

**Job Description**

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| **POST DETAILS** | |
| **Organisation** | The Marlowe Trust |
| **Job title** | Executive Producer Marketing Assistant |
| **Reports to** | Chief Executive |
| **Grade** | 15 |

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| **JOB PURPOSE** |
| To lead and manage the Marlowe’s Artistic Planning Department, comprising programme planning and producing across all spaces, including touring companies, in-house productions and co-productions, festivals and artist development programmes. A member of the theatre’s strategic Senior Management Team. |

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| **PRINCIPAL ACCOUNTABILITIES** |
| * With the Chief Executive, to develop, plan and manage the core artistic activity of the Marlowe, (receiving and producing) onsite, off-site and across all scales. * To manage the Marlowe’s Artistic Planning team in delivering commercial deals, schedules, project plans (from initiation to evaluation) and artistic contracts and commissions. * To support the Executive in developing further life for productions through co-productions, tours and transfers. * To develop and oversee the Marlowe’s Associate, Resident and Emerging Artist initiatives. * To oversee annual department and project budgets. * To line-manage, develop and inspire the Marlowe Artistic Planning team. * To provide Producer support for in-house shows, working closely with the Technical Director and Production Manager. * To work alongside the Technical Director and the Learning & Participation team to coordinate production support for L&P productions and projects. * To oversee the delivery of the Marlowe’s flagship biennial site- specific productions with professional artists and the communities of Kent. * As a member of the Senior Management Team, to input to the strategic direction of the theatre, in line with the Marlowe’s vision and values. |

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| **REQUIRED ATTRIBUTES** | |
| **Knowledge** | * Advanced knowledge of the theatre industry. * Good knowledge of the theatre production process. * Understanding of audience development, income budgeting and ticket pricing concepts. * A commitment to, and understanding of, safeguarding and health and safety procedures within a theatre environment**.** |
| **Skills** | * A good level of strategic management skills. * A good level of interpersonal skills. * A good level of numeracy skills. * A good level of people management skills. * A good level of written and verbal communication skills. |
| **Experience** | * Significant experience of producing and/or programming, including roles at a senior level. * Experience of developing successful productions of scale from ideas through to delivery. * Proven line management experience. * Experience of effectively scoping production logistics, resourcing and scheduling. * Experience of setting and managing budgets. * Experience of creating and managing schedules in an effective manner. * Experience of managing contracts and working relationships with touring and co-producing companies. * Previous experience as a Senior Manager or as a member of a leadership team. * Experience of managing contracts for actors, and creative teams. * Experience of supporting artist development programmes and nurturing creative talent. |
| **Qualifications** | * Educated to degree level or equivalent. |

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| **WORKING ENVIRONMENT** |
| Some evening and weekend work. |

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**February, 2019**