



Assistant Producer (part time)

We are looking for an enthusiastic, motivated and exceptionally well organised Assistant Producer to come and join our small and very industrious team in Whitechapel. You must have excellent administrative skills, be a good team player, with great attention to detail and love a challenge.

Duties include daily office administration, coordinating auditions and research and development processes, developing our digital media, working with the team to support rehearsals and overseeing accommodation and travel for UK and international touring.

Theatre-Rites consistently works across artforms with a diverse range of artists organisations. We are looking for somebody with a passion for the arts and a commitment to ensuring young audiences have access to the best quality theatre possible.

HOW TO APPLY FOR THIS POSITION

Please send your completed application and equal opportunities monitoring form to:

John Johnston, Project Manager, Theatre-Rites Unit 206, E1 Studios, 7 Whitechapel Road, London E1 1DU / cv@theatre-rites.co.uk

The closing date for applications is 5PM MONDAY 6TH AUGUST and interviews will be held in London on FRIDAY 17TH AUGUST.

We will let shortlisted candidates know by Monday 13th August.

Theatre-Rites Job Description

Job Title:	Assistant Producer
Line managed by:	Executive Producer
Office Hours:	10am to 6pm, although a degree of flexibility is needed e.g. for attending evening and weekend shows.
Salary:	£ 24,000 pro rata (this is a part-time post, 3 days a week (negotiable but ideally Monday, Wednesday and Friday)

Outline of Responsibilities:

To provide administrative support to the Theatre-Rites' office and to work with the team in effective planning and delivery of the programme of activity.

Key Responsibilities:

Administrative Support

- To be the first point of contact in the Theatre-Rites office, dealing with telephone enquiries, checking general emails.
- Maintaining and updating the Team schedule, arranging meetings
- To ensure the efficient running of the Theatre-Rites' office

Casting

- In consultation with the Artistic Director to research casting of Theatre-Rites' shows.
- To co-ordinate and manage auditions.
- To actively seek out and research interesting artists and possible new collaborators

Research and Development

- In liaison with the Theatre-Rites team co-ordinate R&D weeks, including booking of space, contracting of cast and Stage Managers.
- Ensure that each r&d is filmed and edited versions appropriately distributed
- Liaise with any support staff attached to the R&D.

Rehearsals and Touring

In consultation with the Project Manager to undertake project-related support as required, including

- Booking rehearsal space and organising practical arrangements for rehearsals
- Ensuring cast and stage managers have been DBS checked
- Preparing ITC/Equity contracts
- Booking accommodation and organising travel
- Co-ordination of complimentary tickets in liaison with venues.

Puppetry Training (when schedule allows we usually deliver two 2-day puppetry training workshops per year)

- Lead on the smooth co-ordination and scheduling of training.
- Identify any particular artform or geographical area that would benefit from puppetry training

Digital Media

- To work on social media strategies attached to each production, and to ensure a constant multi-platform dialogue
- To be responsible for ensuring the company's website is up to date
- To oversee Theatre-Rites' computer network, undertake basic maintenance and organise out-of-house computer support where necessary.
- To maintain and update Theatre-Rites' databases.

Marketing and PR

- To contribute to the overall marketing of Theatre-Rites
- In consultation with the Project Manager to undertake project related marketing including collating material for current show programmes, distribution of tour print and web updates.
- To keep updated, and to distribute, company promotional material
- To provide support for any special events for VIPs.
- To organise and maintain print and media archives

Research and Fundraising

- To undertake research relating to current concerns / interests of the company e.g. into venues, sites, art-forms etc

Board

- To make practical arrangements for board meetings and to service the Board by preparing papers, writing minutes and distributing papers.

Meetings and Performances

- To attend Theatre-Rites team meetings
- To represent Theatre-Rites at external meetings as required
- To attend Theatre-Rites performances and events

Other

- Other tasks as required by the Artistic Director or Executive Producer

Company Policies

- To adhere to the company's policies on Health and Safety, Child Protection and Equal Opportunities.

Person Specification

ESSENTIAL

You will be enthusiastic, with a positive energy and approach to your work. You will be experienced and highly motivated, with excellent organisational skills and the ability to work both in a very focused manner and, when necessary, have a big picture approach to problem solving.

You will also have:

- Previous experience working in an administrative capacity
- Strong interpersonal skills
- Excellent oral and written skills with the ability to present information clearly and concisely
- The ability to prioritise flexibly and manage time efficiently
- A thorough approach to your work and a keen sense of attention to detail
- Excellent organisational skills and an ordered and neat approach to office management
- Strong digital skills and experience of creating and implementing social media content
- An ability to work on your own initiative and as part of a team
- Commitment to equal opportunities and understanding of access and diversity

DESIRABLE

- Film editing skills
- Experience of using the ITC/Equity contract
- Familiarity with touring
- Knowledge of international touring
- Previous experience of delivering site-specific work
- Knowledge of co-ordinating installations and/or exhibitions
- Knowledge of the puppetry sector

THEATRE-RITES

Award-winning theatre company Theatre-Rites is a field leader in puppetry and the creation of cross artform theatre and site-specific, immersive experiences.

