

SFTW.

SOMETHING FOR THE WEEKEND

Producer (Maternity Cover)

Job Description

Location: London throughout the year and usually Edinburgh during August for the Festival. We currently work 2 days a week from a shared office at Somerset House in central London and 3 days a week from home.

Please note that the office and office team relocate to Edinburgh for the duration of the Edinburgh Festival.

Type: Full time; Fixed Term Contract March 2024 - January 2025

Office Hours: Usually Monday to Friday, 10am to 6pm, however some evening and weekend work is also required, particularly during the Edinburgh Festival and production periods.

Responsible to: The Managing Director

Salary: £30k - £35k depending on experience

Fixed Term: W/C 4th March 2024 to W/C 10th January 2025 (Approx. Dates)

ABOUT THE COMPANY

Something for the Weekend are producers, promoters, general managers, and tour bookers based in the heart of London's West End who present theatre, new writing, circus, dance, improvisation, musicals and comedy in the West End, on tour around the UK, at the Edinburgh Festival Fringe and also overseas. Our annual Edinburgh Festival Fringe portfolio usually comprises 10-12 shows.

Current productions include: *Showstopper! The Improvised Musical* (Touring nationally & internationally since 2013; on the West End since 2015; Olivier Award 2016: Best Entertainment & Family), *Flanders & Swann* (UK Tour), *Dad's Army Radio Show* (UK Tour), *The Brief Life & Mysterious Death of Boris III, King of Bulgaria* (UK Tour); *Bowjangles: Dracula in Space* (UK Tour), *Funnybones – based on the best-selling books by Janet & Allan Ahlberg* (UK Tour; developed with The Lowry, Salford), *Penned Up* (UK Tour), *Watson: The Final Problem* (International & UK Tour; Adelaide Fringe Award: Best Solo Show), and The London 50-Hour Improvathon at Wilton's Music Hall.

COMPANY CULTURE

We are a small business, greater than the sum of our parts. We encourage learning and the personal and professional growth of our colleagues. We value kindness, creativity, dedication, enthusiasm, honesty and a “can do” attitude. The goal is always excellence and pride in what we do and the work that we make and manage. We are a core team of 3-4 people, taking on additional freelancers on a per project basis.

We encourage applications from all candidates, irrespective of gender, gender identity, age, ethnicity, disability, religion, sexual orientation, marital status or any other criteria not related to skills or abilities.

JOB OBJECTIVE

We are seeking a knowledgeable theatre producer, who also has a robust background in the detail of general management, tour booking and production admin as maternity cover on a fixed term basis from March 2024 to January 2025.

We are looking for a self-starter, someone with initiative and a successful track record in producing, tour booking and managing theatre productions, whether for themselves or as a line producer. This track record could be in the commercial and/or subsidised sectors, for a producing venue and/or as an independent producer.

The right candidate may well have their own shows, projects and talent that they would like to bring in-house with them, but this is not a requirement.

Working closely with the Managing Director on the creative delivery, the Producer (Maternity Cover) will also lead on logistics and management, overseeing each department to ensure smooth delivery of each production or project. The role will also involve some office management and overseeing day-to-day administrative operations.

RESPONSIBILITIES

The below list is not exhaustive and is meant to serve as a guide for the types of responsibilities we would usually expect someone in this role to undertake. The actual role may vary depending on the specific skill set and experience of the successful candidate.

Work with the Managing Director to:

- Production and project development.
- Source opportunities, create and develop new projects and ideas
- Manage and nurture relationships with all productions, clients and creative teams.
- Maintain relationships with all external freelance members of staff and other suppliers.
- Liaise and maintain relationships with venues and other producers.
- Work with the Marketing Coordinator on all strategy and campaigns, identifying key selling points and routes to market.
- Tour book all productions across small, mid and No1 scales.

Production and Administration

Working alongside the Managing Director and Assistant Producer to -

- Manage and coordinate all productions.
- Oversee the contracting of venues, creative and production teams and cast.
- Liaise closely with venue and company technicians.
- Alongside the Assistant Producer, organise logistics as necessary for each production.
- Be responsible for the timely renewal of insurances, licences and policies for all projects.
- Lead on the smooth communication and delivery of all projects.
- Manage and attend press nights, events, and previews of all SFTW shows and regularly visit shows and companies during the course of their runs

Financial

- Create and monitor budgets for productions.
- Handle venue settlements, invoicing and payment processing
- Produce production management accounts.
- Reconcile the company bank accounts and credit cards.
- Monitor and be responsible for petty cash.
- Liaise closely with the company accountants.

Office Management

- Maintain the office systems, including archiving and storage.
- Manage and support temporary and junior members of the team.
- Contract staff and maintain employment records for all employees.
- Coordinate regular appraisals for all staff members.
- Schedule and chair regular internal meetings.
- Coordinate business planning and operational work.
- Undertake any other duties as may be reasonably required.

PERSON SPECIFICATION

Essential Skills & Attributes

- A keen interest in developments in the theatre and entertainment industry.
- Knowledge and experience of producing touring theatre and the Edinburgh Festival Fringe.
- Knowledge and experience of tour booking (ideally you will have experience booking tours across the scales but this is not essential)
- A minimum of three years' previous employment at a theatre production company OR significant experience of running a venue and/or producing theatre productions.
- Knowledge of contractual and financial processes applicable within theatre production.
- Knowledge of industry processes, roles, standards and expectations.
- Highly computer literate and familiar with standard Microsoft administrative software.
- Comfortable with phone, zoom and in person meetings
- High level of grammar, punctuation and proof reading.
- Highly numerate and familiar with theatre accounting.
- High attention to detail.
- Organised, able to prioritise, excellent time management, and multitasking skills.
- Adaptable and calm under pressure.
- Able to use initiative and work independently, alongside being managed and working as part of a team.

- Problem solver and efficient.
- Personable, with a positive attitude and a sense of humour.

Desirable Skills

- Experience of using Google Drive, Dropbox and Quickbooks (or a similar accountancy software).
- Experience of working in a small office environment
- Knowledge of international touring and/or the West End.

We are particularly interested in hearing from tour bookers with some producing and administrative experience but are also keen to receive applications from skilled General Managers looking to move into producing and vice versa. We are also open to applications from freelancers.

TO APPLY

Please send your CV (including two referees) and a covering letter, highlighting your relevant experience and why you believe you are suitable for the position to:

Suzanna Rosenthal admin@sftw.info

Please also indicate your current notice period (if applicable) and start date availability.

If you would like an informal discussion prior to application, please do get in touch.

Closing date: 10am, Thursday 14th December 2023