

## Job Summary

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### LEAD PRODUCER

- Responsible to:** Artistic Director / CEO and Executive Director
- Responsible for:** Administrator to the Producers; General Manager
- Salary:** c. £46,000 - £48,000 pa depending on experience
- Contract:** Permanent. Full Time.
- Hours:** Office hours are 10am to 6pm Monday to Friday. Evening and weekend work will be required. No overtime or TOIL is offered.
- Benefits include:** Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities.
- Holiday:** 25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30 pro rata.

**Probationary Period:** 6 months

**Notice period:** 3 months

**Key objectives:**

The Lead Producer plays an integral role in the development, management and delivery of the Young Vic's artistic programme, and produces all our Main House productions from first idea to final performance.

The theatre is renowned for delivering productions to the highest possible standard, encouraging and promoting the greatest degree of skill in everything we do, whilst facilitating the vision of artistic teams across each production.

The purpose of the role is to deliver the artistic goals and financial aims developed by the Artistic Director and Executive Director in such a way that the artists, the budget, the schedule and the audience are all seamlessly and productively inter-connected.

The Lead Producer is a key member of the senior management team and works closely with the Technical Director, Finance Director, Director of Marketing and Press, Theatre Manager, Director of Taking Part, Director of IT & Administration, Associate Artistic Director and Development Director to produce a programme of work on the Young Vic's main stage and elsewhere.

The role requires strong negotiation and contractual experience and skill, and an excellent understanding of

how to facilitate and collaborate with world class artistic teams. The Lead Producer will work across multiple high stakes projects with both international and local partners, and will be required to manage many priorities at once.

In the Executive Director's absence the Lead Producer may be required to act as deputy for the Executive Director on main house production related issues.

## **Job Description**

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### **LEAD PRODUCER**

#### **Responsibilities:**

#### **Main House Shows**

- To work with the Artistic Director and Executive Director to create and deliver each main house production.
- To have strategic oversight of multiple productions in current and future seasons for planning and delivery purposes.
- To manage and deliver each production in accordance with the creative vision of each artistic team, in line with the budget and timescale available.
- To work closely with the Production department (in particular with the Technical Director, Production Manager and Company Manager) to staff each main house production appropriately, and to manage the production schedule.
- To ensure clear and consistent communication with all artists involved in each main house production.
- To work with the Artistic Director and Executive Director to develop and manage production budgets, monitor production costs and highlight variations from budget on a regular basis, reconciling each production at its conclusion.

- To work with the Director of Marketing and Press to drive income generation as related to the main house productions.
- To work with the Artistic Director and Executive Director to initiate, secure and negotiate co-productions advocating for the best possible outcome for the theatre at all possible.
- To deliver all co-production agreements in collaboration with the Executive Director.
- To share with the Artistic Director and Executive Director the responsibility for the effective management of past, present and future co-producing partners.
- To negotiate, complete and issue commissioning and rights agreements as required and where unusual in collaboration with the Executive Director.
- To negotiate and issue contracts to creative teams and performers (actors and musicians) as required and where unusual in collaboration with the Executive Director.
- To work with the Technical Director and Director of Marketing and Press to ensure all aspects of a production are delivered in line with contractual obligations.

## **Future Life for Main House Shows**

- To work with the Artistic Director and Executive Director to promote a further life for main house productions as appropriate.

- To develop and manage any future life for Main House productions in the UK or abroad.

## **General**

- To ensure clear and consistent communication across the whole organisation and the senior management team especially the Technical Director, Director of Marketing and Press, Development Director, Finance Director and Director of Taking Part, about the development of the artistic programme as a whole, ensuring that each department receives all of the information they require in a timely manner.
- To oversee, with the General Manager and the Executive Director, the artistic schedule across all spaces in the building.
- To attend internal and external meetings as required and contribute to all aspects of the operation and development of the theatre as part of the management team
- To represent the theatre to industry bodies including Equity, BECTU, the MU and UK Theatre.
- To manage the General Manager and the Administrator to the Producers.
- To collaborate with the Creative Associate on the wider artistic programme.
- To attend main house previews, press nights, occasional other performances and some development events.
- To represent the theatre at some events, conferences, meetings etc in the UK and abroad.

- To develop contacts nationally and internationally to achieve increased awareness and to maximise artistic and business growth.
- To keep abreast of developments in all aspects of contemporary theatre practice.
- To be an active and supportive member of the Young Vic Senior Management and wider staff team.
- To develop and implement the Equal Opportunity Action Plan, Audience Development Plan, Sustainability Action Plan alongside all Senior Managers.
- To develop and implement the Equal Opportunity Action Plan, Audience Development Plan, Sustainability Action Plan alongside all Senior Managers.
- To be familiar with and abide by all Young Vic Company Policies including, but not limited to, our Equal Opportunities policy, Dignity at Work policy and Health and Safety Policy.
- To undertake any other duties as appropriate to the post and as agreed with the Executive Director and Artistic Director.

*Please note: The attached job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list.*

## Person Specification

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### LEAD PRODUCER

#### Essential Skills and Experience

- 5 years proven experience of developing and producing large-scale productions.
- Experience of artistic collaboration and facilitation.
- Advanced experience managing large-scale production budgets.
- Proven ability to take the initiative and lead teams under pressure.
- Ability to manage multiple priorities and meet deadlines.
- Advanced experience in negotiating and contracting (artists, intellectual property and co-production).
- Experience of managing partnerships and building relationships.
- Experience of working in a producing theatre and with technical/ production teams.
- Strong written and verbal communication skills.
- Strong financial management skills.
- A commitment to championing the creative case for diversity at every level of the organisation and the proven ability to work with people from a wide variety of backgrounds.
- Experience of working with the Equity/BECTU/TMA subsidised rep agreements.
- Excellent IT skills.
- Ability to show resilience when dealing with change.



- A commitment to detail.
- A love of theatre / the theatre-making process.

## **Desirable Skills and Experience**

- Experience of managing and programming schedules across multiple performance spaces.
- A passion for training and supporting developing talent in the sector.