

**BELGRADE
THEATRE**
COVENTRY

CANDIDATE PACK **ASSISTANT PRODUCER**





HELLO AND WELCOME

Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and recent ACE Uplift to a Band 1 organisation.

“We are using these next 3 years to set the foundations of a ‘people-first’ organisation. In prioritising co-creation, collaboration and social change; we aim to be a leading example of an inclusive learning theatre that sits at the heart of its community. This role is part of a new team that will be pivotal to driving this change.”

Laura Elliot, Chief Executive

“We're privileged to have had additional Arts Council investment for our new ethos and artistic vision for the theatre, and now we need a wider team to achieve that. This new structure represents a shift for the Belgrade – we are now producing and co-creating more in-house work than before, and taking this work to stages around the country. We are building on a rich heritage of co-creation in the building – and we are evolving this practice to the next logical step. Our talent development programme is also changing, because we're producing more home-grown stories from the ground up.”

Corey Campbell, Creative Director.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have 2 auditoriums (858 and 250 seats), 4 studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation. For the past 18 months they have been implementing ambitious plans to build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

This role is one of 10 roles in a newly structured producing and creative planning team, which will help to deliver the theatre's creative vision for the people of Coventry and the region; focussing on the process of co-creation, both in the work produced, and in the overall ethos in the organisation as a whole. These roles will work collaboratively and collectively with each other, the Creative Director and CEO to deliver a creative programme together with, for and by the Belgrade's communities.



OUR MISSION AND VALUES

OUR VALUES

COLLABORATION: We act together with partners & communities to strengthen our offer and inform the relevance of our work.

AUTHENTICITY: We work with honesty and integrity in everything we do, placing lived experience at the heart of our work.

EVOLUTION: We act with the view to continuously learn, reflect and move forwards.

OUR STRATEGIC PRIORITIES

REPUTATION: Grow the profile of the Belgrade as centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

RESILIENCE: Future proof the organisation, securing long-term financial and environmental sustainability.

INCLUSION: Embed diversity, access and inclusion in every aspect of what we do.

THE BELGRADE THEATRE'S MISSION:

To enrich the lives of the people of Coventry and beyond, through the transformative power of theatre.

As a STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

As a THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

As a THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.



FACTS AND FIGURES

“The Belgrade is woven into the fabric of Coventry in a way I believe is rare among regional theatres. There is no greater pleasure than experiencing the buzz of standing in the foyer on a Saturday afternoon, with two shows on, and a wealth of activities happening in our other spaces, rejoicing in the sheer diversity of the Theatre’s output and audiences. “

Alan Pollock,
Interim Chair,
Belgrade Theatre

The Belgrade is part of Arts Council England’s National Portfolio, and receives regular revenue funding from Coventry City Council.

You can view our previous annual reports and statutory accounts at www.belgrade.co.uk/about

In 22/23:

Audiences for our productions exceeded **170,000** people for **c. 400** productions

We were the lead producers on **5 new** productions, Fighting Irish, Nothello, May Queen and Family Tree, alongside our annual pantomime

We co-produced and supported an additional **6 productions**

We ran **432** workshops and engagement activities for **7000** participants including schools, young people, artists and community participants



JOB DESCRIPTION

Post:

ASSISTANT PRODUCER

Salary & Band:

£26-28K negotiable pending experience

Department:

Producing

Contract:

Permanent

Hours:

Full-time

Line Manager:

Producer (Education & Young People)

Reporting to:

Community Producer, Associate Director

Reports from:

Producers Administrator

Location:

Coventry

PURPOSE OF ROLE:

The Assistant Producer will be a key support to the Producing team, providing producing, administration and operations support across the areas of talent development (TD), education, community and work with young people. The role will be essential in ensuring clear communication channels between Producers Team and the other theatre departments and the experience of visiting artists and participants.



