



Wanted: New member of Team PP

Exciting times at PPHQ. We're on the search for a talented new Assistant Producer to join Team PP.

We're looking for someone with excellent administrative skills to support the Producer and Executive Producer to deliver Paines Plough's programme of work. Someone who is highly motivated and passionate about new plays and touring.

Up your street? Excellent. We can't wait to hear from you. Details below.

Who are we looking for?

The Assistant Producer will be an enthusiastic member of our dedicated team. They will have a passion for new plays and touring and experience of working in a busy production office.

The Assistant Producer will be on the road with our Roundabout and Small-Scale productions for around four or five months of the year taking the best new plays out and around the UK. This will fall around July – December in 2019.

About Paines Plough

THEATRE. EVERYWHERE.

Hello. We're Paines Plough – we tour the best new theatre to all four corners of the UK and around the world. Whether you're in Swansea or Sheffield, Glasgow or Gloucester, a Paines Plough show is coming to a theatre near you soon.

"The lifeblood of the UK's theatre ecosystem." **The Guardian**

Paines Plough was formed in 1974 over a pint of Paines Bitter in the Plough pub. Since then we've produced more than 130 new productions by world renowned playwrights like Stephen Jeffreys, Abi Morgan, Sarah Kane, Mark Ravenhill, Dennis Kelly, Mike Bartlett and Kate Tempest. We've toured those plays to hundreds of places from Brisbane to Bristol to Belfast.

"That noble company Paines Plough, de facto national theatre of new writing." **The Daily Telegraph**

In the past three years we've produced 30 shows and performed them in over 200 places across four continents. We tour to more than 30,000 people a year from Cornwall to the Orkney Islands; in village halls and Off-Broadway, at music festivals and student unions, online and on radio, and in our own pop-up theatre Roundabout.

With Programme 2018 we continue to tour the length and breadth of the UK from clubs and pubs to lakeside escapes and housing estates. Roundabout hosts a jam-packed Edinburgh Festival Fringe programme and brings mini-festivals to each stop on its nationwide tour, and you can even catch us on screen with EVERY BRILLIANT THING available on Sky Atlantic and HBO.



Our COME TO WHERE I'M FROM smartphone app is available free on iOS and Android, featuring 160 short audio plays from Olivier Award winners to first time writers.

"I think some theatre just saved my life." @kate_clement on Twitter

Guidance Notes for Applicants

Job Description and Person Specification

The purpose and main duties and responsibilities of the post are set out in the job description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification.

Completing the Application Form

The Application Form is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role.

Please do not attach any additional information to your application form. CVs will not be considered.

Deadline for applications: Tuesday 11 December 2018 at 12pm

Applications should be submitted by email to recruitment@painesplough.com.

Please address applications to recruitment@painesplough.com and clearly mark the email subject: **ASSISTANT PRODUCER APPLICATION**.

If you have any questions about the application process or would like the application pack in a different format please contact Charlotte Walton, Administrator on charlotte@painesplough.com or 020 7240 4533.

Shortlisting and Interviews

Shortlisting will take place as soon as possible after the closing date. When shortlisting we are making an assessment of how closely your application meets the selection criteria set out in the person specification.

You will be notified of whether you have been shortlisted or not via email.

Interviews:

First round interviews: Monday 17 December 2018

Second round interviews: Wednesday 19 December 2018

If you are shortlisted, we will contact you by phone to invite you to interview and follow up with an email.



**PAINES
PLOUGH**

Offers

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK.

For any more information email charlotte@painesplough.com.

We hope you find the above helpful and good luck with your application.

JOB DESCRIPTION – ASSISTANT PRODUCER

Responsible to: Producer

The Assistant Producer will assist the Producer and Executive Producer in delivering Paines Plough's programme of work across the small-scale, mid-scale, Roundabout and internationally. The role will support across all productions on contract preparation, scheduling, rehearsals, technical rehearsals, company and venue liaison, budget management, marketing, audience development and press. The Assistant Producer will be on the road with Roundabout and Small-Scale productions for four to five months of the year. Travel and accommodation will be paid for by Paines Plough.

