

Job Summary

PRODUCER

Responsible to:	Head of Producing
Salary:	£36,400
Contract:	Full time. Permanent
Hours:	Hours are 10am to 6pm Monday to Friday. Evening and weekend work will be required
Benefits include:	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities, staff comp tickets
Holiday:	25 days per annum rising by one day for each full financial year worked to a maximum of 30 days.
Probation Period:	3 months
Notice Period:	8 weeks

Key Objectives:

To work with the Producing team to produce and general manage main house and/or productions, and special projects.

The Producer plays an integral role in the development, management and delivery of the Young Vic's artistic programme from first idea to final performance.

The theatre is renowned for delivering productions to the highest possible standard, encouraging and promoting the greatest degree of skill in everything we do, whilst facilitating the vision of artistic teams across each production.

The purpose of the role is to deliver the artistic goals and financial aims developed by the Executive Team (Artistic Director and Executive Director) in such a way that the artists, the budget, the schedule and the audience are all seamlessly and productively inter-connected.

The role requires strong negotiation and contractual experience and skill, and an excellent understanding of how to facilitate and collaborate with world class artistic teams. The Producer will work across multiple high stakes projects with both international and local partners, and will be required to manage many priorities at once.

About the Young Vic

The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centers across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

Our Anti-Racism Commitment

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

The Language We Use and Why

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

Our Values at the Young Vic

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

We believe theatre is at its best when everyone participates. We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

We are driven by relentless curiosity and debate. We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

We believe in pioneering and leading into the unknown. We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

About the Young Vic

We are led by the creativity of our people and the limitless possibility of imagination. We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

We are committed to openness rooted in trust. We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

Main duties and responsibilities:

Producing:

- To deliver productions and lead on the delivery of them including scheduling, budgeting, artist negotiation, liaison and contracting.
- To collaborate closely with the Executive Team, Producing Team and staff at the Young Vic to ensure that our work is fully integrated into the fabric of the organisation and is supported by colleagues across the building.
- Managing several overlapping projects at differing stages of their delivery, including R&D, pre-production, rehearsal, running periods and ensuring that all projects are delivered on time and to budget.
- Communicating clearly and effectively with all artists and freelancers involved in each production and ensuring project deadlines are met.
- Facilitating the work of the artists we welcome into the Young Vic to enable them to give of their best, whilst also being responsible for making sure that creative ambitions are held within the limitations of agreed budgets for line-produced projects.
- Negotiating and agreeing commissioning and rights agreements with writers and contracts with creative team members, actors, musicians, stage managers and freelance production staff, ensuring that Union agreements are observed.
- Working with the Head of Producing to negotiate, agree and monitor contracts with relevant co-producers and visiting companies which aim for the best possible outcomes for the Young Vic's work.
- Liaising with relevant senior staff, including the Director of Technical and Production, over production logistics, schedules, targets, budgets and contractual obligations.
- Assisting and supporting freelance Casting Directors with casting arrangements.

Budget Management:

- Taking responsibility for budget management and reconciliation, and reporting on costs and expenditure to the Head of Producing, Finance Director and Executive Director on a weekly basis.
- Liaising with project partners in order to ensure that agreed contractual, budgetary and quality commitments are met.

General:

- Schedule access/assisted and relaxed performances and liaising with colleagues for their promotion and management.
- To manage and update the programming schedule for the organisation ensuring that it is up to date and distributed to the organisation on a regular basis.
- Ensure the efficient use of Young Vic spaces.
- Oversee large-scale hires as required, and liaise with other staff on smaller one-off hires as needed.
- Ensuring a timely and accurate information flow between all departments involved in the producing process, understanding the particular needs and points of access required by different departments.
- Liaising with all other members of the Producing Team and helping to maintain clear and regular channels of communication.
- Ensuring the Marketing and Communications Department are suitably informed to deliver impactful marketing campaigns.

- Attending relevant meetings and participating in training activities as and when identified by the Executive Team and/or Head of Producing.
- Developing and maintaining healthy relationships with the agents for writers, actors, creative teams and musicians, and industry bodies including Equity, BECTU, the MU and UK Theatre.
- Keeping abreast of local, national and international developments in theatre production and the emergence of performers and creative team members to ensure that the theatre is at the forefront of development in such areas.
- To champion and implement all policies and practices with particular focus on our Anti-Racism work and Theatre Green Book.
- To undertake any other duties as appropriate to the post and as agreed with the Executive Team.

Person Specification:

Essential:

- An affinity for the mission, vision and work of the Young Vic Theatre and a passion to play a key role in shaping and achieving the theatre's success.
- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- A love of theatre/the arts and an understanding of the impact it can have on the lives of individuals and communities.
- Experience of artistic collaboration and facilitation.
- Experience managing mid to large-scale productions.
- Proven ability to take the initiative and lead teams under pressure.
- Ability to manage multiple time-sensitive priorities and meet deadlines.
- Experience in negotiating and contracting artists.
- Experience of managing partnerships and building relationships.
- Experience of working with artists and with technical/production teams.
- Strong written and verbal communication and influencing skills.
- Strong financial and budget management skills.
- A commitment to championing the equality diversity and inclusion at every level of the organisation and the proven ability to work with people from a wide variety of backgrounds.
- Excellent IT skills including all Microsoft applications.
- An eye for detail and accuracy.

Desirable (but not essential) qualities, skills and experience:

- Proven experience of developing and producing productions on the mid-large scale.
- Experience of working with the Equity/BECTU/TMA subsidised agreements.
- Experience of theatre contracts and co-production agreements.
- Productive and wide-ranging contacts in the theatre sector.

Please note: The attached job description is an overview of the type of work and is not an exhaustive list.