



Theatr  
Clwyd

Producer

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: **TC01.5**  
Starting salary: **£34,461**  
Team: **Programming & Producing**  
Responsible to: **Director of Producing**  
Responsible for: **Assistant Producer**

## Purpose of the Role

The Producer is the line producer for Theatr Clwyd's productions at home and on tour. They will employ significant specialist knowledge of, and creative approach to, theatre producing to support the Director of Producing in delivering the programmed work across the building and beyond.

## Duties and Responsibilities

### General

- To manage, recruit, resource, lead, unite and motivate the Producing Team
- To contribute to the overall strategy and direction by making recommendations to the Director of Producing on strategic plans, priorities and innovative solutions.
- To be accountable for budget management within the Team.
- To ensure the Producing Team makes a significant contribution to the overall success of Theatr Clwyd and to the arts scene across the UK.
- To encourage risk-taking, hard work and creative thinking and promote a positive and supportive culture.
- To lead by example, communicating, influencing and promoting the company ethos and excellent standards of Theatr Clwyd.

### Line Producing

- To take the lead on scheduling projects and driving the delivery process forward, once the Director of Producing, Executive Director and Artistic Director have set up the producing context and structure.
- To be responsible for creating production budgets alongside the Director of Producing, Executive Director and Finance, Operations & People Director, and to liaise with them on all aspects of production accounting.

- In collaboration with the Director of Producing, to lead on contracting and negotiation, including visiting work, co-production agreements and commissions.
- To attend and actively participate in production meetings and be the first point of contact for Production Teams for any issues arising during production or performances, maintaining a constructive, professional and safe environment for the teams.
- In the case of projects that are co-produced with Theatr Clwyd but managed by a partner theatre, to play a coordinating role between the two organisations, and offer support to the partner theatre as necessary.
- To support the other departments at Theatr Clwyd with any development, engagement and communications activity around the productions.
- To manage a review meeting at the end of each production in which members of the team can evaluate successes and failures.
- To line manage the Assistant Producer and Production Manager.
- To line manage any resident trainees or apprentices as necessary.
- To actively engage in current theatre practice and productions, and to proactively contribute to programming discussions at Theatr Clwyd.

### Other

- To keep abreast of industry trends by attending shows, conferences and training events and following news, social media and reviews.
- To follow best practice across the industry by developing and maintaining relationships with a range of other producers in both the subsidised and commercial sectors.

## Your Team

The Producing and Programming Team at Theatr Clwyd, alongside the Artistic Director, is responsible for creating and realising the full programme of produced and visiting work. It provides a practical framework within which the artistic vision can be delivered to deadline and to budget, as well as enabling actors, creative teams and other artists to create innovative and inspiring work.





# Are you someone with...?

## Essential

- Significant specialist experience of working at a senior level in a producing role in a producing theatre.
- Significant experience of assembling and managing production and creative teams.
- Experience of negotiating and drafting contracts.
- Experience of booking a tour.
- Proven track record of line management, or managing a team together with the ability to lead and motivate people.
- Sound financial management skills, with experience of working with complex budgets.
- Excellent communication and negotiation skills, prioritising verbal communication, particularly in difficult conversations.
- Excellent attention to detail.
- Excellent organisational skills, with the ability to manage multiple tasks and work under pressure.
- Good knowledge of Microsoft Office.
- Good knowledge of UK Theatre subsidised repertory or SOLT agreements for actors, stage management and creative freelancers.
- A thoughtful approach and a demonstrable understanding of wider trends within the industry.
- Good knowledge of art forms other than theatre, including but not limited to dance, music, art, film and literature.
- Excellent administrative skills, with an organised and methodical approach.
- Ability to process and summarise complex information quickly.
- An energetic manner, an ability to drive projects to completion and to be self-supporting administratively.
- Ability to develop, nurture and sustain strong, productive and long-term relationships with a variety of key, high-level personnel, partnerships and networks.
- Ability to manage multiple tasks and work under pressure.
- Ability to work collaboratively.
- An understanding of audience development and marketing.
- Accessible and supportive to production staff, artists, participants and audiences.
- An understanding of and commitment to diversity and inclusion.
- A commitment to artistic excellence.

## Desirable

- Experience of booking and managing international performances.
- Good networks within the UK theatre industry.
- Understanding of artist development.
- Knowledge of Health and Safety protocols, insurance and legal issues, and best practice in equal opportunities and diversity policies.
- Full driving licence.
- Spoken and written Welsh.



# Recruitment Process

Link to apply: [CLICK HERE](#)  
Closing date: Friday 29<sup>th</sup> July 2022  
Interview date: 15<sup>th</sup> August

## 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](mailto: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

**Andrew Roberts**

Finance, Operations & People Director

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