Duties include but are not limited to:

Production

- Assist the Producer and Executive Producer during rehearsals and tech.
- Assist the Producer and Executive Producer with updating and maintaining running production budgets.
- Assist the Producer and Executive Producer with tour venue settlements.
- Assist the Producer and Executive Producer on casting and attend first round of all castings when required.
- Assist with production meetings.
- Devise travel schedules for company and Stage Management for each production and coordinate all travel and accommodation arrangements for each production with the Production Assistant.
- Assist the Producer with the process of PRS applications.
- Assist in coordinating press and guest nights, hospitality and tickets, post show discussions and other production related events as necessary.
- Assist the Producer by being first point of contact on-the-road for Paines Plough productions including Roundabout and Small-Scale Touring Network.
- To travel with Roundabout and the Small-Scale Touring production.
- Assist with the preparation of all contracts with the Producer and Executive Producer.
- Attend all tech for Roundabout, Small Scale-Touring Network and other productions as required.
- Support the Producer with tour company management on the road.
- Minute production debrief meetings.

Programming

- Attend and minute weekly programming meetings.
- Attend and report on showcases, rehearsed readings and new plays.
- Assist the Producer in the coordination of Roundabout visiting companies and Earlier/Later programming in Edinburgh.
- Assist the Producer with company management in the Producer's absence.

Press and Marketing

- Assist with partner and venue liaison for season announcements.
- Support the Marketing and Audience Development Officer with generating content for all marketing activity, insights app and press materials.
- Assist with delivering press performances.

- Assist in the compilation and printing of play texts and programmes.
- To collect data and audience feedback from all productions.
- Assist the Producer with audience development activity.

Fundraising

- Assist the Senior Management Team in the delivery of cultivation events and to attend these events.
- Assist the Producer and Executive Producer in generating evaluation reports as part of funding agreements.

General

- Attend weekly company meetings.
- Attend Paines Plough performances and events, in particular presence during production periods and at previews and press nights – occasionally with overnight stays required.
- Work with Paines Plough's core staff in all pastoral aspects of production and day to day running of the company.
- Be an enthusiastic advocate of Paines Plough and have a thorough understanding of the company's mission, vision and aims.
- Uphold and implement Paines Plough's policies including but not limited to equal opportunities, health and safety and the staff handbook.

Person Specification

Candidates need to possess the following attributes/skills to be considered for the position of Assistant Producer role:

Essential knowledge, skills and experience

- At least two years' professional experience in the arts.
- Experience of assistant producing or line producing at least one professional production.
- An enthusiasm for the touring of contemporary new writing.
- An awareness of the current theatrical landscape in the UK.
- Experience of negotiating deals with external suppliers and collaborators.
- Experience of managing budgets.
- Excellent communication and presentation skills.
- Experience of marketing and press processes, particularly in online and digital formats.
- IT literate and proficient in Microsoft Office.
- An ability to think creatively in challenging situations.
- An ability to work well within a small team.
- An ability to work independently and manage your own workload

Desirable knowledge, skills and experience

- Experience of working with Adobe Photoshop.
- Experience of HTML and updating digital platforms.
- Experience of fundraising and income generation.
- Experience of running production related events.
- An interest in emerging artists.



Terms and Conditions

Salary:	£25,000 per annum (Supported jointly by Esmée Fairbairn Foundation and Paul Hamlyn Foundation).
Contract:	Full-time. Fixed terms for two years.
Pension:	Auto-enrolment in company pension scheme with 3% employer contribution and 3% employee contribution. Rising to 4% for both the employer and employee as of April 2019.
Holiday:	The basic annual holiday entitlement with pay is 20 days per year. In addition, authorised public holidays and the period between Christmas and New Year are given as holiday.
Hours:	Normal office hours are between 10am and 6pm, Monday to Friday, with one hour for lunch. The nature of the job will require the post holder to work in excess of these hours on occasion and expect some evening and weekend work for which no overtime is payable. Five non-consecutive TOIL days can be taken each year.
Probation:	Two months from the first day of appointment.
Benefits:	Season ticket loan scheme. Bike to work scheme. Theatre ticket allowance. Training and professional development opportunities.
Notice period:	During the probationary period, two weeks' notice on either side is required. After completion of the probationary period, two months' notice on either side is required.

Paines Plough strives to be an equal opportunities employer. Registered charity: 267523.