

SENIOR PRODUCER (MATERNITY COVER) - JOB DESCRIPTION

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| POST: | SENIOR PRODUCER (Maternity Cover) |
| REPORTING TO: | Artistic Director |
| TERMS/HOURS: | Fixed Term, July 2019- February 2020 (part-time; 2 days @ 8 hours/day) |
| SALARY: | Up to £32,000 pro rata – depending on experience |

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" *ayoungertheatre.com*

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

Purpose of the job

The Senior Producer will play a vital role in achieving the creative transformation of our business and operating model, acting as the central point of communication for all performance activity within the company. This role is part of the Senior Management team. It is responsible for producing and enabling delivery of all aspects of Polka's artistic programme at the theatre in Wimbledon, locally, nationally and internationally.

Key areas of responsibility:

Programming, producing and co-productions

- To support the Artistic Director in identifying, generating and contracting a programme of work that realises the artistic vision and strategic ambitions of Polka
- To produce all Polka productions, co-productions and tours (including biennial Festival of Childhood, festivals and community productions in liaison with Creative Learning), overseeing the planning; development and management of co-productions; with oversight of the Executive Director, negotiating, contracting and managing creative teams; taking overall show budget responsibility
- To manage the Assistant Producer who will support the Senior Producer with all aspects of producing Polka's artistic programme, leading on key administrative areas such as standard contracts, travel, accommodation, flights, work permits, contact sheets, production schedules, production meeting minutes, actor availability checks, agent liaising, booking auditions, press and gala night invites and management

- To oversee the Assistant Producer with the producing of selected R and D workshops, PolkaLAB showcases, rehearsed readings and other events outside of the main programme
- Oversee induction and integration into Polka of creative teams and visiting companies , supported by the Assistant Producer
- To actively seek out co-producers for Polka's work, and develop and deliver the future life potential of projects
- To lead the contractual negotiations with co-producers and visiting companies in all spaces and venues, including festivals
- To work with the Communications team to identify audiences for work & work for audiences
- To work with the Communications team to ensure marketing and press campaigns reflect the artistic vision for the show and that sales targets are being met
- To support the assessment of the technical & financial capacity of each season of work, with the Production Manager and Finance Director

Talent Development

- To produce the PolkaLAB artist development programme
- In conjunction with Artistic Director, to drive the strategic evolution of the PolkaLAB artist development programmes and lead on contractual negotiations for residencies and associations

Budgets, meetings & line management

- To work with the Executive Director to budget, monitor and update throughout the year the production and programming budgets, audience/income targets, commissions and R&D budgets.
- To lead on evaluation of productions, to feed into future planning and monitoring requirements of funders, supported by the Assistant Producer
- To support the Development team to find funding opportunities for Polka projects
- To lead monthly programming meetings and attend monthly Senior Management Meetings
- To take responsibility for the management of staff within the department, and the welfare of creative freelance personnel working with Polka
- To directly line manage the Assistant Producer setting tasks, goals and deadlines. To also evaluate the Assistant Producer probation period and give feedback where necessary along with at least 1 formal appraisal per year.

General

- Support the vision and mission of Polka Theatre
- 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
- Attend Artistic Associate Meeting where applicable
- Undertake such other reasonable duties as may be required

Person Specification

Essential

- Considerable experience of producing in-house theatre productions and negotiating tours, transfers and co-production agreements
- Significant experience of producing across a number of complex projects at different stages of development simultaneously

- Experience of budget management
- Strong written and verbal communication skills
- Excellent people management skills and experience of working with artists of stature including directors, designers and actors
- Excellent negotiation skills and a good knowledge of the UK Theatre sector
- Accuracy and attention to detail
- High standards of confidentiality, discretion, initiative and tact

Desirable Skills

- Passion for and knowledge of theatre
- Experience of contracting

Start Date: Week commencing Monday **29th July 2019** through February 2020.

Salary: Up to £32,000, pro rata, depending on experience.

Contract: Maternity Cover, Fixed Term, July 2019- February 2020 (part-time; 2 days @ 8 hours/day) 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 week 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

Please email your application pack outlining your suitability for the post to Zoe Robinson, Senior Producer, on zoe@polkatheatre.com or by post to 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 Friday 14th June 2019

First interviews: **Thursday 20th June 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.