

LEEDS
PLAY
HOUSE



Photography by Robling Pix

WE'RE RECRUITING

Director of Producing
Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the
HR & Learning team on 0113 213 7232 or recruitment@leedsplayhouse.org.uk



Photography by David Lindsay

Who are we?

The Playhouse is a creative hub at the heart of Leeds. Our mission is to create world class, relevant and compelling theatre and transform people's lives by the power and vitality of our work. We believe our shared humanity is a powerful force for unity, equality and fairness. This has been our ethos since our founding in 1970 and is reflected today in our intersecting Creative Ecosystem. From the diverse and inclusive productions we make and present on our 3 stages, to the 1000s of artists and participants we work with and support through Playhouse Connect. This ecosystem ensures the voice of people, artists and audiences is always at the centre of our work.

Our theatre spaces, producing resources and activities are unique in our City Region and we create exceptional, relevant and inclusive theatre; providing access to unique high-quality live performances for the diverse 2.9m population of our City Region and leading our sector in innovative ways of meaningfully engaging with different artists and communities, particularly those most marginalised from mainstream culture. Every year, Leeds Playhouse produces and co-produces between 8 productions of varying scale from intimate studio work to large-scale commercially co-produced musicals.

We welcome applications from people who consider themselves to be agents for change, working to create accessible and inclusive conditions for all who engage with the Playhouse to engage their full selves in an environment that is welcoming to all.

This short film will help you understand what we're all about:

youtu.be/AT98G3fWhvQ

Or check out our Twitter account @LeedsPlayhouse and mission and vision at leedsplayhouse.org.uk/about-us/who-we-are/

   @leedsplayhouse

Could you be our new Director of Producing?



James Brining
Artistic Director and Chief Executive
Leeds Playhouse



Shawab Iqbal
Executive Director
Leeds Playhouse

Dear applicant,

We are looking for someone special to take over as Director of Producing at the Playhouse. We hope to find someone who is excited to play a crucial role in our Senior Management Team; who demonstrates an understanding of how a producing house operates; brings different ways of working and has the appetite to embrace a diverse and vibrant region that will soon host **Bradford 2025** City of Culture.

Our new Director of Producing will have a passion for watching and making theatre and scoping out a wide variety of work, as well as developing relationships with a wide range of artists, creatives and co-producing and presenting partners.

We welcome people who share our values:

- Embracing our city
- Intensely human
- Ferociously energetic

You will have the vision, experience and skill, in challenging times, to help shape a wide ranging programme that maintains Leeds Playhouse's position as a pre-eminent UK theatre. We welcome applications from people who consider themselves to be agents for change, working to create accessible and inclusive conditions for all who engage with the Playhouse to engage their full selves in an environment that is welcoming to all.

We look forward to hearing from you.

James and Shawab



Photography by Nick Singleton

What is the role?

The Director of Producing plays a key role in the delivery of produced, co-produced and programmes from feasibility through to realisation on stage. They work with the artistic leadership team to scope the viability of projects, proactively pursue co-producers and tour promoters, and then lead the process of delivering green-lit productions to the Playhouse's stages. They have responsibility for creating budgets, schedules and contracts to the benefit of both the Playhouse's artistic achievement and financial sustainability.

This role sits within the Producing and Programming Team, which is led by the Director of Producing, and works closely with a range of departments and colleagues across the organisation. Under the leadership of the Artistic Director and the Deputy Artistic Director, this role is responsible for managing the team who deliver a year-round programme of produced, co-produced and presented work, including not just the best of UK subsidised and commercial theatre, but also a growing range of other artists and artforms that would otherwise not be available to the people of Leeds.

Key Relationships

The role of **Director of Producing** leads the Producing and Programming department and is a member of the Senior Management Team.

You will be line-managed by the Artistic Director/CEO.

You will be responsible for managing the producing staff within this team which currently includes a Producer, Programmer and Assistant Producer and will include a Senior Producer (recruitment to start late November).

You will connect with the Deputy Artistic Director, Associate Director, Furnace Producer and Playhouse Connect Producer who sit within the Playhouse Connect team.

Internal

- Artistic Director
- Executive Director
- Deputy Artistic Director
- Associate Director
- Producing and Programming department with management responsibility for staff within this team
- Furnace Producer
- Playhouse Connect Producer
- Other members of the Senior Management team including, but not limited to the Technical Director, Finance Director and Director of Audiences
- Human Resources & Learning team

External

- Creative artists and producers
- Production companies and venues
- Furnace and Playhouse Connect participants, as required
- Trainees and other people engaged in learning opportunities
- Funders

The Main Duties and Responsibilities

Artistic Programme: Planning & Delivery

- Ensure the artistic programme is delivered to the highest possible standards, on time and within budget.
- Work with the Artistic Director/CEO & Deputy Artistic Director, to plan and deliver all produced work, including setting budgets and monitoring against these.