WHAT YOU WILL DO

MAIN DUTIES AND RESPONSIBILITIES

ASSISTANT PRODUCING:

- Assist the Producers and Associate Director in the producing of participation and talent development work including workshops and R&D.
- Support the Education and Young People producer with work experience and be the lead contact during the placements, looking after them while in the building.
- Assist with the marketing for participation, talent development, community and education activities, providing copy as required to marketing team and social media activity.
- Provide pastoral support for participants and facilitators where required.
- Assist with community castings, including Saturday Audition Day for Panto Chorus (children) and administration of Children's licences (for children in performances).
- Work with producing team to seek out and promote opportunities for community engagement
- Support the producers develop and deliver wraparound ideas around the programme.
- Create accessible materials for artists and participants.
- Provide research as required for funding bids.
- Work closely with all freelancers and casuals working on Community and Participation projects, ensuring key information is gathered and all are appropriately contracted, DBS checked and adhere to policies.
- Support on VIP Nights to ensure the smooth running according to the co-creation model and wraparound specific to the production.
- Draw up workshop, rehearsal, production and performance schedules.

FINANCE

- Manage the talent development budget.
- Support the Producers (EYP and Community) keep budgets up to date and accurate, monitoring invoices.
- Maintain financial systems to record income and expenditure and liaise with accounts over payments.



WHAT YOU WILL DO cont.

ADMINISTRATION

- Administration of our Participation and Community work including to;
 - Administratively produce the Springboard programme (booking rooms / arranging meetings / being the first point of contact).
 - Ensure KPIS are monitored and supporting evaluation as required.
 - Secure accommodation, travel and flights for artists working at the Belgrade as required and managing and logging expenses claims, and being their principle contact on the Producing Team.
 - Support Producers write and issue contracts.
 - Ensure all participation, talent development and community work is up to date in Artifax and communicated around the organisation.
 - Lead on Chaperoning and associated administration.
- Line manage the Producers Administrator and ensure administrative systems and filing are upheld for all community engagement and participation activities.

GENERAL

- Be a designated safeguarding officer for the building.
- Attend meetings as required.
- Carry out relevant training such as safeguarding, chaperoning, DBS.
- Develop an understanding of the Theatre's vision, values and brand.
- Work within the Equal Ops Policy.
- Be an ambassador for the theatre.
- Ensure an inclusive environment for the Belgrade's work with participants and artists.
- Carry out any other duties as reasonably required by the role.
- Work in line with the Belgrade's core values of inclusion, collaboration, evolution and authenticity.



WHAT ARE WE LOOKING FOR?

SKILLS AND EXPERIENCE

IDEAL

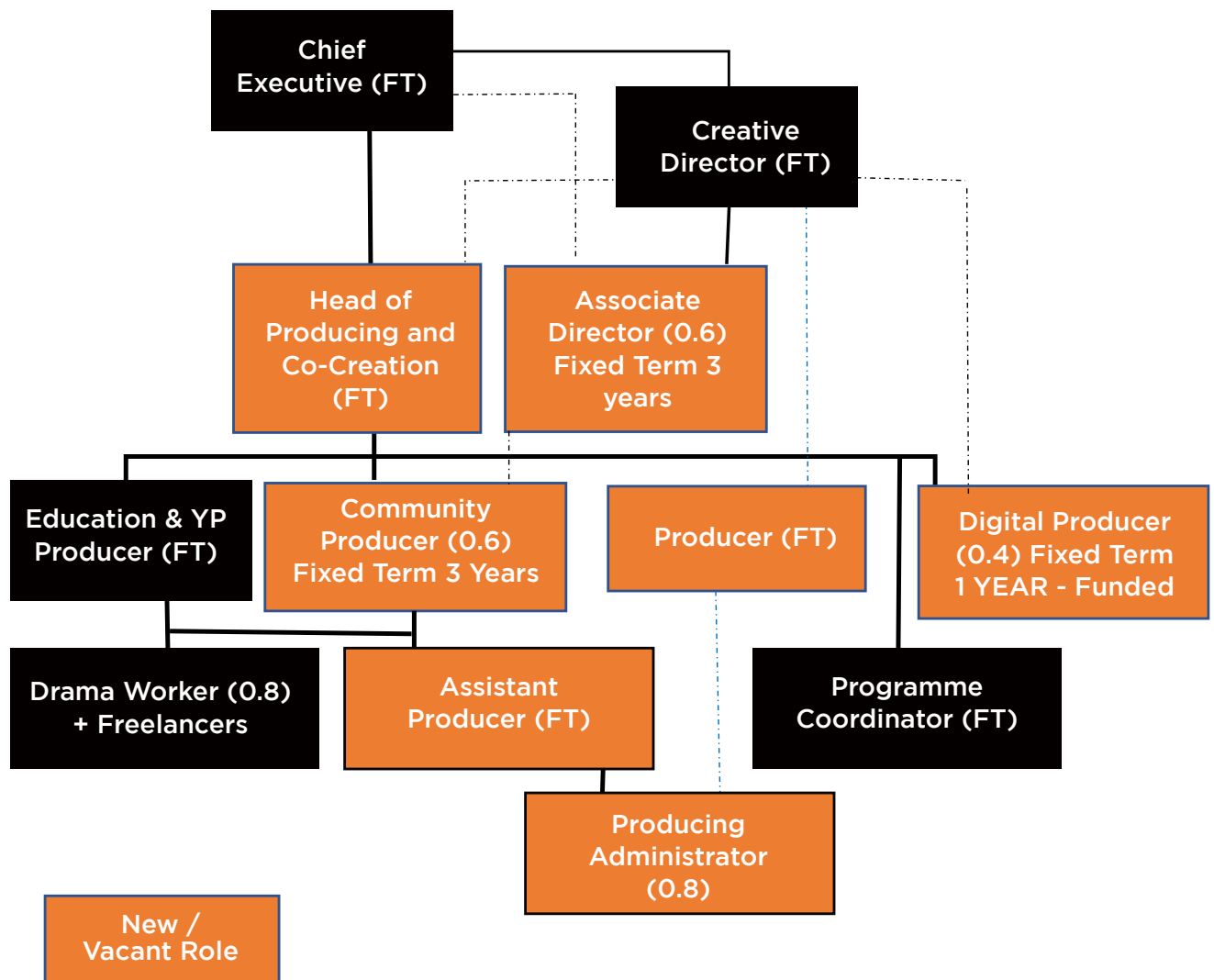
- Passion and interest for participatory work with young people, communities and in education settings
- Administration or assistant producing experience, ideally within participatory, education or co-created projects.
- Experience of monitoring budgets.
- Understanding of a wide range of producing processes, including production and project management, budget management and negotiation.
- Proven ability to solve problems and manage multiple projects concurrently.
- Confident approach to dealing with young people, freelancers and stakeholders.
- Ability to thrive in a fast paced environment.
- Ability to meet deadlines.
- Excellent computer literacy (inc. MS Office) and highly developed administrative skills.
- Excellent written and verbal communication.
- Experience using Artifax.

