educational programme at Theatre Peckham overseeing the operations (including venue and human resources), finances (including revenue from tickets, commercial, fundraising and income generation).

The Creative Producer will maintain and grow relationships with partners, schools, community groups, funders and stakeholders. They will bring with them new relationships with artists and educational communities both locally and nationally.

Together with the Board and CEO/AD they will provide strong, inspirational leadership to enable Theatre Peckham to achieve its strategic ambitions and expand the company's talent development strand to create the artists, audiences and arts leaders of the future.

KEY RESPONSIBILITIES

Producing

- Support the wider team in building partnerships with schools, further and higher education organisations building and engaging an audience of young people.
- Provide project support to the CEO/AD in delivering the artistic development of productions and projects; including producing R&D, sharings, readings and other work related to plays under commission or in consideration for future programming undertaking research and compiling reports as required.
- Set up the producing context and financial/partnership structure for projects and drive the delivery process forward.
- Manage contractual arrangements relating to Theatre Peckham productions including deal negotiations with co-producers, writers and other partners including commissions, licensing agreements, and reporting on royalties.
- Liaise with the Finance Officer and CEO/AD on all aspects of production accounting.
- Be the first contact for any challenges arising during production or performances, maintaining a constructive, professional and safe environment.
- Lead on the evaluation, collecting and collating data for use in future reporting and manage review meetings where members of the team can evaluate successes and challenges.
- Support the TP Academy talent development strategies around productions.
- Support the Development Manager, preparing information for funding proposals, attending meetings, and where necessary contributing to the writing of reports.
- Support the Marketing Manager to ensure all creative content, marketing campaigns and external communications reflect the artistic vision of each production, that sales targets are being met and that Theatre Peckham achieves maximum brand visibility across all activity and projects.
- Contribute to income generation by leading on project-specific opportunities and proactively seeking new sources of funding.

- Proactively support the CEO/AD to seek further opportunities for the future development of productions, including touring, transfers or adaptation to other media.
- Attend theatre performances in the UK and elsewhere, forging links with other organisations and assessing work of creative teams and emerging talent.

Operations and Administration

- Administer all new commissions and productions, including assembling casts, creative and production management teams, contracting and budgeting, to include regular liaison with artists, agents, publishers and national and international partners.
- Organise castings, interviews, production meetings, travel and accommodation arrangements for all visiting artists and arrange meetings, room bookings and catering.
- Maintain and develop a central filing system, appropriate databases and mailing lists, including involvement in sensitive and confidential HR matters and processes.
- Organise the collection of equal opportunities monitoring information from artists, participants and audiences.
- Support the Operations manager with volunteering programmes.
- Effectively communicate Theatre Peckham's active projects across all internal departments and with external partners including, where appropriate, funders of projects.
- Manage such other administrative duties as may be requested that fall reasonably within the remit of this position ensuring that calls and enquiries from staff, students, visitors are dealt with effectively and appropriately.

Finance

- Responsible for creating and managing budgets alongside the CEO/AD including working with the auditors and monitoring financial procedures.
- Support the financial processes relating to productions and projects, including coding invoices, liaising with suppliers, artists and other such tasks as required.
- Be responsible for ensuring that all produced productions and projects are fulfilled within strict budgets.
- Maintain up to date financial reconciliations against budgets for all productions and projects, working with the CEO/AD on all budget forecasting and management.
- Support the Associate Director funding the deliverer of the Associate Artist programme including the R&D and artistic support of the work of Associate Artists.

Other

- To provide administrative support for press nights and special event as required.
- To participate in Theatre Peckham strategic and planning discussions, away-days etc.
- To keep abreast of industry trends by attending shows and events and by following news items and reviews.
- To show passion and commitment to developing innovative ways to engage young audiences in theatre and develop audiences that represents the diversity of the UK.
- To network and maintain high quality relationships across the industry, representing Theatre Peckham at industry events.
- Uphold and champion all company policies including: Equal Opportunities, Safeguarding, Diversity and Data Protection.
- Attend Team Meetings and ensure good communication of matters arising across the organisation.
- Undertake any other tasks as may be appropriate to the post as required by the Artistic Director.

Person specification: The Creative Producer is going to be instrumental in delivering ambitious plans for Theatre Peckham to become the leading Learning Theatre. Below is a list of the qualities and skills that we're looking for, however we know that not everyone can meet all of them. If you don't think you have everything on these lists but know that you could make a real difference to Theatre Peckham then please make that clear in your application, be honest and tell us where the gaps in your experience are and how you make up for those in other ways. If you are coming to theatre from another industry or have valuable transferrable skills then let us know when you apply.

Essential

- At least three years' experience working in professional theatre in a producing role.
- Excellent financial management skills, including budget setting and management.
- Experience of managing freelance staff.
- Experience of partnership working and a working knowledge of co-production arrangements with various types of partner organisation.
- Good knowledge of UK Theatre subsidised repertory or SOLT agreements for actors, stage management and creative freelancers.
- A thoughtful approach and a demonstrable understanding of wider trends within the industry.
- Excellent administrative skills, with an organised and methodical approach.
- Ability to process and summarise complex information quickly.
- An energetic manner, an ability to drive projects to completion and to be self-supporting administratively.
- Excellent communication skills with a clear and authoritative style both in person and over the phone/by email.
- A natural collaborator who will fit into a close-knit company with ease, humour and confidence.
- A keen eye for detail.

Desirable

- Good networks within the theatre industry.
- Experience of contributing to marketing campaigns across all platforms (print, online, social).
- Knowledge and networks in fundraising.
- Knowledge of Health and Safety protocols, insurance and legal issues, and best practice in equal opportunities and diversity policies.
- Enhanced DBS, Level 3 safeguarding, First Aid, Fire Marshal training.

Term:

This is a full-time position (35 hours per week) with a salary range from £29,000 to £33,000 depending on experience. Normal office hours are 10am to 6pm, between Monday and Friday, however, this post will require occasional weekend and evening work. The annual paid holiday entitlement is 20 days plus public holidays. There is a probationary period of three months. No overtime will be paid instead we work on the bases of time off in lieu.

The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months. Theatre Peckham is a family friendly employer and can consider flexible working hours to suit the successful candidate.

How to Apply:

If you would like to apply for the post please download the application form and the equality monitoring form from our website <https://www.theatrepeckham.co.uk/theatre-peckham-jobs/> and send it with a short covering letter to admin@theatrepeckham.co.uk, or by post to Theatre Peckham, 221 Havil Street, London, SE5 7SD. Please note that only applications submitted on Theatre Peckham's Application Form will be considered. We do not accept CVs.

Closing date for applications: Monday 6th April at 5pm

Interviews to be held: Week of 20th April

If you are unable to attend on that date, please state the first date you will be available as we may be able to offer an alternative interview date.

Theatre Peckham welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

We look forward to receiving your application.