- Work with the Artistic Director/CEO, Deputy Artistic Director and Programmer to curate a high-quality visiting programme, balancing art forms and genres that complement LP's own produced work and meet financial objectives.
- Contribute to setting budgets, parameters and box office targets with the Artistic Director.
- Executive Director, Deputy Artistic Director, Technical Director, Director of Audiences and Finance Director.
- Lead on rights and deal negotiations, both contractually and financially, in consultation with the Executive Director and Director of Finance.
- Secure underlying rights / oversee all commissioning agreements and contracts.
- Work with the Executive Director and Director of Finance on all co-production/ touring/ exploitation contracts, agreeing terms and conditions for Theatre Tax Relief with co-producers as well as making sure the best financial deals are in place for LP.
- Liaise with the Finance Director to input season finance into the wider business model.
- Overseeing the process of delivering green-lit productions and transfer to the Playhouse's stages, including budgetary management, providing regular updated financial forecasts to the Executive Director and Finance Director.
- Oversee the creation of the programme schedule for all Playhouse venues.
- Work in partnership with the Technical Director to scope production logistics, resourcing and scheduling.
- Work with the Director of Audiences to ensure integrated working between artistic and communications/ticketing teams and to devise and develop audience development initiatives.
- Cultivate existing and new relationships within the industry, building LP's reputation as an international producing theatre and increasing LP's visibility and profile within the sector.
- Develop strong working relationships with a range of promoters and producers and enable the producing team to act as a key point of contact throughout their relationship with the Playhouse.
- Grow and develop LP's touring provision nationally and internationally, ensuring exploitation opportunities are maximised.
- Contribute to the Commissions Slate, inputting practical and logistical knowledge.
- Run the Programming Slate and all related meetings, ensuring high levels of administration and acute attention to detail.
- Contribute to monitoring and evaluation of programmed and incoming work to inform future decision making.
- Oversee all budgets for the Producing department (including overheads) and collaborate with colleagues in Ticketing and Marketing to set targets for produced and visiting work.
- Line produce productions when required, negotiating contractual terms with Creative Team members and their agents, budget and schedule management, and all other relevant duties.
- Support the delivery of National and Community tours.

Communication and Management

- Through effective line management of your team, and your own portfolio of productions, provide an oversight of all live projects – both Playhouse productions and visiting productions – ensuring a clear system of reporting is in place in order that the Artistic Director, Executive Director and Deputy Artistic Director are updated on productions' progress throughout their delivery.
- Ensure effective administration and communications between the Producing and Programming Team and all internal departments, and communication with artists and external production partners.
- Ensure information flow between departments is timely, up to date and accurate, taking responsibility for the management of production information, and devising or adapting systems to facilitate this, where required.
- Provide full production information to the Audiences Department enabling marketing campaigns to be shaped for each show, and the timely creation of each season brochure.
- Maintain a high level of awareness of the work of the Fundraising and Development Team, being alive to opportunities for fundraising and supporting delivery of sponsors or patrons benefits as required.
- Line manage the producing roles within the Producing and Programming team, including maintaining an overview of negotiations with visiting companies and working with them to secure the best deals and a vibrant touring programme, as directed by the Artistic Director, Executive Director and Deputy Artistic Director.
- Line manage other members of the team, as required, as well as any freelance producers or project coordinators engaged by the Playhouse on specific special projects or tours.
- Manage the performance of staff in line with the company's staff development and appraisal ambitions and procedures.
- Mentor and support Trainee Producers engaged by the Playhouse.
- All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern. As a manager you would have a role in supporting staff who have concerns about the safety of vulnerable people and ensuring that appropriate reports are made in accordance with Safeguarding Procedures.

Senior Management and Operational Duties

- Be a vital member of the Playhouse's Senior Management team, contributing to strategic planning, organisational development and ongoing operational activities.
- Oversee the day-to-day management of the Producing team, ensuring all areas of work are staffed and resourced to a consistently high standard.
- Ensure good lines of communication and working relationships with all departments.
- Contribute to the strategic development of the Playhouse, focusing on the development and implementation of its Business Plan.
- Contribute to how Leeds Playhouse, as a building with civic responsibilities, can be curated in a way that opens up the entire site, whilst complimenting the work on the stages.

