

**Watford Palace Theatre**

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## PRODUCER

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### Producer

Thank you for your interest in the Producer post at Watford Palace Theatre.

Please find a job description and some background information enclosed.

**How to Apply:**

Please complete a Watford Palace Theatre application form and send it to:

Samantha Ford  
Administrator and PA to the Executive Team  
Watford Palace Theatre  
20 Clarendon Road, Watford, WD17 1JZ  
Email: [admin@watfordpalacetheatre.co.uk](mailto:admin@watfordpalacetheatre.co.uk)

Deadline for applications is midday on: 27<sup>th</sup> July 2016

It is anticipated that interviews will be held on the following dates:

<b>First Interviews:</b>	1 <sup>st</sup> August 2016
<b>Second Interviews:</b>	5 <sup>th</sup> August 2016

If you require further information or would like to discuss the post in more detail, please contact Jamie Arden, Executive Director at [jamiea@watfordpalacetheatre.co.uk](mailto:jamiea@watfordpalacetheatre.co.uk)

We look forward to receiving your application and thank you for your interest in Watford Palace Theatre.



Palace Theatre Watford Limited is a company limited by guarantee  
Reg no. 3218719  
Registered in England at 20 Clarendon Road, Watford WD17 1JZ  
Registered as a Charity no. 1056950

## Background information

Watford Palace Theatre is a 21<sup>st</sup> Century producing theatre which works across the art forms of theatre, dance, comedy and outdoor arts.

Watford Palace is a beautiful Edwardian 600-seat Theatre. The organisation receives core revenue funding from Arts Council England as one of their key National Portfolio Organisations within the region and is the premiere producing Theatre in Hertfordshire. The organisation also receives strong partnership support from Watford Borough Council, with whom it has a successful working relationship delivering cultural opportunities for all.

The venue produces high quality theatre productions and co-productions both in Watford and at partner venues further afield, with an emphasis on new work, cultural diversity, as well as reworked classics. Each season consists of a combination of in-house productions and co-productions, visiting productions and a range of one-off presentations of world class comedy and dance to attract the widest possible audiences. Seasons also include a range of films and 'live' and 'as live' broadcasts from the Royal National Theatre through to the Royal Opera House.

The Theatre is at the heart of Watford's community and offers a variety of participatory activities including Youth Theatre, a range of cultural celebrations, large scale community productions and workshops for young people and adults, as well as playing a leadership role in the cultural life of the town and the wider region.

The building is also home to two resident/associate companies, Rifco Arts and Tiata Fahodzi and a series of Creative Associates including writers Timberlake Wertenbaker, Gary Owen and Charlotte Keatley as well as Movement Directors Shona Morris and Kate Flatt.

## JOB DESCRIPTION

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<b>Post:</b>	<b>PRODUCER</b>
<b>Reporting to:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>Working closely with:</b>	Artistic Director, Executive Director, Communications Director, Head of Production, Head of Finance, Head of Participation and generally with other Watford Palace Theatre colleagues

### **Main purpose and scope of the post:**

To work closely with the Executive Director, Artistic Director and members of the Senior Management Team to Produce and manage Watford Palace Theatre's (WPT) artistic programme of produced, partnered, presented work, across the art forms of theatre, dance, outdoor arts and film.

### **Principal Duties**

- 1. *Producing***
  - 1.1 Work in collaboration with the Artistic Director and Executive Director in all aspects of the producing process for produced productions and co-produced productions as required.
  - 1.2 Project manage all aspects of the produced, presented or partnered programme of work both in the main Theatre Building and externally (on tour) as required by the Executive Director under his/her supervision.
  - 1.3 Recruit creative teams as required by the Artistic Director, including research, availability checks, making offers, negotiating terms and conditions (as agreed with the Executive Director) and issuing contracts. Act as a main point of contact for creative team members and offer administrative assistance as necessary.
  - 1.4 Be the main point of contact for external Casting Directors. Where casting is undertaken in-house, manage the process using Spotlight, including drafting the casting brief and issuing it either to selected agents or more widely, receiving submissions, checking availabilities and setting up auditions. Make offers to actors as requested or approved by the Artistic Director and issue contracts as required.
  - 1.5 Work with relevant colleagues to set the annual budgeting process for Produced and Partnered productions, including drafting budgets, managing budgets, attending and contributing to budget

meetings, research as necessary and maintaining regular contact with relevant unions (UK Theatre, Musicians Union, Writers Guild, Equity etc) to ensure that correct procedures are maintained in line with union agreements.

