

Assistant Producer

The Bush Theatre is looking for a creative, highly organised, and enthusiastic Assistant Producer to work closely with the Producer to realise the creative ambition of our productions.

The successful candidate will play a key role within the producing team, working with the Producer to deliver the full artistic programme of the Bush Theatre and to support the delivery of workshops and events as part of the Bush's artistic programme.

How to Apply

This pack contains the Assistant Producer job description and person specification. To apply for the post please send a completed equal opportunities monitoring form along with your application.

We want you to have the opportunity to really tell us about yourself and explain to us why this position is right for you in whatever way feels most appropriate to you. All applications will be judged on content not on format.

Option 1: Fill out the Bush application form

Option 2: Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications should address the following questions

- Tell us a little about yourself and why this position interests you
- Tell us what experience you have had that means you meet the person specification outlined in the job description, include practical examples
- What would you be bringing to this role
- Do you have any qualifications you want to tell us about

If you are applying in writing please send your application via email along with your equal opportunities form to jobs@bushtheatre.co.uk with **Assistant Producer** in the subject line.

You can upload a video or sound file with your equal opportunities form and CV to us using the We Transfer service <https://wetransfer.com/> – when using this service please send your file to jobs@bushtheatre.co.uk with **Assistant Producer** in the subject line.

Alternatively, you may post your application to:

Jessica Pentney
Bush Theatre
7 Uxbridge Road
Shepherd's Bush
London
W12 8LJ

If you have any need for this information in a different format please contact our Theatre Administrator,

Jessica Pentney by email jessicapentney@bushtheatre.co.uk or phone 0208743 3584.

Deadline for applications is **10am on Monday 27 September 2021**.

1st interviews will take place **w/c 11 October 2021**.

2nd interviews will take place on **TBC**.

The value of equal opportunities runs through the heart of the organisation. Our diverse team and their range of experiences are vital to the Bush's success, but we still have work to do to make sure that Bush staff represent the communities we serve. We actively encourage people with different backgrounds to join us. We are particularly keen to receive applications from people of colour and disabled people who are currently underrepresented in our team. All disabled candidates who meet the minimum criteria will be invited to interview.

[Meet the Bush team](#)

Data Policy

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

ASSISTANT PRODUCER Job Description

Responsible to: Producer

Background

**“One of the most experienced prospectors of raw talent in Europe.”
– The Independent**

Under the leadership of Artistic Director Lynette Linton, the Bush Theatre is committed to presenting a diverse and innovative programme of new writing that speaks to and reflects contemporary society in all its diversity.

After nearly 40 years in residence over a pub on Shepherd's Bush Green, the Bush Theatre moved into the Old Library in Shepherd's Bush in October 2011. In 2017 we concluded a £4m redevelopment project to complete the transformation of the old library, making the building more accessible, more sustainable, and open to even more people; allowing us to produce more work, reach out to more people, and support more artists.

We retain a small-yet-mighty reputation. Recent successes include Arinzé Kene's *Misty; Jellyfish* by Ben Weatherill, which transferred to the National Theatre; *Baby Reindeer* by Richard Gadd and *Chiaroscuro* by Jackie Kay. As the Bush approaches its 50th birthday in 2022 this is a particularly exciting time to join the team.

Purpose of the role

To work with the Producer to deliver the full artistic programme of the Bush Theatre and to support the delivery of workshops and events as part of the Bush's artistic programme.

Main Duties and Responsibilities

Productions

- To support the Producer with all aspects of producing the Bush Theatre's programme, including:
 - Conducting availability checks for creatives and stage management teams
 - Drafting contracts and liaising with agents
 - Securing accommodation, travel and flights for artists working at the Bush as required
 - Supporting with casting productions where necessary, including availability checking of actors
 - Managing the press night invitation list and working with the Producer, Front of House team, Marketing and Press to ensure the smooth running of press night
 - Managing house seat and complimentary ticket requests
 - To lead-produce selected events outside of the Main House programme – including but not limited to the presentation of work and one-off events in the Studio, Attic and Library spaces as requested as required

- With support from the Producer, to act as the main point of contact for Visiting Companies to the Studio
- To support the Digital Producer with all aspects of producing the Bush Theatre's digital programme as required

Administration

- To lead on the administration for the producing department including drafting production schedules, creating contact sheets, issuing and collating show starter forms including equal opportunities information, filing and other admin tasks
- To process invoices with the finance team
- Under the guidance of the Producer, to ensure that all production budgets are kept up to date and accurate
- To schedule and minute producing, scheduling, production and any other meetings as required

Artistic Development

- To work with the artistic team to produce any workshops and R&D that take place in house, as required
- To work with the Associate Artistic Director and Literary Manager to support the administration of talent development initiatives as required
- To read and feed back on any scripts given as part of programming and planning conversations
- To build relationships with artists on behalf of the Bush Theatre

General

- To act always in the best interest of the Bush Theatre
- To be welcoming and provide excellent customer care to all visitors to the Bush Theatre in all departments
- To be knowledgeable of all Bush products
- Actively keep up to date with the artistic programme
- Actively develop and implement green policies and practices for the department.
- Adhere to Bush Theatre policies, including Equalities (including diversity, access, equal opportunities); Environmental and Health & Safety
- To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of the Bush Theatre
- Any other duties as reasonably required

Person Specification

Essential

- Demonstrable Interest in new writing theatre, particularly the work of writers currently underrepresented in the theatrical cannon.
 - Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines
 - Experience of organising schedules and communicating with a team to arrange an event or activity.
 - Experience of monitoring a budget.
 - The ability to work flexibly in a busy and changeable organisation and within a small team.
 - Proven excellent communication skills, written and verbal including simple report writing, presentations and copy writing
- Good interpersonal skills, ability to communicate with audiences and artists in a friendly manner.
- Understanding of and commitment to equal opportunities and diversity within our programme

- A demonstrable commitment to creating an inclusive and welcoming work environment
- Experience of using Microsoft Office suite or Google suite.

Desirable

- Experience of working in a professional producing theatre setting (this may include volunteering).
- Experience of programming and scheduling multiple events.
- Experience of contracting.
- An understanding of TMA /ITC and equity contracts.
- Experience working with emerging artists.
- Experience of communicating with artists and artists' agents.

TERMS & CONDITIONS

Hours: 35 hours per week across at least five days

Salary: £22,817- per annum pro rata

Holidays: 30 days per annum inclusive of Bank Holidays;

Rising to 31 days after two years' service

Rising to 32 days after four years' service

Probation: Three months

Contract type: Permanent

Other Benefits:

- Interest-free season ticket loan (after probation) for employees
- Cycle to work scheme for employees
- Complimentary tickets to all Bush productions subject to availability
- 20% discount on food and drink at the Library Cafe Bar
- Access to a confidential counselling service