MARLOWE THEATRE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Content Producer
Reports to	Director of Communications & Public Affairs
Grade	I

JOB PURPOSE
To lead on the agreed creation and delivery of a high-quality visual content for the theatre, delivering end-to-end photography and video production as well as commissioning and overseeing freelance photographers and videographers to support storytelling and audience engagement.

PRINCIPAL ACCOUNTABILITIES

- Lead on the agreed planning and delivery of photography and videography projects from concept to completion, ensuring alignment with organisational objectives, key messages and brand, working closely with the Communications Manager and Social Media Manager.
- Develop creative briefs and storyboards in collaboration with internal stakeholders (Marketing, Learning & Participation, Artistic Planning and Development teams).
- Capture high-quality still photography and video content for productions, rehearsals, events, and campaigns.
- Edit and post-produce visual content (photo and video), ensuring outputs meet professional and platform-specific standards.
- Commission, brief, and manage freelance photographers, videographers, and editors, ensuring quality and consistency.

- Oversee the full production lifecycle including scheduling, logistics, permissions, and risk assessments.
- Facilitate feedback loops with stakeholders, incorporating revisions and securing final sign-off on all content.
- Develop and maintain a digital asset library, ensuring content is easily accessible and rights-managed.
- Stay up to date with trends in digital storytelling, social media, and performing arts marketing to continuously improve content output.
- Manage budgets associated with content production and external commissions.
- Ensure all content reflects the artistic integrity of productions while meeting marketing and audience development goals.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To live and represent the Marlowe Theatre's values.

REQUIRED ATTRIBUTES	
Required Qualities	The Marlowe Theatre's core values are: Supportive and Collaborative Authentic and Inclusive Creative and Ambitious We actively seek to represent the diversity of our society. In order to live our values, our Content Producer should be: • A great communicator, particularly in visual form • Organised with an eye for detail • A creative thinker and problem solver
Knowledge	• An understanding of theatre industry including production processes and sensitivity to rehearsal room and performance environments.
Skills	• Strong project management skills, with the ability to manage multiple projects simultaneously from briefing to delivery. • Strong communication and stakeholder management skills, with the ability to collaborate across artistic and administrative teams. • High level of proficiency in industry-standard editing software (e.g. Adobe Creative Suite or equivalent).

	• Understanding of content requirements across different platforms (social media, websites, press, archival). • Ability to translate artistic vision and key messages into compelling visual narratives. • Good attention detail. • Proactive, solutions-focused approach with the ability to work under pressure and meet deadlines.
Experience	• Demonstrable experience in both still photography and videography, including shooting and editing. • Strong portfolio showcasing creative storytelling in a cultural, arts, or live events context. • Proven experience commissioning and managing freelance creatives or external suppliers.
Qualifications	• We value education and GCSE's in Maths and English at Grade 4 or above are desirable for this role. We will, however, consider applications from suitably skilled and experienced candidates without a qualification.

JOB DIMENSIONS	
Annual budgetary amounts	n/a
Number of staff reporting to the job holder	Direct Reports – 0 Indirect Reports – 0
Any other relevant statistics/information	n/a

WORKING ENVIRONMENT
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. The Marlowe Theatre's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

ORGANISATION CHART
See attached

October 2026