

ASSISTANT PRODUCER

Application Pack



REACH BEYOND THE ORDINARY



HELLO FROM THE EXECUTIVE TEAM

Hi there,

We know what it feels like to be where you are: reading an application pack, full of excitement and nerves about what could be, trying to imagine yourself in a new place, in a new job, working with new people.

Natalie has been at Northern Stage since November 2020, moving cities and jobs in the middle of a pandemic to take up her post. Our Chief Executive, Michael Slavin, is approaching his first year in the job. Michael brings a wealth of experience in theatre leadership, commercial operations and hospitality. Together, we will steer the organisation through its next stage of development, strengthening its role as a beacon for creativity, community and cultural life in the North East.

We work with a company of brilliant people, some of whom know Northern Stage inside out, and others who are just starting to put down roots. They're all passionate about what we do and together are one of the friendliest teams in theatre.

You'll be joining Northern Stage at an exciting time. We have a refreshed strategy that reflects who we are and how we can be of true service to the audiences and communities of the North East.

So take the leap. Come on the ride with us. We can't wait to meet you.

Michael Slavin
Chief Executive

Natalie Ibu
Artistic Director



GET TO KNOW US



Northern Stage is the largest producing theatre in the North East of England, at the heart of a rich and diverse creative community stretching from Tweed to Tyne and Tees. We support artists, writers, makers, young people and communities, digital creators and businesses who exist for more than just profit.

Based in the heart of Newcastle Upon Tyne on the edge of Newcastle University's city centre campus, we have three stages that enable us to work with an ever-expanding network of artists to share the most entertaining, surprising and imaginative stories from around the world. Our passion for developing northern talent is key to what makes Northern Stage an inspirational and creative place where everyone is welcome.

THE ROLE

ASSISTANT PRODUCER

Responsible to:
Producer

Key Duties and Responsibilities:

The Assistant Producer will play a vital role supporting the Artistic Planning department. The artistic planning department is responsible for coordinating the full performance programme, talent development activity for post-HE and professional artists, and acts as the central point of communication for all performance activity within the company. You will work across the full performance programme, with a particular focus on coordinating Northern Stage's produced work, creative residencies and access performances.



KEY RESPONSIBILITIES



Duties

- To support the Artistic Planning team to realise the full performance programme at Northern Stage.
- To support the Artistic Planning team to realise Northern Stage productions, co-productions and tours including coordinating casting and availability checks, arranging auditions and production meetings, liaising with agents, drafting contracts, and researching, obtaining performance rights for plays and tracking and updating budgets.
- To support the Artistic Planning team in programming visiting companies in Stage 1, 2 and 3, assisting with contractual negotiations.
- To support the Artistic Planning team on the development and delivery of talent development activity such as Open Auditions, coordinating the planning and liaising with artists and other departments.
- To coordinate and manage access performances with the Artistic Planning team across both produced and visiting work.
- To work with the Artistic Planning team to ensure that visiting companies, performers and creatives are welcomed appropriately.
- To work with the Participation team to support the delivery and information flow between all creative activity.
- Coordinate programming meetings and disseminate information regarding the programme internally.
- To keep the organisation's event management system (YesPlan) up to date with all programming decisions.
- Any other duties as may be reasonably required by the Artistic Director and artistic planning team.

PERSON SPECIFICATION

Essential

- An aspiration to pursue a career in producing
- At least one years' experience working in an administrative capacity
- Detail oriented, excellent organisation skills, and the ability to work on multiple projects simultaneously and to deadline
- Ability to think on your feet and solve problems creatively and practically
- Demonstrable ability to work with people from a wide variety of backgrounds and experiences
- A demonstrable interest in the cultural sector, particularly theatre and in providing the best possible experience for artists and audiences.

- Strong communication skills
- Strong IT skills, including MS Office, and the ability to use spreadsheet applications to a high standard

Desirable

- Experience of producing theatre on the small- & mid-scale
- Experience of creative programme coordination
- Experience of working directly with creative teams and facilitating artistic processes
- Experience of negotiating and contracting artists and companies
- Experience of using YesPlan



TERMS & CONDITIONS

SALARY
£29,550

CONTRACT TYPE
Permanent, full time

START DATE
To be arranged with successful candidate as soon as possible

HOURS
37.5 hours per week. Northern Stage operates a hybrid working from home policy. Staff may work from home 1 day per week on either Mondays or Fridays subject to the requirements of the role. No overtime payments are available, Northern Stage operates a time off in lieu system.

LOCATION
Northern Stage, Barras Bridge, Newcastle NE1 7RH

PENSION
Northern Stage operates a contributory pension scheme (employee 5% / employer 3%)

HOLIDAYS
33 days pro rata per year including bank holidays with the option to buy additional holiday days.