- 1.6 Draft co-producing and partnership contracts, for approval by the Executive Director, as required.
- 1.7 Check the availability of rights and negotiate and obtain licences as required, including filing the quarterly Performing Rights Society (PRS) return, obtaining PRS clearances in a timely fashion for all relevant productions, and renewing the annual Phonographic Performance Limited (PPL) licence.
- 1.8 Attend and minute Production meetings as required.
- 1.9 Oversee the process of having children and/or young people performing in Productions, ensuring the highest possible standards of care for children, and the timely obtaining of all appropriate checks and licences.
- 1.10 Manage a prioritised agenda for the weekly Producing meetings.

## **2. *Programming***

- 2.1 Work in liaison with the Artistic Director and Executive Director in all aspects of programming, including attending and coordinating weekly Programming Meetings and preparing the agenda of priorities for these meetings in consultation with the Artistic Director and Executive Director.
- 2.2 Working in close collaboration on all programming and production budgetary decisions with the wider 'Producing' team including (Artistic Director, Executive Director, Communications Director, Head of Production, Head of Finance and Head of Participation)
- 2.3 With the Executive Director and Artistic Director research and schedule presented work in line with the objectives set out in WPT's Business Plan and decisions made by the Producing team and at the Programming Meetings. Negotiate terms as agreed with the Executive Director, prepare draft contracts and to be the main central point of contact for external companies and internal creative teams.
- 2.4 Distribute all programming information effectively internally, including regularly updating the stage and auditorium calendar, rehearsal room calendar, programme schedule spreadsheet, producing the "tops and tails" document for WPT brochures and proofing these brochures, putting key programme dates in staff diaries and monitoring the key programme commitment dates of the Artistic Director in relation to his/her other work.
- 2.5 Research, Programme and schedule films in collaboration with the Executive Director and Head of Production. Liaise with and book films with distributors, ensure that the agreed calendar is booked within the required deadlines and check booking sheets.
- 2.6 Liaise with the Communications team - Marketing and Press Officer/s to support the production of the bi-monthly film brochure. Maintain the contract with the film delivery partner (currently

National Film Transport) and chase up late deliveries, missing film drives or missing film keys where required. Return box office figures to distributors regularly.

- 2.7 Schedule Live/As Live film content, in collaboration with the Executive Director, establishing and maintaining relationships with distributors, booking titles, ensuring delivery of content and distribution of programmes, timings and satellite information internally.
- 2.8 Research, schedule and manage in collaboration with the Executive Director and Head of Production the agreed programme of the outdoor arts festival 'Imagine Watford', the annual outdoor Festival led by the Watford Cultural Leaders Group, produced by WPT, in line with the objectives set out in WPT's Business Plan and decisions made by the Executive and at the Programming Meetings. Be a key part of the planning group, particularly in relation to artist requirements (including travel, accommodation, dressing room space, risk assessments, FEU waiver, visas), negotiate terms as agreed with the Executive Director, issue necessary contracts and to act as one of the Event Managers during the Festival. Draft the Imagine Watford budget and partake in all necessary budgeting and re-forecasting work with the Executive Director and Head of Finance.
- 2.9 Work with the Buildings Facilities Manager on hiring the Theatre to local groups, and work in conjunction with the Buildings Facilities Manager and Participation Projects Manager to assist in the hiring of the Theatre to other parties providing a source of income generation and "daytime use" of the building. Work with the Buildings Facilities Manager on the contracting process for all parties hiring the Theatre.
- 2.10 Manage budgets for Partnership Projects, One-Off Presentations, Presented Plays, Comedy, Film Programming and Hires for the approval of the Executive Director. Thereafter maintain the Budget Control Sheets for such work in relation to the agreed annual budget and partake in all necessary budgeting and re-forecasting work with the Executive Director and Head of Finance.
- 2.11 Produce final reconciliations for all Partnership Projects, One-Off Presentations, Comedy, Presented Plays, Films and Hires in close liaison with the Communications Director, Sales and Membership Manager, Head of Production and Head of Finance, for approval by the Executive Director.
- 2.12 Compile programme statistics and data for stakeholders, including filling in relevant programming data in the Theatre's reach table, completing the relevant programme sections of the Theatre's Arts Council England Annual Submission, and any other stakeholder and/or funder reports as required, in liaison with the Executive Director.