Acclaimed nationally and internationally, our touring productions and site-specific works stir the imagination and stimulate thought. We specifically promote understanding and enjoyment of 'object-led' theatre and celebrate the power of visuals, puppetry and animation by working in genuine collaboration with designers, visual artists, film-makers, puppeteers, musicians, composers, actors and dancers.

We are celebrated as a company who make theatre for children, but our work is accessible to all and we believe children should be offered theatrical experiences that are challenging and inspirational. We work hard to create theatre with the same high-quality production values and integrity of content as the best adult theatre.

Since 1995 we have pioneered cross-artform theatre for children and family audiences, revolutionising original, non-adaptive theatre for the under 5s and improving production standards in theatre for 5 – 11s. We've also pioneered a unique programme of development, training and co-creation activities.

"Theatre-Rites, a company of genuine originality and flair" The Guardian

CURRENT PROJECTS

The Welcoming Party at the Ruhrtriennale Festival, Germany (September 2018)

The Welcoming Party is a site-specific promenade performance reflecting on refugees' journeys, arrivals and the subsequent chaos, confusion and bureaucracy that ensues. Created for children aged 8 plus, their parents, teachers and carers, The Welcoming Party touches the hearts and minds of all ages.

It was one of the **Observer's Top Ten Shows of 2017** and **Guardian Reader's Favourites of 2017**.

Originally co-commissioned by **Manchester International Festival, Theatre-Rites, Z-arts** and the **Ruhrtriennale Festival**, The Welcoming Party premiered at **MIF** in July 2017 and we over the last 12 months we have been working on the re-imaging of this production for the **Ruhrtriennale Festival** in September 2018.

"Done with the rickety swagger and invention that we've come to expect from Theatre-Rites, a company making shows for children that is right at the forefront of contemporary British theatre practice"

The Guardian on TWP

The Welcoming Party was created in collaboration with, and performed by, refugee and non-refugee performers. When we originally created the production for MIF we worked closely with Manchester based refugee artists and support organisations, developing the content of the project so that it could reflect the audience's experiences as well as the lived experience of some of our cast. We wanted to create a production that reached as wide an audience as possible.

We have a new cast that reflects the refugee experience in Germany and the set installation has been adapted for the new large warehouse space in Dinslaken.

In Manchester we identified a number of refugee community support groups and spent time working with young refugees allowing them to share their stories and experiences to influence the creation of TWP. All of these young people were passionate about being heard and were invited to a performance. The feedback we received highlighted the importance of being able to see elements of your life reflected during the production "It bought cheers from a group of Somali teenagers in the audience of all ages and backgrounds as they recognized themselves in the character of the refugee from Sudan." **Sir Nicholas Serota**, Creative Industries Federation: International Conference 12 July 2017

"An astonishing piece of theatre... This is vital – in every sense of the word"

***** Matt Trueman, **WhatsOnStage**

"A 'were you there' piece of theatre' Flossie Waite, **Children's Theatre Reviews**

"the hit of the Manchester international festival" **Rainy City Kids**

"tackling the subject of immigration with both empathy and powerful creativity ... A beautiful work of art and a valuable teaching experience for children and adults alike ... the most exciting piece of theatre I've seen in a long time" Aniqah Choudhri, **The Exeunt**

"Why can't all interactive, site-specific theatre be like *The Welcoming Party*? Beautiful, clever, creative, chilling and thought-provoking theatre" - Georgina Wells,

British Theatre Guide

A new site-responsive experience for a national garden (Autumn 2018)

We are currently developing a 30 minute experience for a small audience group, guided by a life size puppet. This project will shortly be announced.

Co-directed by Sue Buckmaster and Associate Artist Joy Haynes with puppetry design by Naomi Oppenheim.

Beasty Baby at the Tobacco Factory Theatres, Bristol (Christmas 2018)

Credits: Director Sue Buckmaster, re-directed with Elgiva Field, Designer Verity Quinn, Composer Jessica Dannheisser, Lighting Designer Chris Randall, Puppetry Designer Naomi Oppenheim

Beasty Baby is a lively celebration of family, growing up and the rituals both children and adults go through in those extraordinary early years of life. A mix of puppetry and live music Beasty Baby was originally co-produced with Polka Theatre for Christmas 2015. In 2016/17 Beasty Baby toured again, including a three week Christmas run at Lakeside in Nottingham.

"an imaginative bundle of joy" The Stage ★★★★★

"a genuinely shared experience for the whole family" The Guardian ★★★★★

"utterly enchanting". Exeunt

"exudes warmth providing you with more than a few giggles and reminding you what a joy children really are" Curious Mum

A new co-production with 20 Stories High

Following the success of The Broke N Beat Collective, our previous collaboration with 20 Stories we will be rehearsing a new production (provisionally called In The Mix) in January 2019, opening in Liverpool in February and then touring. This project is a series of residencies at 6 venues where, as well as performing the show, we will deliver a series of workshops and an open mic night. In The Mix is aimed at 3 to 6 year olds and their accompanying adults and the bespoke audience development work is aimed at young adult parents and carers.

