



Introduction to the Stephen Joseph Theatre

The Stephen Joseph Theatre (SJT) is a producing theatre based in Scarborough; it has a national and international reputation, and offers a year-round programme of high-quality theatre and film. SJT also provides a wide-range of participatory activity, through which we work across the borough and with all ages and communities, including: a youth theatre for anyone aged from 5 – 25; schools' workshops; community choirs and activities for those with dementia.

Each year we produce seven shows, of which at least two are brand new. This year's programme includes a new adaptation of **Northanger Abbey** co-produced with The Orange Tree Theatre in London; co-productions of **Dracula** and **Brassed Off** (our big shows for the summer); a world-premiere of Alan Ayckbourn's 90th new play **Show and Tell**; the world premiere of **The Whitby Rebels** by Bea Roberts, based on a true local story, and our two Christmas shows: **Aladdin** and **Captain Cliff**.

The work from our visiting companies includes dance, drama, music, solo shows, comedy, family work, circus, poetry, cabaret, magic and drag and this year we've welcomed Graeae, Blackeyed Theatre, John Godber, Bridget Christie, Karim Khan and Richard Shelton as Sinatra (amongst others). Our cinema shows nearly 400 films a year, ranging from *Barbie* and *Oppenheimer* to the latest live streaming from the National Theatre.

Our theatre benefits from its proximity to the beautiful North Yorkshire coastline as well as the North York Moors and the Yorkshire Wolds. Scarborough was the first British seaside resort to be established in England and remains one of the UK's most visited destinations. SJT is at the heart of the cultural regeneration plans established by Scarborough Borough Council and now being taken forwards by North Yorkshire Council (who replaced SBC after Local Government Reorganisation). These include Scarborough Fair - a year-round cultural programme incorporating five high-quality, distinctive festivals – the creation of a new council wide cultural strategy and the reinvigoration of the high street.

For locals, and for the thousands who visit this beautiful part of the world every year, SJT provides

year-round entertainment: diverse, funny, surprising, visually daring and packing a big emotional punch.

SJT is currently led by Joint CEOs Paul Robinson (Artistic Director) and Caroline Routh (Executive Director), who have placed the company on a firm financial footing whilst at the same time building a dynamic artistic programme that has secured a significant increase in audiences and national recognition. At the end of our second full year of operation – post pandemic – and having secured three-year funding from both Arts Council England (as one of their National Portfolio Organisations) and from North Yorkshire Council, we are looking forward with a renewed sense of optimism and energy.



Welcome from Joint Chief Executives, Caroline Routh and Paul Robinson

Thank you for your interest in the role of Assistant Producer here at SJT at what we believe to be an incredibly exciting time for the company.

Over the past two years, and post-pandemic, our focus has been on re-building our audiences, through an extensive programme of visiting work with a broad appeal, alongside vibrant, high-quality shows produced in-house. As we near the end of 2023/24 we've been delighted to see that focus pay off; we have just achieved our most successful year to date in terms of audience numbers and box office income and our Programming and Producing team have played a key role in that. We are now looking to continue that success, to seek out new co-producing partners with whom we can create larger, more ambitious shows; to commission new plays with a strong local voice that connect with our communities; and to find and nurture visiting artists whose work complements our own and with whom we can work to build an offer to engage with the widest number of people.

It is of course not all about the work on our stages; over the next few years we are also keen to build a strong talent development pipeline through which young people can be supported into careers in the creative industries. This role will be critical in that approach, working in support of our Head of Creative Engagement and across other departments within the theatre to coordinate opportunities for potential actors, technicians and creatives. You will also work with the Producer in managing literary submissions and producing curated events for local professional actors.

We're proud of what we've put in place so far but there is lots still to do to build on those foundations - which is where you come in. We want someone who has a real passion for theatre and performance as well as great organisational skills and attention to detail. You'll be someone who thrives working in a fast-paced environment and who is excited about getting involved across the whole of our programme. Whilst some experience of producing and programming would be great, it's not critical; what's most important is that you have the right range of skills and a belief in our vision and purpose.

If this feels like the perfect opportunity for you, do get in touch. And if an informal chat with one of us would help you decide, please drop our Executive Assistant Jaye Lewis an email (jaye.lewis@sjt.uk.com) to find a time.

We look forward to hearing from you.

Very best wishes

Caroline & Paul

Our Theatre

Vision

We at the SJT believe that culture provokes interest and fires our imaginations; that sharing our experiences and our stories helps build communities and that collaboration builds a compassionate and engaged society.

Our role is to give everyone the opportunity to discover and celebrate their creativity.

In short, we believe that this is yours.

Building

Our theatre is housed in a converted 1936 Odeon cinema building, opposite Scarborough railway station and comprises:

- The Round, a 400-seat theatre space in the round.
- The McCarthy Theatre (The Mac), a 165-seat proscenium arch theatre.
- Rehearsal room, scenic workshop, wardrobe and store.
- Creative Engagement rooms, including dedicated studio space and classrooms.
- The Ramsay Reading Room.
- The Boden Room, a flexible function room.
- The Round Gallery, programmed with exhibitions from local artists.
- Bar and lounge, providing a flexible space for use by audiences and for events and the home of Eat Me Cafe.



The Round



The McCarthy

Assistant Producer Job Description

Job Title: Assistant Producer
Line managed by: Producer
Line manages: n/a

Job Purpose:

The Assistant Producer is a key member of the Programming and Producing team and works closely with the Producer and the Head of Creative Engagement to support the company's artistic programme. The role is responsible for assisting the Producer to deliver all areas of the produced and presented programme for the theatre and on tour and is responsible for supporting the talent development programme.