OTHER BENEFITS

- Complimentary and discounted tickets to selected shows (subject to availability)
- Discounted tickets to Newcastle/Gateshead Cultural Venues (subject to T&Cs)
- Employee Assistance Programme which includes access to online GP appointments.
- Enhanced Maternity/Paternity Leave
- Flu vaccinations and free eye test
- Cycle to work scheme



HOW TO APPLY



Please send a copy of your CV and a cover letter, outlining your interest in this role and what skills and experience you would bring to Northern Stage. Your cover letter should not exceed two sides of A4.

Along with completing your CV please also complete this form: [Equality Monitoring](#)

Please send your application by email to hr@northernstage.co.uk

(Email subject - Job Application - Assistant Producer)

Alternatively, you can apply by sending a short video or audio file, telling us about you and your experience.

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently underrepresented in our industry.

Receipt of your application will be confirmed by email.

Deadline for applications: 9am, Tue 29 Sept
Interviews: Tues 6 Oct



OUR VISION AND STRATEGY



OUR MISSION, VISION & VALUES

MISSION

Our mission is to be a theatre that welcomes everyone. We make and present contemporary theatre, live performance and creative programmes that spark connections, provoke curiosity and joy and explore new ways of seeing the world.

VISION

Our vision is for Northern Stage to be a leading force in making the North East a great place to create, watch and take part in theatre.

We will be informed and transformed by a dynamic and diverse community of theatre-makers, audiences, participants and collaborators who will have more opportunities to shape and participate in the cultural life of our city and our region.

Together our work will enrich the cultural life of the North East, celebrating difference, advancing inclusion, strengthening communities, and using theatre as a force for positive change in the world.

VALUES

We work with energy, passion and optimism because we believe theatre has the power to bring people together in extraordinary ways to imagine, explore and shape the future collaboratively.

We act with care and integrity and listen to the people we work with and serve, building relationships grounded in trust and honesty, learning from our experiences, and celebrating differences.

We are serious about inclusion and will question ourselves on our decisions, systems and processes and take action to advance our work with people who have been under-represented too often and for too long.

OUR WORK

Our performance programme is a curated mix of self-produced and presented work from visiting theatre companies.

Each year we produce or co-produce four to six shows, including two Christmas productions - one in Stage 1 and a show for under 5s in Stage 3.

We work with partners at all scales, from independent theatre companies through to large-scale commercial producers, and tour our work across the UK.

We have a strong history of artistically excellent productions and a reputation for bold, visual shows which capture the imaginations of our audiences. These range from Red Ellen to The White Card and the global success of The Last Ship. Alongside these productions, we deliver a diverse programme of visiting work from companies including ETT, Rifco, National Theatre of Scotland, Northern Ballet and Deafinitely Theatre.

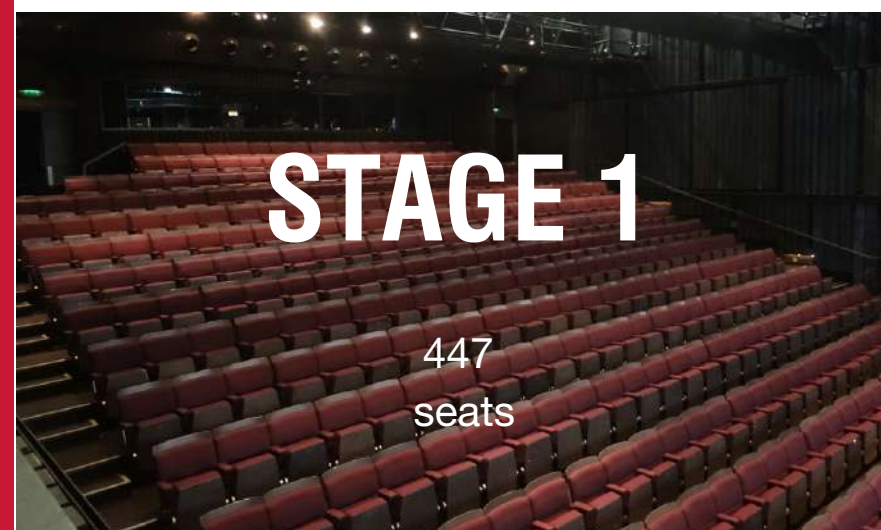
Increasingly, we are working in association with smaller and independent artists to put the resources of Northern Stage into the support of new work, enabling those artists to leverage additional funds, partners and profile.

A strong belief in inclusion, equality, tolerance and respect shapes the way that Northern Stage works - it's non-negotiable.

Through all strands of activity, we want to make work that is popular, accessible, politically relevant and culturally diverse.

