

ASSISTANT PRODUCER - JOB DESCRIPTION

POST:	ASSISTANT PRODUCER
REPORTING TO:	Senior Producer
TERMS/HOURS:	Permanent, part-time (1 days @ 8 hours/day)
SALARY:	£20,500 pro rata

About Polka Theatre

This is an exciting time to be joining Polka. Since opening our Wimbledon home in 1979, over 3.5 million children, parents, teachers and carers have been through our doors and thanks to support from Arts Council England, the GLA and other major supporters, we now have an opportunity to redevelop and reimagine Polka for future generations.

Polka is already one of the UK's leading theatres for children, known for creating an exciting programme of pioneering productions and creative learning activities and with a specialism in Early Years theatre. Polka is a rare and special thing: an acclaimed producer of world-class children's theatre, an Arts Council National Portfolio Organisation, and arguably the only UK theatre venue exclusively for babies to 12-year olds. We attract over 90,000 visitors annually and are committed to making live theatre accessible to all young audiences.

Our mission is to give as many children as possible, from all backgrounds, the opportunity to experience thrilling, innovative, world-class theatre, and creative learning opportunities, in a welcoming space which they can call their own.

"Polka... Home to work that consistently respects and challenges its young audiences" *The Guardian*
"The place to be for children's theatre" *ayoungentheatre.com*

For more information about Polka Theatre and our work, please visit www.polkatheatre.com

Purpose of the job

To work with the Senior Producer to deliver the full artistic programme of Polka productions, co-productions and tours. This is an administrative support role, suitable for someone at an early stage in their career who wishes to gain experience of producing with a major Children's Theatre.

Key areas of responsibility:

- To support the Senior Producer with all aspects of producing Polka's artistic programme.
- To lead on the key administration areas in the producing department including drafting of standard contracts for visiting artists, creation of contact sheets, production schedules and other admin tasks.
- To support casting on productions where necessary including availability checking of actors and liaising with agents.
- With support from the Senior Producer lead availability checks for creatives required for productions.
- To secure accommodation, travel and flights for artists working at Polka as required, and to provide general support for visiting artists when they are at the theatre.
- To produce selected events outside of the main artistic programme. This could include (but is not limited to) PolkaLAB showcases, rehearsed readings, R and D workshops, professional development workshops.
- To attend and minute producing and production meetings where necessary.
- To support the Senior Producer with the evaluation of productions.
- To read and feedback on any scripts given as part of programming and planning conversations.

General

- Support the vision and mission of Polka Theatre
- To be knowledgeable of all Polka products – keeping up to date with the artistic programme.
- Follow Polka's Equal Opportunities, Access, Child protection and Diversity policies, and support monitoring data collection
- Attend Artistic, Management and Company meetings as required
- Attend Company Away Days as required
- Attend press shows and meet guests at performances as required
- Network, maintain and develop relationships with companies / co-producing partners
- Undertake such other reasonable duties as may be required

Person Specification

Essential

- Experience of producing events
- A passion for and knowledge of theatre or live performance.
- Excellent administration and organisational skills
- Strong written and communication skills
- Strong IT skills, including Excel and Outlook
- Accuracy and attention to detail

Desirable Skills

Experience of working within a professional theatre producing setting

- An interest in a career in theatre producing, arts administration or project management within a theatre or arts context
- Experience on working on a portfolio of different projects simultaneously
- Experience of contracting

- Start Date: The role will start from week commencing Monday **3rd June 2019**. There is potential that hours may increase from August 2019.
- Salary: £20,500 pro rata.
- Contract: Permanent, part-time (1 day per week/ 8 hours), following a three month probationary period. The post-holder will be required to work on events outside normal working hours on occasion and will be required to undertake other activities as requested by the Senior Producer.
- Holiday: 28 days per annum pro rata including statutory public holidays. On completion of the three month probationary period, you are entitled to take holiday accrued on a pro rata basis.
- Pension: Employees are automatically enrolled into the company pension scheme administered by NOW Pensions after three months in post.
- Notice Period: One month by either party during the probationary period and one month thereafter for both employee and employer.

We are willing to consider flexible ways of working in order to attract the right candidate.

To apply

Email your application pack outlining your suitability for the post to Zoe Robinson, Senior Producer, on zoe@polkatheatre.com or Polka Theatre, 240 The Broadway, Wimbledon SW19 1SB

Please also complete the equality monitoring form and return it to hilary@polkatheatre.com

Deadline for applications is 5pm on Tuesday 16th April 2019

First interviews: 23rd April 2019.

For further information go to our website <https://polkatheatre.com/jobs/>

Polka is funded by Arts Council England, London

Registered charity number 256979

Polka is an Equal Opportunities employer.