Key Responsibilities and Duties

Producing

- To assist the Producer and Artistic Director on the implementation of the company's artistic programme.
- To assist the Producer in recruiting creative teams by carrying out availability checks and liaising with agents
- To lead on drafting creative / actor contracts for all SJT produced work, including Creative Engagement productions.
- To support the Producer in maintaining accurate, up to date filing systems.
- To assist on securing rights and licenses (including PRS, future life and participation).
- To liaise with the Marketing department on press & marketing strategy & activity to promote SJT's programme & to develop audiences.
- To assist on the touring and co-production programme, including contracting creative partners, creation of tour packs, scheduling, etc.
- When required, to act as lead producer for agreed events and activities.
- To lead on logistics for international touring work e.g visas, booking accommodation & travel.
- To assist in the monitoring and evaluation of the company's programme of work.
- To lead on the organisation of the company's open auditions.
- To ensure good & timely communication across departments through attending appropriate departmental meetings e.g. marketing, planning.
- To see SJT's work on tour, when required.
- To act as a point of contact and liaison for all freelance artists

Talent Development

- Working in collaboration with the Creative Engagement department, and directly with local schools and colleges, to coordinate the professional development of local talent (actors, creatives, technicians, etc.) aged 16+.
- To create entry routes to on- and off- stage roles and build and maintain a cohesive pipeline to further training and professional opportunities.
- To support and produce opportunities for local professional actors.
- To manage literary submissions
- To negotiate and draft seed commission agreements.
- To take a proactive role in sharing professional practice and opportunities as required.

Presented programme

- To assist the Producer in researching, seeking and shortlisting a programme of visiting work in line with SJT's artistic and programming policies and to assist in preparing a detailed schedule.
- To manage the programming inbox ensuring artists receive a response in a timely manner.
- To work with the Marketing and Creative Engagement departments on audience development strategies and initiatives.
- To lead regular planning meetings to keep all departments informed of upcoming shows and events.
- To assist the Producer in negotiating all deal packages and prepare corresponding pricing guidance, sales targets & seating plans, inc. booking "hold" tickets.
- To lead on all areas of contracting visiting companies and to be their main point of liaison, including supporting on hospitality, travel and accommodation.
- To support and see the work of visiting companies, both at SJT and in other venues, as appropriate to inform the programming.
- To represent SJT at external events as required.
- To proof marketing materials as required.

General

- To work with the Fundraising and Development department to support various events e.g. Circle Café and to manage the post show Q&A schedule.
- To deputise for the Producer where required.
- To service meetings by taking minutes, inviting attendees, booking space and updating calendars.

Company Responsibilities

- To become familiar with the company's Staff Handbook and to work in accordance with its policies and approaches and with other key organisational strategies as may be required.
- To attend organisational meetings/rehearsals, as required.
- To undertake other tasks and duties as may reasonably be requested.

About role specifications

As SJT evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such, staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

Person Specification

Essential Criteria

- Passion for theatre and performance
- Strong attention to detail and good organisational and IT skills
- Financial numeracy
- A proactive approach to problem solving
- Ability to exercise discretion when required
- A commitment to the promotion of diversity
- Strong team player
- Excellent written and verbal communication skills
- Creativity and imagination
- Ability to manage multiple priorities and work to deadlines

Desirable Criteria

- An understanding of the process of producing and/or programming work
- Experience of dealing with contracts and negotiations
- Interest in artist/ talent development
- An understanding and appreciation of SJT's work and the arts generally
- Understanding of audience engagement
- Experience of project evaluation
- Experience of public speaking
- Experience working with Box Office software

Terms and Conditions

Salary:	Salary £23,793 - £25,233
Contract:	Permanent, full-time.
Probationary period:	Six months
Notice period:	Two months
Hours:	37.5 hours per week. No overtime is payable, but time off in lieu for excess working hours can be agreed with the line manager. There may be occasional evening or weekend hours.
Pension:	The company operates an auto-enrolment pension scheme in line with current government legislation.
Holiday Entitlement:	25 days per annum (exclusive of Public Holidays).
Place of work:	Stephen Joseph Theatre Scarborough

Any offer of employment will be subject to the receipt of:

- References that are satisfactory to Scarborough Theatre Trust
- Evidence of the right to work in the UK as defined by the Home Office
- A valid DBS check



Application Process

Thank you for your interest in the role of Assistant Producer here at SJT.

If you are interested, please send a copy of your up-to-date CV together with a letter explaining what attracts you to this position and why you think you would be good at it. We'd particularly like to hear from you about any specific examples of past experience that tie directly into the person specification.

As part of your application, please also include the names and contact details of two referees. We won't ask anyone for a reference before interviews and then only after checking with you first that you are happy for us to speak to them.

It's not part of your application, but it would really help us to monitor our equal opportunities plan if you could complete an Equal Opportunities Form, which can be found on the vacancies page on our website. This form will only be used for monitoring purposes; it will be removed when your application is received and kept separately so that it doesn't form any part of the shortlisting process.

All applications must be sent via email to Jaye Lewis on jaye.lewis@sjt.uk.com with "Assistant Producer" in the subject line by midday on 7 May 2024.

Access provision and additional support/resources: We want this role to be an opportunity for the widest possible group of people who fit its criteria. We are committed to providing support with access requirements and are open to a conversation with any applicant about how they may be supported to fulfil the role. Please let us know of any access needs you may have at any point in the recruitment process and we will work with you to ensure those are met. We will also ensure that access requirements are not a factor in our decision-making process.

There's a wealth of useful info on communicating your specific needs here: www.accessdocsforartists.com and alexandrinahemsley.com/resources/access-rider-open-template/

We'll hold interviews at SJT on 20 May 2024 and we will reimburse your travel expenses. If you can't attend the interviews in person, we can offer you the option of a digital interview; however, we will need a candidate to visit the theatre before we make any job offer.

