

## Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Senior Producer
Reports to	Chief Executive
Grade	G

JOB PURPOSE
To line-produce Marlowe Theatre productions at all scales, working with the Chief Executive to develop the producing, co-producing and touring function of The Marlowe. To oversee and manage the theatre's artist development programme and its creative commissions with resident and associate companies.

PRINCIPAL ACCOUNTABILITIES
<ul style="list-style-type: none"><li>• With the Chief Executive and Technical Director to develop, plan and manage the producing function of The Marlowe.</li><li>• To line-produce The Marlowe's professional productions and co-productions across all scales.</li><li>• To prepare and control detailed budgets, business cases, evaluation and reporting for Marlowe Theatre productions.</li><li>• To draft and negotiate contracts for freelance and in-house creatives, actors and production staff as appropriate.</li><li>• To line-manage freelance creatives, actors, and production staff.</li><li>• To plan and manage the Marlowe Theatre's artists development programmes, including the filmmaker residency.</li><li>• To support the Executive in developing further life for productions through tours and transfers.</li><li>• To lead on the creative commissioning elements of The Marlowe's Associate &amp; Resident Company collaborations.</li><li>• To lead and develop your team, ensuring that staff are effectively recruited, have development opportunities, and are supported, and managed so they can meet business plan targets and deliver excellent customer service.</li><li>• To drive your own career and skills development, making the most of the opportunities made available to you.</li><li>• To work in a safe and legal way to comply with regulatory and legislative requirements.</li></ul>

- To live and represent the Marlowe's values.

<b>REQUIRED ATTRIBUTES</b>	
<b>Required qualities</b>	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do. We actively seek to represent the diversity of our society.</p> <p>To live our values, our Senior Producer needs to be:</p> <ul style="list-style-type: none"> <li>• A collaborative and proactive team player</li> <li>• A people person</li> <li>• Rigorous and detail oriented</li> <li>• A creative thinker and problem solver</li> <li>• Passionate about the purpose and value of theatre</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Advanced knowledge of the theatre industry.</li> <li>• Advanced knowledge of the theatre production process.</li> <li>• A commitment to, and understanding of, safeguarding and health and safety procedures within a theatre environment.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent project management skills</li> <li>• Excellent problem-solving skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent people management skills.</li> <li>• Excellent numeracy and budget management skills</li> <li>• Good IT skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of producing and touring theatre or an equivalent art form at mid or large scale</li> <li>• Experience of effectively scoping production logistics, resourcing, and scheduling.</li> <li>• Experience of setting and managing mid to large-scale theatre budgets.</li> <li>• Experience of working with industry contracts and using best practice in managing actors, creatives and production teams.</li> <li>• Experience of supporting commissions and nurturing creative talent.</li> </ul>
<b>Qualifications</b>	<p>We value education and a degree level qualification is desirable for this role. We will, however, consider applications from suitable skilled and experienced candidates without a qualification.</p>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	Large-scale production budgets up to £350k Annual artist development budget of £30k
<b>Number of staff reporting to the job holder</b>	Dramaturg Filmmaker-in-residence Freelance artists, theatre-makers & production staff
<b>Any other relevant information</b>	The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

<b>WORKING ENVIRONMENT</b>
Some evening and weekend work.

<b>ORGANISATION CHART</b>
See attached.

**January 2023**