

**Post: PRODUCING ASSISTANT PLACEMENT, I CAPTURE THE CASTLE**  
**Reporting to: PRODUCER**

## **THE PLACEMENT**

*This is an apprentice placement funded by Arts Council England's Grants for the Arts. The successful applicant will work alongside the team at Watford Palace Theatre (WPT) and external partners to support all aspects of the coordination and delivery of the forthcoming production of I CAPTURE THE CASTLE. In addition, there may be opportunities to support the wider work of WPT.*

*I CAPTURE THE CASTLE is a new British musical adapted from Dodie Smith's novel by Teresa Howard (Book Writer & Lyricist) and Steven Edis (Composer). This will be a co-production between Watford Palace Theatre, Octagon Theatre Bolton and Kevin Wallace Ltd, in association with Deborah Ward. The production will be directed by Brigid Larmour, Artistic Director of WPT and will premiere in Spring 2017.*

*We are looking to appoint someone with a passion for theatre, and a particular interest in the development of new musicals. This is a fixed-term, entry-level placement for someone wanting to start a career in the arts, and an excellent opportunity to gain an insight into the workings of a busy regional theatre.*

## **PRINCIPAL DUTIES**

This is an exciting opportunity to undertake a wide-ranging role which will involve supporting the Producer as the key Producing Assistant in all aspects of the delivery of I CAPTURE THE CASTLE. Duties may include, but not be limited to, the following:

- Attendance at all project planning, marketing, pre-production and production meetings as appropriate
- Administrative support for the Producer, the Communications team and other departments as appropriate
- Support for all creative, cast and production team members as appropriate before and during the rehearsal process
- Liaison with and support for external partners
- Proof-reading of production related materials
- Co-ordination and planning of participatory events
- Management of guest night lists
- Collating evaluation documentation and feedback for Arts Council England
- Other general administrative tasks as required

In addition, there may also be opportunities to be involved in supporting the wider work of WPT's produced, presented and partnered work.

## **PERSON SPECIFICATION**

### **Essential qualities / skills**

- A passion for the arts and theatre
- Strong office administration skills including use of Word and Excel
- Strong verbal and written communication skills
- The ability to work under pressure and on own initiative, and to prioritise workload
- Excellent team working skills
- A flexible attitude to work and working hours / locations – evening and weekend work may be involved
- Organised with strong attention to detail
- Discretion, tact and a sensitivity to confidentiality

**Desirable qualities / skills**

- A passion for and interest in the development of new, British musicals
- Some experience of budget management
- Relevant experience of producing or supporting the producing process
- Effective at supporting others including an awareness and sensitivity to the needs of artists

**DATES & COMMITMENT**

The start date for this placement is **w/c 13 February, 2017**. The placement will run until early May 2017.

This is not a full-time position. Exact working arrangements and dates will be negotiated and agreed with the Producer but we would expect the equivalent attendance of 1-2 x days per week during the period above. This position will primarily be based at Watford Palace Theatre but attendance at other locations in the Watford / London area may be required.

**REMUNERATION**

The placement is offered on a fixed, short-term self-employed basis and is funded through the Arts Council's Grants for the Arts scheme.

We are offering a full, all-inclusive fee of £2,000.

**APPLICATION PROCESS**

Please apply with a brief covering letter (no more than one side of A4) and a CV. Your covering letter should tell us why you feel you are suitable for the post, how you would benefit from this placement and how your specific skills and experience meet the criteria laid out in the Person Specification. Applications should be sent by email to [admin@watfordpalacetheatre.co.uk](mailto:admin@watfordpalacetheatre.co.uk) by midday on **Mon 30 January, 2017**.

Shortlisted applicants will be invited to interview **w/c 6 February, 2017**.

You will be contacted as soon as possible following the closing date to be informed of the outcome of your application.