

Pleasance Theatre Trust - Role Pack

Development Producer (Maternity Cover)

November 2024

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About Pleasance Theatre Trust

The Pleasance Theatre Trust is one of the most established Fringe theatres in the UK - which as a registered charity aims to discover, nurture and support artistic talent from around the world.

Operating year-round in London and in Edinburgh during the Festival Fringe in August, the Pleasance has become renowned for presenting a programme of compelling and entertaining shows that uniquely represents the spirit of the Fringe.

Our London theatre has 2 performance spaces, whilst Pleasance Edinburgh is home to a further 33 across 3 sites with an audience of over 600,000 across 27 days.

As an educational charity the Pleasance is committed to developing opportunities to grow careers. Our team includes experienced industry professionals working proudly alongside those just starting out. Together they provide support to artists, audiences and each other.

The Pleasance is a place where journeys begin; built by us, but made unforgettable by you.

We hope you'll join us.

The Pleasance Theatre Trust is a registered charity - charity numbers 1050944 (England & Wales) and SC043237 (Scotland).

What we look for in applicants

We are looking for team members with:

- A positive attitude.
- A willingness to work as a team.
- An ability to remain motivated, particularly in a fast paced environment.
- A commitment to sharing their experience with others.
- Relevant skills that would support you in the role (see “Role description” for more detail).

Successful applications are most often ones which clearly and concisely communicate these points.

Role Description

About the role

The Pleasance Theatre Trust is looking to recruit a highly motivated **Development Producer** who will continue to manage and develop opportunities for hundreds of talented individuals with the support they need to develop as world class theatre makers.

The Producer will take administrative control of the organisation’s various artistic initiatives under the artist development umbrella, ‘Pleasance Futures’, including the Charlie Hartill Fund, A Pleasance Scratch, Associate Programmes, Young Pleasance and support on Regional Programmes and Futures Festival.

As well as maintaining existing initiatives, the Producer will play a key role in developing new areas of support, working closely with the Head of Theatre, The Director, and The Pleasance Futures sub committee.

This role will play an important role in the management of the Pleasance’s performance spaces in London, ensuring incoming companies feel supported. They also line produce London productions and programmes, and day to day running and management of the Pleasance’s Edinburgh Festival Fringe programme. In conjunction with the lead programmers and the Director they will also manage the Pleasance Fundraiser and assist or lead on applications for funding where necessary.

The Producer will be a person who is passionate about contemporary theatre, theatre producing and ideally have a background in fundraising and artist development. This expansive role will require a person with a huge amount of enthusiasm, energy and acumen.

Key Responsibilities

Programming, Producing & Administration

- Working closely with the Programming Team and departmental heads, overseeing the distribution of information to performing companies in the Pleasance London programme to ensure each is provided with the best possible support.

- Offer production and developmental advice to incoming companies in the Pleasance programme.
- Participate in regular production review meetings for theatre with the Head of London and Head of Edinburgh.
- Attend performances, correspond with prospective performing companies and represent the Programming Team at events as required. Be actively engaged in the work being presented on the Pleasance stage and elsewhere.
- Participate in internal post-production and seasonal programming debriefs.
- Work with the Head of Theatre in London to line produce or co-produce productions in the London Theatre.

Pleasance Futures

- Act as the organisation's principal advocate for the Pleasance Futures platform, working to seek out, develop and support talent and help them become the next generation of leading theatre practitioners.
- Develop opportunities as part of the Pleasance programme to support new pieces of theatre and emerging companies. Seek out new avenues to actively develop audiences for such work.
- Produce all aspects of existing artist support activity in Pleasance London such as regular theatre scratch nights, "A Pleasance Scratch" or other opportunities as they develop.
- Produce regular industry-focussed events, workshops and networking sessions, including the regular "Pleasance Producers" group.
- Manage annual applications for the Charlie Hartill Fund, working closely with the Head of Comedy and Head of Theatre for the respective strands – the Comedy Reserve and two Theatre strands supporting Ensemble Theatre and UK Global Majority led work.
- Review submissions, shortlist and produce the annual try-outs and selection days for the Charlie Hartill Fund, working closely with the selection panel to select the successful recipient.
- Oversee the output and delivery of the Young Pleasance in Edinburgh, working closely with the Head of Theatre, Young Pleasance Directors, Young Pleasance Producer and Company Manager and others to help define the company's objectives, establish financial goals and see that both are met.
- Recruitment of all auxiliary staff required to deliver Pleasance Futures initiatives per project budgets.
- Identify companies and individuals who could be suitable for various Futures initiatives, including the Associate Programme, through the Pleasance's existing network, incoming enquiries and by targeted outreach. Maintaining and developing this programme in collaboration with the Theatre Team.
- Act as the main point of contact for the recipients and participants of Pleasance Futures initiatives and manage the support agreed by the Pleasance. Provide administrative and production support to all participants.
- Maintain communication with unsuccessful initiative candidates with the view of offering alternative support where appropriate, such as inclusion in the London or Edinburgh programmes or separate development opportunities via Pleasance Futures.

