



Theatr
Clwyd

Director of
Producing
Recruitment Pack

Welcome

We are very proud of the incredible work that has been made at Theatr Clwyd in its 44 year history and are delighted that you are considering joining our company.

It is an exciting time to join the team as we embark on our capital redevelopment, with work due to start in 2022. We will transform our home to become a hub for the community, with dedicated youth hub, health and wellbeing spaces and areas to support our amazing theatre-making teams ensuring Theatr Clwyd is here for future generations, and that we strive towards our mission in all that we do – *To make the world a happier place, one moment at a time.*

We hope you are excited to find out more about this vacancy and can't wait to meet you.

Best Wishes



Tamara Harvey
Artistic Director



Liam Evans-Ford
Executive Director





About us

Theatr Clwyd is a cultural hub, producing world-class theatre in the hills of North Wales. Since 1976 we have been serving our communities and delivering the highest quality theatre and arts experience for the people of North Wales and beyond.

Our mission is increasingly important to us in all that we do.

To make the world a happier place, one moment at a time.

We are fortunate enough to be one of very few theatres in the UK to build sets, make costumes, paint scenery and create props inhouse. These essential theatre making skills ensure that we can push theatrical boundaries to create stunning shows from the seed of a writer's imagination. Since 2018 this has been recognised by the theatre industry with awards from UK Theatre, The Stage and the Olivier's.

The development of theatre makers in our community is key to sustaining Wales and the UK's cultural sector. We have spaces for writers and companies dovetailed with technical apprenticeships and trainee directors to create a building which supports emerging creatives in developing artistic excellence.

We use our skills to underpin social transformation in our communities. We creatively address social and educational challenges such as youth justice while bridging social and economic divides. We recognise the immediate impact and long term benefits the arts can provide to aid psychological and physical wellbeing. We collaborate with Wales' largest NHS health board and local social services to meet the challenges facing health and social care by supporting our communities.

We have a recent annual turnover of around £7m and are funded by a combination of Arts Council Wales, Flintshire County Council, box office ticket sales, commercial income and fundraising from individuals, trusts and foundations and corporate sponsorship.

Job Description

Contract Type: **Permanent**
Hours: **37 hours per week**
Grade: **SLT1**
Starting salary: **£51,005**
Team: **Programming & Producing**
Responsible to: **Artistic Director, Executive Director**
Responsible for: **Head of Production, Producer**

Purpose of the Role

To collaborate with the Artistic Director and Executive Director to realise the creative potential of Theatr Clwyd's work. To lead the Producing & Production Department. This role is also a member of the Senior Management Team.

Duties and Responsibilities

- Oversee all aspects of the producing and programming function of Theatr Clwyd to ensure they produce the desired results and are consistent with the overall strategy and mission
- Supporting the Artistic Director and Executive Director in ensuring that all work is produced and presented with high quality production values and in the best possible circumstances.
- To provide leadership for direct reports and, by active participation in the Senior Management Team, to the organisation as a whole.
- To lead, plan and ensure delivery of all Theatr Clwyd's work across all stages, including co-productions, visiting companies and tours.
- To explore and develop opportunities for the future life of our productions.
- To lead the Producing & Production department, driving positive change and innovation, ensuring efficient and sustainable capacity to support the programme within the resources available.
- To produce Theatr Clwyd's productions (including Creative Engagement projects) and ensure productions are delivered efficiently, safely, and to the highest production values. This involves planning,

contracting, managing creative teams and leading on relationships with co-producers.

- To develop effective working relationships with artists and their agents, producers and other theatre companies.
- To manage and control all budgets relevant to the work of the Producing and Production department, contributing to fundraising and development initiatives and applications where required.
- To take a key role in researching, developing and delivering the future-life potential of projects.
- To assess the technical capacity and commercial aspects of each proposed season of work with the Artistic Director and Senior Management Team. To oversee and develop plans for professional development of theatre makers at all levels.
- To be creative in the identification, evaluation, implementation and review of new ways of working (structure, systems, processes and methods) to increase efficiency and efficacy within the Department.
- To oversee performance management and development of the Department, ensuring excellence and a positive culture is consistently achieved.
- To ensure all working practices comply with Health and Safety legislation including policies and procedures emanating from Theatr Clwyd's Health and Safety Policy.
- To train and develop managers to achieve the highest standards of staff engagement, safety, efficiency and operation.

Your Team

The purpose of the Production Department is to create and run to the highest standards, all aspects of Theatr Clwyd's productions and related projects, in partnership with directors, designers and project leaders. The department is responsible for ensuring creative teams achieve their artistic vision within agreed timescales and budgets.



Are you someone with...?

Essential

- Extensive knowledge and experience of producing work, including developing and managing co-productions
- Significant experience of general/production management and departmental leadership in a theatre, or in a freelance capacity.
- An entrepreneurial and self-motivated approach
- Proven track record of delivering significant measurable improvements.
- Proven negotiation skills (e.g. with agents, producers and promoters).
- A team-player who is personable, diplomatic and has the ability to communicate effectively with people at all levels both internally and externally.
- Committed, self motivated with excellent team leadership and management skills.
- Previous experience of setting and managing budgets.
- Experience of maintaining high standards of producing through awareness of best practice including Health and Safety and implementing effective procedures.
- Excellent problem solving and decision making skills.
- Passion and empathy for the arts, with a broad knowledge of theatre artists and companies.
- Excellent written and verbal communication skills.
- Good ICT skills, including working knowledge of Microsoft Office Word, Excel and Outlook.
- Excellent organisational skills with a high level of attention to detail and ability to effectively manage multiple projects concurrently.
- Ability to work effectively within a busy environment including periods of intense pressure to meet non-negotiable deadlines.
- An understanding of and commitment to diversity and inclusion.
- Enthusiasm and calmness – to lead by example.

Desirable

- A good knowledge of the Welsh theatre landscape
- A good knowledge of theatre technology.
- Previous experience of working in a receiving house or touring.
- Previous experience of a senior role in a producing theatre.

Recruitment Process

Link to apply: [CLICK HERE](#)

Closing date: Wednesday 18th May 2022, 5pm

Benefits for Company Members

- Complimentary tickets for Theatr Clwyd shows and events, subject to availability and policy
- Discounts in the theatre's café bar and gift shop
- Pension scheme with NEST
- 32 days annual leave (including bank holidays), pro rata, increasing with length of service
- An in-house Wellbeing Programme
- Access to Occupational Health
- We are also a member of Parents and Carers in the Performing Arts (PiPA)

Equal Opportunities

We want our company to be representative of all sections of society and welcome applications from everyone.

We believe diversity is about celebrating and valuing individuals. We have an equality of opportunity approach and aspire to give everyone the chance to achieve their potential.

We would be grateful if you could please complete our [Equal Opportunities survey](#).

We would love to hear from you in whatever way feels most appropriate to you.

If you would like to access this application pack or submit your application in another format, we would be happy to speak to you about your needs.

Please contact us on 01352 344101 or people@theatrclwyd.com to discuss further

Theatr Clwyd recognises that the ability to communicate in Welsh is an important and valuable skill in the workplace and is committed to increasing the numbers of bilingual employees. We welcome applications for any post from candidates who are able to work in both Welsh and English.

We will contact all unsuccessful candidates to tell them they have not been shortlisted for interview.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.



Get in touch?

For more information or an informal chat about this role please contact

Liam Evans Ford

Executive Director

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