



Job Summary

Assistant Producer (Maternity Cover)

Responsible to:	Head of Producing
Term:	Permanent
Salary:	£29,000 per annum
Hours:	35 hours. Normal office hours are 10am – 6pm Monday to Friday. This role will require some additional early morning, evening and weekend work
Benefits include:	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities, staff comp tickets
Holiday:	25 days per annum, rising by one day for each full financial year worked to a maximum of 30.
Probation Period:	3 months
Notice period:	1 month for either party during probationary period, 2 months thereafter.

Job Description

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Responsible to: Head of Producing

Key Objective: To work as a member of the Producing team as an assistant producer in the administration, support and delivery of Young Vic productions at the Young Vic and elsewhere.

To assist with other theatre administration as required.

Key Duties:

To support the work of the producing team, including but not limited to:

- Maintain an accurate and up-to-date contracts log and contract sheet for each production, and ensure that all signed contracts are posted, returned, scanned and filed.
- Liaise with casting directors, organise audition space and copy and send scripts as required.
- Check availabilities for actors and creative teams and keep an up to date record.
- Set up meetings for the Head of Producing, Associate Producer, Producer and artists as required.
- Welcome visiting artists into the building, organising spaces and refreshments as required.
- Code and log invoices and payments.
- Attend meet and greets and first preview for each production, and any other meetings as required.
- Manage the house seats for each show.
- Oversee and administrate press nights: manage invites and ticket requests, press night cards and gifts, organise entertainment and refreshments.
- Draft and issue contracts for actors and creative teams.
- Assist with budget tracking and management.
- Manage the producing department's expenses.
- Research and book travel and accommodation for visiting artists and companies within an agreed budget.
- Obtain visas, work permits for visiting artists and companies.
- Complete child / animal performance licence requests.
- Support the Head of Producing, Associate Producer and Producer to ensure smooth running of the producing team, and excellent communication with the rest of the organisation regarding each production.
- Maintain an accurate and up-to-date Production Information chart, and attend producing meetings.
- Continue to review and proactively make suggestions for improving and streamlining administrative processes within the producing team.



General Administration

- Arrange meetings and book rooms as required.
- Use Tessitura to manage contact information and seats.
- Assist in ensuring personal data collected by the Young Vic via the producing team follows GDPR compliant methods.
- Hold a company credit card and reconcile expenditure on a monthly basis.
- Collate and monitor Equal Opportunities data for productions in a timely fashion for ACE reporting.
- Attend operational and organisational meetings as required and ensure good communication of matters arising across the organisation.
- Collate data for funding reports and annual returns as required.
- Obtain visas for international working, as required.
- Administrative support for new ideas, readings, workshops and commissions that the producing team takes on.
- On occasion manage one-off events, including setting and managing budgets, negotiating and issuing hire agreements.
- Assist and be a point for contact for the Young Vic Associate Companies as required
- Assist with transfer of materials to the Young Vic Archive, and lead on archiving matters for the producing team.
- Support the Young Vic in developing and maintaining the organisation's approach and compliance in relation to GDPR and act as Data Protection champion for the producing team.
- To champion and implement all policies and practices and to embody the values and codes of conduct commensurate with the vision, mission and values of the organisation and its leadership, including actively participating in developing our Anti-Racism plan and strategies to reduce and offset carbon emissions.
- 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 and is not an exhaustive list

Personal Specification

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Essential

- Strong organisational skills with exceptional attention to detail.
- Excellent administrative experience.
- Ability to prioritise and be accurate in a busy and changeable work environment.
- Clear and confident writing skills.
- Clear and confident speaking skills.
- A track record in co-ordinating and delivering creative projects.
- Experience in working with a range of partners and stakeholders and of managing sensitive relationships.
- Highly motivated, personable and friendly, with experience of working well as part of a small team effectively or working on own initiative and take on varied responsibilities as required.
- The ability to work under pressure and juggle priorities.
- Ability to set up, operate and develop efficient office systems.
- Excellent IT literacy including Word, Excel and Outlook or equivalent programmes.
- High degree of confidentiality and discretion.
- Flexibility and reliability.
- A demonstrable passion for culture and the arts.
- Dedicated to learning, Equity, Diversity and Inclusion and access within the arts.
- Highly motivated to work

Desirable

- Small-scale producing experience (does not have to be professional experience).
- Experience of theatre contract preparation and administration.
- Knowledge of union and UK Theatre relations (BECTU, Equity, MU).
- Knowledge of Tessitura or similar database.
- Experience of organising visas and work permits.
- Excellent communication skills and the ability to inspire and relate to all levels of professional practitioners.