- Work closely with the Director, Head of Theatre, Head of Edinburgh, Marketing Manager and wider team to ensure that Pleasance Futures initiatives are marketed appropriately and well represented across multiple platforms.
- Manage regular Pleasance Futures communications, including the Pleasance Futures Twitter account and monthly newsletter.
- Managing annual and project based budgets for Pleasance Futures activity.
- Overseeing reporting on Pleasance Futures, including producing internal analysis reports on initiatives and formal reporting to funders.
- Acting as Producer for Pleasance Futures supported shows and as further producorial support for Pleasance London shows, playing an active part in production decisions as appropriate.
- Monitor the success of outreach campaigns and the diversity of applications / participants in Pleasance Futures initiatives. Analyse and implement measures to amplify their reach.
- Organise and administrate the Pleasance Futures sub-committee board by organising quarterly (and ad-hoc) meetings, taking minutes and overseeing the delivery of agreed action points.
- Support the administrative requirements of the Pleasance's Patrons scheme, in conjunction with the Box Office, including but not limited Patron special events and newsletters.
- With the Pleasance Fundraiser, research funding opportunities for the various Pleasance Futures initiatives, working with third party fundraisers as appropriate and undertaking applications accordingly. Build long term fundraising and sponsorship opportunities for Pleasance Futures initiatives both in London and in Edinburgh, producing fundraising events and initiatives when necessary.

Personal Specifications

Essential

- A passion for and a strong understanding of contemporary theatre.
- Excellent communication and personal skills including negotiation skills.
- A minimum of three year's experience of artistic development work.
- A demonstrable track record in producing fringe theatre.
- Excellent financial literacy and proven experience of managing budgets (£30,000+)
- A hard working, compassionate and conscientious manner.

Desired

- Experience of working with artists outside of the theatrical discipline.
- Understanding of the fundraising sector in the theatre industry.
- Experience of applying for substantial funding.

Reporting To: Head of Theatre

Salary: £30,000 per annum pro rata - 4 days per week, moving to 5 days per week in July and August

Contract Type: Fixed terms from January 2024 (Providing maternity cover for 12 month)

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Working With: Head of Theatre London, Head of Theatre Edinburgh, General Manager, Head of Finance, Operations Coordinator, Marketing Manager, Marketing Officer and the Director

Applications guide, timeline and process

Application timeline

The application timeline for this role is as follows:

- Deadline: 6pm Friday 13th December 2024
- Interviews: 9th and 10th January 2025

Making an application

To apply for this role, you can make one of the following applications:

- **In Writing:** A written application can be made by emailing your CV and a cover letter explaining your suitability to the role to jobs@pleasance.co.uk with the role title and your name included in the subject line.
- **Audio:** An audio application can be made by emailing an .MP3 audio file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. Audio should be clear and easy to hear and understand. To submit an audio application email the file to jobs@pleasance.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com
- **Video:** A video application can be made by emailing a .MP4 or .MOV video file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. There is no dress code for video applications. To submit a video application email the file to jobs@pleasance.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com, or upload a private video to a hosting site such as YouTube, Google Drive or Dropbox and send the link for viewing.

Application process

The process has two to three stages:

1. An application
2. Interviews for shortlisted candidates
3. Second round interviews for further shortlisted interviewees if deemed necessary

How we assess your application

- Each application is assessed by someone who works in the team you are applying to - typically a manager with a knowledge of the requirements of the role. They will assess your application with a mixture of comments and scores for how closely they think you meet the

requirements of the role. Requirements are outlined in the “What we look for in applicants” and “Role description” sections of this pack.

- The assessor will determine a shortlist of candidates for interview.
- You will be notified by email if you are shortlisted for an interview. Interviews take place in-person or online using Zoom.
- The interview will be conducted by 1 or 2 interviewers who have a knowledge of the requirements of the role. They will assess your interview with a mixture of comments and scores for how closely they think you meet the requirements of the role.
- If deemed necessary, a second interview will be conducted and will be an opportunity to discuss a particular area of the role in more detail.
- Due to the volume of applications received, we regret that we are unable to notify applicants that are not successful at the application stage or provide feedback.
- An update can be provided on the status of your application at any time by emailing jobs@pleasance.co.uk. We aim to reply to all enquiries within 7 days.

If your application is successful

- You will receive an offer by email, confirming the terms and other relevant information.
- You will be invited to discuss any access requirements you have so we can discuss what adjustments can be made together.
- You are welcome to ask any further questions prior to accepting the offer.
- After you accept your offer, you will be sent a contract to sign and any other relevant information.

Help

If you require help with your application you may contact us by:

- Email: jobs@pleasance.co.uk
- Phone: +44 (0)207 619 6868

We aim to reply to all enquiries within 7 days.

Equal Opportunities

At the Pleasance Theatre Trust we want our team to reflect wider society and welcome applications from all sections of the community - in particular from anyone currently underrepresented in the creative industries.



We welcome applications from everyone, regardless of background or social group. If you would like to have an informal discussion about any role available or anything in this pack before you submit your application please contact jobs@pleasance.co.uk.

You can also email to talk to us about your access needs. We discuss access with candidates at each step of the application process, so first we would discuss access for the application, then, if successful for the interview and then if successful, for the job.