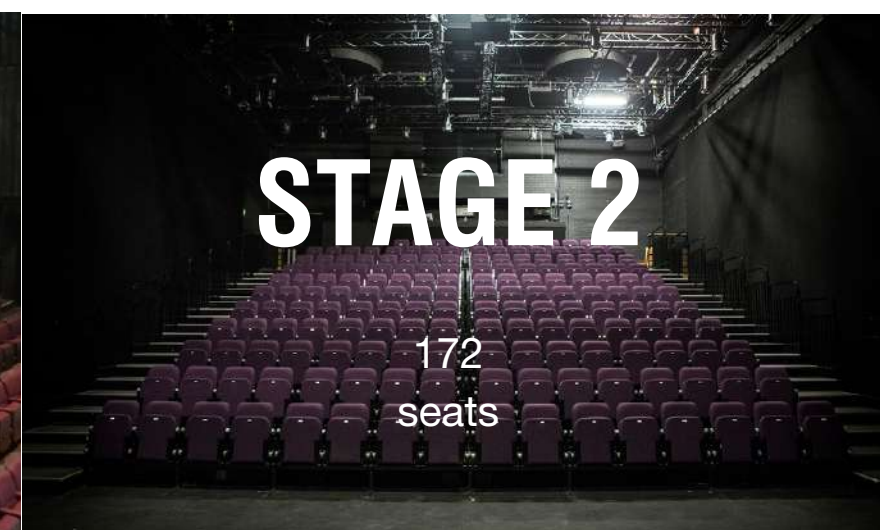
Across our annual season we try to create a balanced programme that is innovative, inspirational and financially sustainable.

We are committed to gender balanced, inclusive and diverse casting and work proactively to ensure representation both on and off stage.



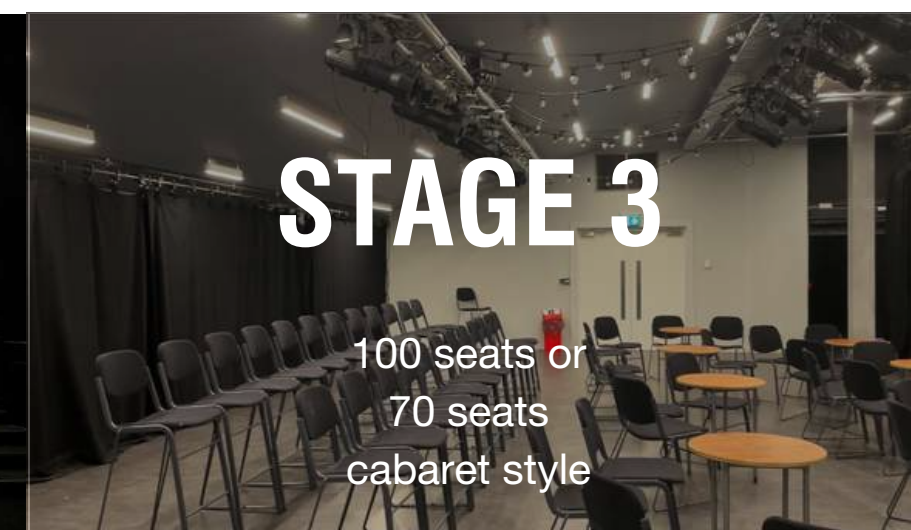
STAGE 1

447
seats



STAGE 2

172
seats



STAGE 3

100 seats or
70 seats
cabaret style

Stage 1 and 2 can combine to create our
600 seat in the round epic space!

LIFE AT NORTHERN STAGE



Pictured: Northern Stage staff at Company Day, our yearly staff day out

Northern Stage is made up of people from all walks of life, who are passionate about delivering the best possible experience for our visitors.

Our flexible working policies mean that staff can balance work and life to avoid burnout and prioritise wellbeing.

Many of our roles can be worked via a hybrid model, meaning we all have the opportunity to connect with colleagues in the building on office days, and those who wish to can work from one day a week.

We're big on chat at Northern Stage, we host monthly full company meetings, with wellbeing walks once a month (or tea in the cafe bar when the weather is bad) for a chance to take a pause and catch up with friends across departments.

Our staff book club Northern Page meets once a month to engage in lively discussion about books from all kinds of genres over a cuppa and a slice of cake and a film club is just being launched.

NEWCASTLE AND THE NORTH EAST

Newcastle upon Tyne is regularly hailed as one of the best and most popular cities in the UK. It's partly due to the city's compactness, which makes it large enough to be vibrant and exciting whilst small enough to feel like home.

Famous for its nightlife, sport and the warmth and generous spirit of its communities, Newcastle has two universities and a stunning Georgian city centre. It is the gateway to Northumberland and some of the most beautiful countryside in England, while the beaches of North and South Tyneside are only a 15 minute drive or 30 minute metro journey from the city centre.

Over the last 25 years the city has developed a remarkable cultural sector, heralded by Anthony Gormley's Angel of

the North and spearheaded by a series of major capital projects that created iconic new cultural spaces like The Glasshouse International Centre for Music and BALTIC Art Gallery, as well as refurbished and extended existing assets such as Live Theatre, Dance City, Tyneside Cinema and Northern Stage itself.

Today the city has a vibrant creative ecology across all art forms. Northern Stage is a core member of Newcastle Gateshead Cultural Venues (NGCV), a consortium of ten cultural organisations, operating 22 venues across visual arts, performing arts, music, dance, film, writing and literature, heritage, science archives and museums in Tyne and Wear.





THANK YOU

We look forward to receiving your application



NORTHERN
STAGE