### **3. *Programme and Projects Development***

- 3.1 Act as budget holder and partake in budgeting and re-forecasting activities with the Executive Director and Head of Finance for the Research and Development budget.
- 3.2 Be responsible for handling incoming scripts, solicited and unsolicited, updating the script log, reading the scripts in collaboration with the Artistic Director and liaising with external readers and working closely with the Artistic Director to take any required actions forward.

- 3.3 Be responsible for handling approaches from other creatives and performers, solicited or unsolicited, logging as appropriate and working closely with the Artistic Director to take any required actions forward.
- 3.4 Co-ordinate the commissioning process, working closely with the Artistic and Executive Director to liaise with agents, negotiate where appropriate, issue contracts, maintain timescales and ensure the terms and conditions of the contract are followed.
- 3.5 Produce rehearsed readings, work in progress sessions, research and development and other new writing and programme development activities.
- 3.6 Work closely with the Directors in maintaining relationships with Resident Companies and Creative Associates, organising and attending meetings where required, co-ordinating resources and support provided by the Theatre, and keeping up to date with their projects and proposals to inform programming.
- 3.7 Research and submit applications for relevant programme and projects funding opportunities in close liaison with the Executive Director and Development Manager, including supporting Resident Companies and Creative Associates and partner artists and organisations in the submitting of applications, particularly Arts Council England Grants for the Arts, and in the submission of associated reports.
- 3.8 Support artists with whom the Theatre partners in the producing of their work as required.

#### **4. *General***

- 4.1 Be a member of the Diversity Working Group and attend meetings as required. Actively support and promote the Palace's commitment to diversity and equal opportunities in every area of the organisation's work.
- 4.2 As required, attend company meetings and cross departmental initiatives.
- 4.3 Support colleagues in other teams in the running of a range of special events, including press nights, fundraising events and participation activities, such as work experience.
- 4.4 In rotation with other colleagues, host post-show Q&A's and other events interacting with audiences.
- 4.5 Ensure that all Palace policies are observed in every area of their work.
- 4.6 Play an active role in the team, supporting and deputising for colleagues where appropriate.
- 4.7 To regularly attend where possible all Watford Palace Theatre shows and events - including press nights and fundraising/cultivation events.
- 4.8 To represent Watford Palace Theatre at internal and external meetings, as required.

- 4.9 To keep abreast of developments in contemporary theatre practice.
- 4.10 To undertake any other duties as agreed with the Executive Director as is appropriate to the post.

## **PERSON SPECIFICATION**

### *Essential*

- A passion for the arts, including good knowledge in at least one of the relevant art forms
- Relevant experience of supporting programming and/or producing
- Experience of project management
- Strong office administration skills including use of Word and Excel
- Strong written communication skills
- Robust negotiation skills
- Some experience of budget management
- The ability to adopt a variety of communication styles with a wide range of people
- The ability to work under pressure and on own initiative, and to prioritise workload
- Excellent team working skills
- Flexibility to work evenings and weekends
- Effective at supporting others including artists
- Meticulous with strong attention to detail

### *Desirable*

- Some experience in a subsidised arts organisation
- Relevant interest in a range of WPT's art forms
- Experience in supporting fundraising
- Experience of working with culturally diverse artists
- Interest in new work and knowledge of the commissioning process

## **TERMS OF EMPLOYMENT**

- **Salary:** £26,000 – £28,000 per annum depending on experience
- **Period of contract:** Permanent, including a three month probationary period during which time the notice period required by either party is two weeks.
- **Notice Period:** Subsequent to satisfactory review, the notice period is increased to 2 months.
- **Holiday:** 21 days per annum plus bank holidays (increasing to 25 days pro rata after 5 years of continual service)
- **Hours:** 40 hours per week. The post holder will be required to work evenings and weekends (an informal TOIL system operates).

Tickets: All WPT Staff are entitled to complimentary tickets for some productions taking place at the Palace Theatre. If appointed please see the staff handbook for the latest details.