



## About Arcola Theatre

**Arcola produces daring, high-quality theatre in the heart of East London and beyond.**

We **CREATE** trailblazing theatre for all.

In our two performance spaces (capacity 200 and 100), Arcola commissions and premieres exciting, original works alongside rare gems of world drama and bold new productions of classics.

Our socially-engaged, international programme champions diversity, challenges the status quo, and attracts over 65,000 people to our building each year.

Ticket prices are some of the most affordable in London, and our long-running Pay What You Can scheme ensures there is no financial barrier to accessing the theatre.

*“Arcola Theatre brings the very best of the world’s performing and visual arts to the people of the world living and working in London.” —The Guardian*

In the last year, our productions have included:

- the European premiere of Lapine and Finn’s *Little Miss Sunshine: A Road Musical*, directed by Artistic Director Mehmet Ergen, which is now touring the UK;
- the first London production in 15 years of D.H. Lawrence’s play *The Daughter-in-Law*, directed by Associate Director Jack Gamble, which played two sold-out runs;
- a new stage adaptation of Lola Shoneyin’s novel *The Secret Lives of Baba Segi’s Wives*, directed by Femi Elufowoju jr (“Nothing short of spectacular, 5 stars” – *The Guardian*);
- a contemporary staging of Benjamin Britten’s *The Rape of Lucretia*, directed by Julia Burbach, which won the 2019 Off West End Award for Best Opera Production.

*“Arcola is one of the great success stories of the British Theatre.” – The Stage*

We **ENABLE** new and diverse talent.

Arcola finds, nurtures and empowers the next generation in theatre.

Since opening in 2000, we have supported thousands of artists, technicians, stage managers, producers, front-of-house staff and administrators to develop their skills and careers. Alecky Blythe, Rebecca Lenkiewicz and Barney Norris’ first plays were produced at

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Arcola. Arinzé Kene started acting in our youth theatre; Wunmi Mosaku made her stage debut here. Aml Ameen, Zawe Ashton, Mike Bartlett, Polly Findlay, Lucy Kirkwood, Lynette Linton, Michael Longhurst and Lindsey Turner all worked at Arcola at the start of their careers.

Our annual Grimeborn Festival unlocks opera for everybody. We give young and diverse companies a platform to embark on bold artistic ventures. Contemporary stagings and affordable ticket prices make opera accessible for the many.

Arcola's Playwrought scheme provides opportunities for writers to develop new scripts for production, while Arcola Academy empowers young people to build their futures within the arts.

Through Arcola Lab, we offer 26 weeks of free rehearsal space every year to BAME and refugee artists. In 2017, we won the UK Theatre Award for Promotion of Diversity.

*"Arcola's ethos and welcome lets BAMER artists know this theatre is for everyone, not just the privileged few." —Cathy Tyson, Pitchlake Productions, Arcola Lab participant*

**We **EXPAND** opportunities for everyone to make theatre.**

Arcola Participation creates over 13,500 creative opportunities every year for the people of Hackney and beyond – including through our youth theatres, courses, and pioneering Queer, Womens', 50+ and Mental Health community theatre companies. Every year, we showcase original productions by these companies in our Creative Disruption Festival. In 2017 we won the Adiaha Antigha Award for Most Imaginative Approach to Outreach.

*"Arcola has changed my life for the better." – Frank, Arcola Youth Theatre Member*

**We **IMAGINE** and build a sustainable future.**

Arcola aims to be the world's first carbon-neutral theatre. Our environmental sustainability initiatives, developed with our sister company Arcola Energy, are internationally renowned. In 2018 we won The Stage Sustainability Award in recognition of our ongoing attempts to reduce carbon emissions and raise awareness of climate emergency.

*"Arcola's plans set the gold standard to which all venues should aspire." – Mark Watts, Sustainability Advisor to the Mayor of London*

### The Near Future

This is a hugely exciting time to join Arcola. We have recently transitioned to producing or co-producing almost every show in our programme, affording greater artistic involvement in the work we stage. In the last year we have started to tour our productions for the first time

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(*New Nigerians* and, currently, *Little Miss Sunshine*). We have also just announced Arcola's first ever production at the Edinburgh Festival Fringe: *Until The Flood* at the Traverse Theatre. Our upcoming autumn season includes a co-production with one of the largest theatre companies in the world. Next year will be our 20<sup>th</sup> anniversary, and we will be marking the occasion with a year-long season of productions, including brand new commissions from major playwrights.

### Who We Are Looking For

We are looking for an Assistant Producer to join a highly ambitious producing team, helping to deliver our artistic programme on a daily basis. They will want to produce for a subsidised theatre, realise a diverse programme of work and have a desire to learn as much as possible.

Our ideal candidate will be very hands-on, enjoy a wide variety of tasks and relish supporting a team to solve multiple problems under pressure by thinking creatively and strategically. They will love working in an environment where no two days are the same and everyone gets stuck in. They should aspire to develop their natural leadership skills, be sensitive, diplomatic, confident and enjoy collaborating with artists and colleagues.

