

CANDIDATE PACK

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 ACE Uplift to a Band 1 organisation.

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 two auditoria (858 and 250 seats), four 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, and are implementing ambitious plans that 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.

NEW VALUES TO INSPIRE

ACTING TOGETHER: We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

COME AS YOU ARE: We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

ALWAYS EVOLVING: We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

OUR STRATEGIC PRIORITIES

REPUTATION: Grow the profile of the Belgrade as a 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.

A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

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.

Senior Producer Job Description

Post:

SENIOR PRODUCER

Salary & Band:

£40,000-£42,000

Department:

Producing

Contract:

Permanent

Hours:

Full-Time

Reporting to:

Director of Producing and Co-Creation

Reporting From:

Assistant Producer, Digital Producer, Community Embedded Producer

Location:

The Belgrade Theatre Coventry

JOB PURPOSE AND ROLE:

To act as the lead producer for our home and co-produced work. To play a pivotal role in facilitating the engagement of our talent development, community, school and young people's programmes as part of a co-created approach to making work.

WHAT YOU WILL DO

MAIN DUTIES AND RESPONSIBILITIES

GENERAL

- Line produce all aspects of the Belgrade Theatre's home produced and co-produced programme including, but not limited to:
 - Creating, managing and reporting on show and production budgets,
 - Negotiate and write contracts, for all members of creative teams (including performers),
 - Negotiate rights agreements,
- Schedule performances, meetings and any activity related to shows (whether at the Belgrade or on tour/co-production venues) and communicate across all relevant departments,
- With the support of the Assistant Producers and Administrator, deliver all associated administration of produced shows – including booking creative team travel / accommodation,
- Look after the welfare and needs of creative team members and their interaction with the rest of the Theatre (e.g. rehearsals, meet and greets, guest list for VIP nights) and any access needs,
- Lead on 'meet and greets' and Opening nights, in collaboration with Communications and Development teams,
- Oversee access performance requirements for lead and co-produced shows,
- Write and review all contracts including co-production agreements to include; performance rights, creatives, actors, musicians community/ co creation personnel,
- Ensure fulfilment of producing agreements with co-producers, strategic touring partners and others,

- Work within appropriate Union Agreements (Including, but not limited to Equity, MU and BECTU) and be the go-to person in the organisation for knowledge on these agreements,
- Ensure appropriate licences and rights are secured including Children's Licences.

PROJECT MANAGEMENT

- To provide high level project management support across our produced and co-produced work, supporting project plans from commissioning through to R&D and production, checking delivery milestones and the scheduling of information,
- To work with the Director of Producing and Co-Creation to ensure clear inter, and cross, departmental communication across programme strands, to ensure activity is resourced and managed adequately,
- Attend internal and external meetings, as required, to ensure project progress and manage potential challenges,
- Be reliable and self-servicing with regards to the administrative requirements of the job, including working within the Theatre's GDPR policy, maintaining robust records, keeping appropriate data records secure and up to date and reporting appropriately to Co-Producers, partners and funders.

FINANCIAL RESPONSIBILITIES

- Create, manage and report on overall production budgets,
- Ensure Management Accounts are correctly showing production income and expenditure,
- Liaise with the finance team on all payments relating to production,

- Ensure that the Theatre maximises Theatre Tax Relief on any production/co-production,
- Manage and Process associated invoices and timesheets.

COMMUNICATIONS

- Ensure clear communication to all teams on the needs and progress of all produced work,
- Improve and, where appropriate, implement systems and processes within the producing team.

GENERAL

- Represent the Belgrade, both internally and externally, as appropriate,
- Engage with the programming of the Belgrade's season of work, both produced and presented,
- Attend appropriate meetings,
- Develop an understanding of the Belgrade Theatre brand,
- Work at all times within the Theatre's Equal Opportunities Policy,
- Create and maintain equality of access for local people to appropriate activities for self-expression within an atmosphere of mutual trust and respect,
- Work within the Theatre's policies, in particular within its Safeguarding and Health and Safety policies and ensure adherence to these policies by freelance workers,
- Act as ambassador for the Theatre in general,
- Undertake any other duties which are consistent with the function of the job including attending staff meetings and training courses,
- Ensure an inclusive environment for the Belgrade's work with participants and artists,

- Work in line with the Belgrade's core values of inclusion, collaboration, evolution and authenticity.

WHAT ARE WE LOOKING FOR

SKILLS AND EXPERIENCE

- Experience of producing professional theatre productions, across all scales and on tour,
- Experience of collaborating with teams of artistic and producing staff,
- Experience of co-production and successful partnership working,
- Experience of creating, managing and monitoring production budgets and maintaining financial control,
- Experience of contracting artists and companies, including use of national union agreements (including, but not limited to UK Theatre, BECTU, ITC, Writers Guild),
- Confident understanding of a wide range of producing processes, including production and project management, budget management and negotiation,
- Proven ability to solve complex problems and manage multiple projects concurrently,
- Confident and empathetic approach to dealing with artists, production teams and other 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,
- A can do, proactive and collaborative attitude and approach.

DESIRABLE

- Demonstrable line management experience, including the ability to effectively support the continuing professional development of team members,
- Experience in leading or producing complex, ideally co-created projects and productions,
- Experience using Artifax.

OTHER INFORMATION

- Starting date: ASAP
- Probationary period: Three months
- Notice period: 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, increasing by a day per year to a maximum 33 days

- Location: This role is based at the Belgrade Theatre Coventry, but flexible and hybrid working can be considered
- The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters
- Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars

HOW TO APPLY

Please send a **CV** and **covering letter** by **9am** on **Wednesday 26 February** to recruitment@belgrade.co.uk or via post to: **Recruitment, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS.**

Please clearly mark the subject of your email, or address on the front of your envelope, as Senior Producer Application.

Your CV should include: dates (months/years) of employment, job title and location. It should also include the name, work address, email address and phone numbers of two referees with a note to say how they know you.

Your covering letter should include: why are you interested in this post (e.g. what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application). We recommend that you tell us what you can about yourself, with reference to the **What You Will Do & What We Are Looking For** sections. Please also include any relevant qualifications or training courses attended.

Alternatively, we can accept applications in other formats, including voicenote or video.

Your covering letter should be no more than two sides of A4/500 words or a video/voicenote of no more than five minutes in length.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and also complete the disability confident survey via this link:

[Disability Confident Survey.](#)

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.

Interviews will take place **Thursday 20 March**

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 database 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.](#)