

**Job Description**

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

|  |
| --- |
| **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. |

|  |
| --- |
| **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.
 |

|  |
| --- |
| **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.
 |

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

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| **ORGANISATION CHART** |
| See attached. |

 |

**February, 2019**