We want someone to help Arcola Theatre be the best it can be. If this sounds like you, please do get in touch. We have got some very exciting plans for the coming months and years, and our new Assistant Producer will play a key role in making them happen.



Job Description

**ASSISTANT PRODUCER**

Reporting to: Producer

Responsible for: 2 Volunteer Production Interns, recruited on a quarterly basis.

**Purpose**

- Support the Producer, Executive Producer and artistic team with all aspects of producing Arcola Theatre's artistic programme.
- Support general administration for Arcola Theatre office and productions.
- Develop and manage Space Hire arrangements for Arcola Theatre.

**Assistant Producer Duties**

- Support negotiations and contracting of all Company and Creatives under appropriate UK Theatre Agreements.
- Support negotiations for, and contracting of, all co-production agreements with external co-producers and Visiting Company Agreements.
- Support Producer in pastoral care of Companies and Creative teams.
- Attend and minute meetings as and when required.
- Support regular communication with UK Theatre, Equity, MU or similar bodies.
- Maintain and update all producing contract templates as appropriate.
- Assist in monitoring production budget expenditure.
- Support Accounts Team in Company payroll, physical production expenditure and reconciliation.
- Work alongside Front of House, Bar and Technical Departments to support the smooth running of daily building operations.
- Where no casting director is employed, coordinate casting for productions in consultation with the Producer and creative team.
- Support Arcola Theatre in any other capacity as may be reasonably required.

**Administrative Support to Producer**

- Recruit and manage Volunteer Production Interns. Ensure interns are constantly learning and getting the most out of their internship.
- Regularly update Production Intern Handbook in accordance with improvements.
- Maintain and oversee Production email account.
- Read and report on new script submissions, as required, in consultation with the New Work Assistant.
- Attend readings or performances on behalf of Artistic team as required.

**Space Hire Responsibilities**

- Manage the Arcola Diary.
- Co-ordinate Sunday programming in Studios 1 and 2.
- Manage Space Hire – continually look to maximise the use of space at Arcola Theatre. Create and implement strategies to improve use of rooms.
- Select and organise material for advertising spaces.

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- Assist clients in organising their event – arrange/provide on-site assistance during large-scale events.
- Attend/lead operations meetings to plan for upcoming events.

### **General**

- Be knowledgeable about the full range of Arcola Theatre activities.
- Represent Arcola Theatre in a professional manner, be it on the phone, in writing or in person.
- Work with Arcola Theatre and partner organisations to deliver the best possible outcomes for the organisation.
- Take on additional projects or duties as reasonably requested by the Producer and senior managers.
- Any other reasonable duties that arise to fulfil the objectives of Arcola Theatre.

### **Person Specification**

#### **Essential**

- At least 2 years' experience of working in professional theatre, in some capacity – may include volunteering.
- Some experience of producing (ideally theatrical productions).
- Some experience of monitoring budgets.
- A keen interest in producing for a subsidised theatre.
- Excellent time-management and organisational skills, an eye for detail, and the ability to delegate, manage and successfully complete multiple tasks under pressure.
- Excellent, polite and diplomatic communication skills.
- Excellent written language and telephone skills.
- To enjoy working in a small and busy team.
- To be computer literate and have good knowledge of Microsoft Office.
- Ambitious, driven, self-motivated and a desire to create high-quality work.

#### **Desirable**

- Experience of leadership (does not necessarily need to be theatre related).
- Experience of working in an arts organisation or company (may include volunteering).
- Experience of programming and scheduling multiple events.
- Experience of communicating with artists and artists' agents.
- Experience of contracting artists, productions or events.
- An understanding of UK Theatre/Equity Agreements.
- Experience of the work produced at Arcola Theatre and its core mission.

### Job Summary

- **Salary:** £20,000 – £25,000 per annum, depending on experience.
- **Contract:** Permanent (1 year fixed-term, with intention to extend).
- **Hours:** Full Time. Office hours are 09:30-18:00, Monday to Friday. Occasional evening or weekend work may be required. All Arcola staff are expected to attend performances and to be a part of the artistic life of the organisation.
- **Holiday:** 28 days per annum, including public holidays.
- **Overtime:** No overtime payments; we operate a Time Off In Lieu (TOIL) system.
- **Pension:** Arcola operates a pension scheme with the NEST Ethical Fund. You may opt to contribute 5% of basic pay and Arcola will make a matching contribution.
- **Benefits include:** Complimentary tickets for performances; staff discount at Arcola Bar and Café.
- **Probation period:** 3 months.
- **Notice period:** 1 month.
- **Location:** Arcola Theatre, 24 Ashwin Street, Dalston, London, E8 3DL. The theatre is fully wheelchair accessible.

### How To Apply

[Please complete an application form.](#)

Then return it to [jobs@arcolatheatre.com](mailto:jobs@arcolatheatre.com) with **Assistant Producer Application** in the subject line. Alternatively you can return it via post to: Recruitment, Arcola Theatre, 24 Ashwin Street, London E8 3DL.

**We will review applications on a rolling basis and appoint when we find the right candidate.**

PLEASE NOTE: we may close applications/recruitment early if deemed necessary.