"The Broke 'N' Beat Collective will touch the hearts of all that will go and see it with its beautiful storytelling told with passion and energy." ★★★★★ Sound and Vision

This is arguably the most innovative piece of theatre to hit Liverpool since The Curious Incident of the Dog in the Night time" ★★★★★ Liverpool Echo

"there are breathtakingly inventive moments, some of which pack a startlingly powerful emotional punch". The Times

Research and Development weeks

Each of our productions is created through a series of devising weeks, where the creative team and performers “play” together. Over a 12 to 18 month period each production will usually have 3 or 4 devising weeks prior to the rehearsal period.

STAFFING STRUCTURE :

The company is currently staffed as follows:

Artistic Director: Sue Buckmaster: (full-time)
Executive Producer: Claire Templeton: (full-time)
Project Manager: John Johnston: (full-time)
Assistant Producer: (part-time)
Bookkeeper: Lukas Angelini (one day per week)

Working in the arts requires an ability to plan for the unexpected and, in such a small team, it is necessary that we all have a flexible approach to problem solving - be that a crisis with a visa or the printer stopping working.

We ensure that our creative teams for each project are identified and employed well in advance and we always employ highly skilled and experienced freelance production managers and stage managers for each production. They oversee all technical aspects of a production.

Theatre-Rites is a registered charity and a company limited by guarantee. Theatre-Rites is an Arts Council National Portfolio organisation with funding secured until April 2022.

OFFICE INFORMATION:

Theatre-Rites is based in Whitechapel: Unit 206, E1 Studios, 7 Whitechapel Road, London E1 1DU. We are 2 minutes walk from Aldgate East, 8 minutes from Aldgate and 10 minutes from Whitechapel.

For further information please visit our website : www.theatre-rites.co.uk

EQUAL OPPORTUNITIES MONITORING FORM

THEATRE-RITES

All the information you provide here will be kept confidential, used only for monitoring purposes and stored separately to your application.

Theatre-Rites consistently works to ensure that all its employment processes (for core staff and project specific staff) reflect the diversity of contemporary England. We would appreciate knowing certain information about people who are applying to work with us, as this helps us to check whether our procedures are fair. We would be grateful, if you could complete this form.

Post applied for: ASSISTANT PRODUCER 2018

Gender

- Female (including male to female trans women)
- Male (including female to male trans men)
- Non-Binary (for example, androgyne)
- Prefer not to say

Age

- 18-28
- 29-40
- 41-55
- 56-64
- 65+

Ethnicity

Asian / Asian British

- Indian
- Bangladeshi
- Any other Asian background
- Pakistani
- Chinese

Black / Black British

- African
- Any other Black background
- Caribbean

Mixed

- White and Black Caribbean
- White and Asian
- White and Black African
- Any other Mixed/Multiple ethnic background

White

British

Irish

Gypsy/Irish Traveller

Any other White background

Other

Arab

Any other ethnic group

Not known / Prefer not to say

Disability

Do you consider yourself to have a disability?

Yes

No

Theatre Rites

JOB APPLICATION FORM

Post applied for: ASSISTANT PRODUCER Closing date for applications: 5PM MONDAY 6TH AUG

REF NO: _____(for office use)

Personal Details

Surname: _____ Other names: _____

Address: _____

Mobile number: _____ Email address: _____

Most Recent Employment (Paid or Unpaid)

Name of organisation _____ Job title _____

Date of appointment _____ Current or final salary/wage (if any) _____

Period of notice required _____ Date available if not working _____

Give a brief outline of your responsibilities:

Reason for leaving or for seeking other employment:

Previous Employment paid or unpaid

Name and address of previous employers	Job title/description of duties	Date of Employment from - to

(Please enclose one additional sheet of A4 if you require additional space to summarise your work history)

Skills, interests and Experience

Using the job description and person specification as a guide, please outline how your skills, interests and experience meet the criteria for this post

(no more than 500 words)

Please tell us what interested you about this post:
(no more than 500 words)

Education Details

School, university, etc	Qualifications obtained	Date obtained

ACCESS REQUIREMENTS FOR INTERVIEW

There is one small step to the office building and once inside there is lift access.

Do you have any needs that you would like Theatre-Rites to be aware of to enable you to take part in an interview?

Referees

Please give the name and address of two referees. One referee should be your present or most recent employer (if applicable)

Name

Name

Address

Address

Telephone number

Telephone number

Occupation

Occupation

We would ideally like to request references BEFORE the interview date. Please let us know if this is acceptable:

May we request reference

May we request a reference

Immediately

Immediately

Only after offer of employment

Only after offer of employment

Declaration

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signature

Date