

## Job Description

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### Assistant Producer

<b>Responsible to:</b>	Senior Producer
<b>Salary:</b>	£31,500 per annum
<b>Terms:</b>	Permanent, full time
<b>Hours:</b>	35 hours a week Normal office hours are 10am – 6pm Monday to Friday. This role will require some additional early morning, evening and weekend work
<b>Benefits include:</b>	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities, staff comp tickets, Cycle to Work scheme
<b>Holiday:</b>	25 days per annum, rising by one day for each full financial year worked to a maximum of 30
<b>Probationary period:</b>	3 months
<b>Notice period</b>	1 month during probationary period, 2 months thereafter

### The Artistic Department

This is an exciting opportunity to help deliver outstanding productions at one of London's leading theatres. You will work within a small busy team to support Young Vic's artistic work.

We are seeking a highly motivated, dynamic individual with strong organisational and communication skills. The ideal candidate will have experience of negotiating and contracting, have great people skills and be able to work quickly and efficiently using their initiative. The role will suit someone wanting to take the next step in building a career in theatre producing/management.

**Purpose of the role**

To work as a member of the Artistic team as an Assistant Producer in the administration, support and delivery of Young Vic productions at the Young Vic and elsewhere. The role will provide efficient, timely and accurate administrative support to the Artistic team in delivering world class productions and supporting freelance artists to make work within the Young Vic's values. The role will also assist with other theatre administration as required.

# Young Vic

## About the Young Vic

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The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centres across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

### **Our Anti-Racism Commitment**

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

### **The Language We Use and Why**

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

### **Our Values at the Young Vic**

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

**We believe theatre is at its best when everyone participates.** We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

**We are driven by relentless curiosity and debate.** We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

**We believe in pioneering and leading into the unknown.** We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

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**We are led by the creativity of our people and the limitless possibility of imagination.** We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

**We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people** - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

**We are committed to openness rooted in trust.** We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

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#### Main Responsibilities

##### **Production Administration:**

##### Contracts

- Draft and issue contracts for actors, stage management and creative teams
- Obtain visas, work permits for visiting artists and companies.
- Maintain an accurate contracts log for each production, and ensure that all signed contracts are filed.
- Complete child / animal performance licence requests.

##### Programming/Production

- Curate and deliver programme of wraparound activities for productions including post-show talks and workshops.
- Co-lead on producing of activities and productions in Studio spaces.
- Maintain an accurate and up-to-date record of artistic programming activity
- Liaise with casting directors, organise audition space and scripts as required.
- Check availabilities for creative teams and stage management
- Manage the house seats for productions ensuring tickets are allocated appropriately and promptly
- Read and feedback on scripts as part of programming meetings
- Attending shows and sharings as required as part of programming activities
- Attending preview performances for productions.

##### Finance

- Assist with budget tracking and management
- Code and log invoices and payments.
- Manage the producing department's expenses.

##### Events

- Oversee and administrate press nights: manage invites and ticket requests, press night cards and gifts, organise entertainment and refreshments.
- Support play-readings and workshops as required.

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## People

- Welcome visiting artists into the building, organising spaces and refreshments as required.
- Attend meet and greets for each production, and any other meetings as required.

## Research

- Research and book travel and accommodation for visiting artists and companies within an agreed budget.
- Researching theatre festivals and planning trips as relevant

## **Coordination:**

- Ensure information is shared across departments, providing timely communication with the rest of the organisation regarding each production.
- Working across departments and collaborate with Taking Part and Creators' Program streams on projects.
- Continue to review and proactively make suggestions for improving and streamlining administrative processes within the producing team.

## **Planning and Scheduling:**

- Keep the day-by-day schedule up to date to ensure the team are aware of building activities.
- Organise and attend Scheduling meetings.
- With the Senior Producer and Executive Director ensure scheduling information is updated regularly and distributed to the organisation on a regular basis.
- Ensure the efficient use of Young Vic spaces

## **General Administration:**

- Arrange meetings and book rooms as required.
- Use Spektrix ticketing systems to monitor sales, contact lists, and house seats
- Reconcile expenditure on a monthly basis.
- Assist with the collation and logging of Equal Opportunities and any relevant data for productions in a timely fashion for ACE reporting.
- Support the Young Vic in maintaining the organisation's compliance with GDPR legislation and act as Data Protection champion for the producing team.
- To champion and implement all policies and practices and to embody the values commensurate with the vision, mission and values of the organisation and its leadership, including actively participating in 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.

## Person Specification

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### Assistant Producer

#### Essential:

- Experience of working within an arts organisation as Production Assistant or Assistant Producer, experience working as an independent/freelance producer
- A track record in co-ordinating and delivering creative projects.
- Experience of drafting Equity contracts for actors and stage management
- Experience of drafting contracts for Creative Teams
- Experience of budget tracking and budget administration
- Strong organisational skills with excellent with the ability to prioritise and be accurate in a busy and changeable work environment.
- Clear and confident communication skills both verbal and written
- Experience of working with a range of partners and stakeholders at different levels
- Experience of working collaboratively as part of a small team and also working on own initiative and take on varied responsibilities as required.
- Ability to set up, operate and develop efficient office systems.
- Excellent IT literacy including Word, Excel and Outlook or equivalent programmes.
- Awareness of GDPR guidelines with a high degree of confidentiality and discretion.
- A demonstrable passion for culture and the arts.
- Dedicated to learning, Equity, Diversity and Inclusion and access within the arts.

#### Desirable:

- Knowledge of union and UK Theatre relations (BECTU, Equity, MU).
- Knowledge of Box Office database systems (Spektrix, Tessitura).
- Experience of organising visas and work permits.