DESIRABLE

- Line Management Experience.
- Experience assisting complex or co-created projects and productions.
- Experience using Artifax.
- Experience working with those with diverse needs.



PRODUCING TEAM WORKING STRUCTURE





ADDITIONAL INFORMATION

- The Belgrade operates a House Agreement based on the UK Theatre/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Hand Book outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters.
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café Bar and Bars
- The Belgrade is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Due to the job tasks of this post it will require an Enhanced Disclosure & Barring Service (formally CRB) check
- The Theatre's offices are Covid safe and set up with all facilities that the job requires.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- **Starting date:**
ASAP
- **Probationary period:**
Probationary period three months, with one month's notice; after confirmation of appointment the notice period is three months.
- **Working Hours:**
The full time working week is 39 hours over 5 days but with some evening and Saturday work between 8am to 11pm. The postholder will be expected to fulfil the hours required as per the hours specified, and is not expected to work more than an average of 48 hours per week across the year in line with the Working Time Regulations.
- **Overtime** is not payable but 6th day working and excessive additional hours will attract TOIL (time off in lieu) if agreed in advance with the Line Manager.
- **Pension:**
Auto-enrolment, with Belgrade currently making 3% employer contributions which will rise in line with legal requirements The Theatre's appointed pension provider is NEST. Further details are available.
- **Holidays:**
28 days a year including Bank Holidays, rising a day per year, to a maximum 33 days.
- **Location:**
It is our preference that the **Assistant Producer** lives within easy commuting distance of Coventry in order to sufficiently engage with the City and region.



HOW TO APPLY

Please send CV and covering letter by the closing date **10am Monday 17th July** to recruitment@belgrade.co.uk reference **Assistant Producer** as the subject, addressing the following points:

- Why you want to work for The Belgrade Theatre.
- What experiences and skills do you have that you feel will illustrate your suitability for the role.

Your cover letter should be no more than two sides of A4. If you are requesting a flexible working pattern or job share you may include one additional page of A4 to outline your proposal.

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 under-represented in our industry.

EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR Data Base as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

Please complete our monitoring form via this link: [Diversity and Equal Opportunities form](#).