- Play a role in the life of the Playhouse, working across departments to develop a positive and engaged organisational culture.
- Attend internal and external meetings as necessary, and represent the Playhouse at external events, forums and industry panels both locally and nationally.
- Keep abreast of relevant developments nationally, within the arts in general and within theatre in particular.
- Support and deputise for the Artistic Director, Deputy Artistic Director and/or Executive Director, as required.
- Be an ambassador and advocate for Leeds Playhouse and promote Leeds Playhouse's company values and behaviours to staff and customers, including visiting artists.

Any other duties

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Person Specification

Essential

We will shortlist applicants based on this essential criteria, we encourage you to apply where your skills and experience meet all or most of this criteria.

- Significant experience in producing roles, including at a senior level, developing successful productions of scale from ideas through to delivery.
- Proven line management experience with a leadership style that inspires and empowers others, fosters a strong team spirit.
- Experience of scoping production logistics, resourcing and scheduling.
- Understanding of audience development, income budgeting and ticket pricing concepts.
- Experience of setting and managing production budgets of scale.
- Experience of drafting and negotiating contracts, including actors, creative team and licence agreements.
- Experience of creating and managing schedules.
- Experience of managing contracting and working relationships with co-production teams.
- Collaborative and communicative
- Ability to work under pressure, and in a rapidly changing environment.
- An absolute commitment to equity, inclusion, access and diversity.
- Superb attention to detail, with the curiosity to spot challenges before they occur.

Desirable

- Experience as a Senior Manager or as a member of a leadership team in a theatre.
- Experience of supporting artist development programmes and nurturing creative talent.
- Experience of working in a producing theatre, either in the subsidised sector or the commercial sector.
- Experience with UK Theatre, Equity and BECTU agreements.
- Experience of programming.
- Experience of working across international partners and projects.
- Experience of identifying and building fundraising opportunities.
- Experience of working in an environment where safeguarding is a significant part of your role.
- Experience of supporting deaf and disabled artists and creative work with access at its heart.
- A wide range of industry contracts.
- An understanding and interest in digital content creation.

Terms & Conditions

Period of work

This is a permanent contract, subject to successful completion of a probationary period of three months.

Pay

£50,000 per annum

Hours

Full-time. 40 hours per week, consisting of 35 hours of paid work and 5 hours of unpaid breaks. Some evening and weekend work will be required. You will not be paid for any overtime.

Given the seniority of your position/the type of role you are undertaking, you will be expected to work unpaid such reasonable additional hours of work as are necessary to meet the requirements of our business and to ensure the proper performance of your duties.

Holidays

20 days per year plus public holidays, increasing with length of service.

The holiday year runs from 1 September to 31 August each year.

Notice period

Following a probation period, the notice period will be three months (and one month during the three month probation period).

Location of work

Your main place of work will be Leeds Playhouse, but you may be required to work temporarily at other locations in the Leeds City Region. This role will also involve some national and, occasionally, international travel.

Other benefits

- Contributory staff pension
- Relocation expenses allowance available please contact the HR & Learning team on **0113 213 7232** or **recruitment@leedsplayhouse.org.uk** for more information.

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Enhanced DBS

Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets



Photography by David Lindsay

Diversity, Equality & Safeguarding

We embrace diversity in all its forms and we positively encourage deaf and disabled people, African Diaspora people, East, South East and South Asian people, or people from other ethnically diverse backgrounds, to apply.

Together we're working on a Plan for Change to ensure Leeds Playhouse is an anti-racist organisation that is welcoming to everyone. You can read more about our Plan for Change here.

<https://leedsplayhouse.org.uk/about-us/plan-for-change/>

We have a champions and allies support system for all protected characteristics so no one should feel marginalised or unable to raise their views. Leeds Playhouse aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, religious beliefs, care experience or socioeconomic situation. We will make adjustments as necessary to ensure disabled people have equal opportunity and access.

We guarantee to interview any candidate with a disability who has the essential skills, experience and values for the role they're applying for.

The Playhouse is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Applying for this role

If you would like to have a conversation about this role, please contact **Sarah Nicholson**, who is leading our recruitment process, by email to: peopleandculture@leedsplayhouse.org.uk

To apply for this post, please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

The closing date for applications is **Thursday 7th December at midday**

First Interviews planned for **Tuesday 12th December (online/in person)**

Second Interviews planned for **Friday 15th December (in person, at the Playhouse)**

Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

Access

We are members of the Disability Confident scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the application and recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in this process.

If you would like to submit an application in another format we would be happy to support you and accommodate this. Please contact the HR & Learning team on recruitment@leedsplayhouse.org.uk to discuss a suitable alternative.