

Assistant Producer Job Pack

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

The successful candidate will play a key role within the producing team, working with the Lead 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.

Please note that this position requires working on site including evenings and weekends.

How to Apply

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate. 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 will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

All applications should address the following questions:

- Tell us about your experience, skills and knowledge that mean you meet the person specification outlined in the Job Description; include demonstrative examples and achievements
- Tell us why this position interests you
- Tell us what you would bring to this role and the Bush Theatre

1. Read the Job Description and Person Specification.

2. Apply through our [recruitment portal Breathe HR](#). Include a CV.

You can upload video or sound files using the We Transfer service <https://wettransfer.com/>. When using this service, please include the We Transfer link in your Breathe HR attachments by including the link in your CV or submitting it on a separate document.

3. Complete our [Equal Opportunities Monitoring form](#). This helps us to better understand if our recruitment practices are accessible and equitable to all.

If you have any need for this information in a different format please contact our People & Culture Administrator, Dorothy Ekema-Walla by email jobs@bushtheatre.co.uk or phone 0208743 3584.

Deadline for applications: 23.59 on Sunday 25 January 2026

First Interview date: w/c 9 February 2026

Second Interview date: w/c 16 February 2026

Interviews will take place **in person** at the Bush Theatre, 7 Uxbridge Road, London, W12 8LJ. The nearest tube stations are Shepherd's Bush Market on the Hammersmith and City Line and Shepherd's Bush on the Central Line

We produce new plays and develop artists who see the world from a different vantage point and who write stories for the many communities in contemporary London. Our diverse team and their range of experiences are vital to the Bush's success, but we have ongoing work to do to make sure the team always fully represents the communities we work and engage with.

If you are excited about this role and the work we do we want to hear from you even if you don't meet every criteria of the job specification. We are particularly keen to receive applications from underrepresented and marginalised groups such as people of North African, Sub-Saharan African, West Asian, East Asian, Southeast Asian, South Asian, Pacific Islander and Indigenous backgrounds, Migrants, LGBTQIA+ people and those who are disabled or neurodiverse.

Minimum Criteria Guaranteed Interview Scheme

As part of our Minimum Criteria Guaranteed Interview scheme, we will offer an interview to disabled candidates who meet the essential criteria for the role. If you consider yourself to have a disability or long-term condition and would like to apply through this interview scheme, please let us know by stating 'I would like to apply through the Minimum Criteria Guaranteed Interview scheme' anywhere in your application.

Offer condition

All offers will be subject to a minimum of two satisfactory references, proof of identity, right to work in the UK.

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 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.

Background

Opened in 1972, the Bush Theatre is internationally renowned as ‘the place to go for ground-breaking work as diverse as its audiences’ (Evening Standard).

A champion of playwrights and operating in one of the most culturally diverse areas of London, the Bush Theatre is committed to its local community and the wider artistic community. Braiding these two strands of work together, the Bush produces an engaging and challenging programme that reflects the world we live in.

Recent successes include multi-award-winning productions Red Pitch by Tyrell Williams and Shifters by Benedict Lombe which both transferred to the West End and Invisible by Nikhil Parmar which transferred to Off-Broadway. Richard Gadd’s Baby Reindeer, Igor Memic’s Old Bridge, Waleed Akhtar’s The P Word, and Sleepova by Matilda Feyişayọ Ibini won the Olivier Award for ‘Outstanding Achievement in an Affiliate Theatre’ in 2021, 2022, 2023 and 2024 respectively. Not Your Superwoman by Emma Dennis Edwards staged in 2025, included the highly celebrated cast, Golda Rosheuvel and Letitia Wright.

The Bush Theatre’s talent development programmes discover and develop the very best of the UK’s leading artists. The Bush team believes the theatre has a responsibility to programme and generate opportunities for new and established makers and, with long-term residencies, add to the sustainability of their careers.

The Bush continues to create a space where all communities can be part of its future and call the theatre home.

[Meet the Bush team](#)

Associate Producer Job Description

Reporting to: Lead Producer

Working closely with: Executive Director and Co-CEO, Artistic Director and Co-CEO

Purpose of the role

The Assistant Producer will work closely with the Lead Producer to deliver the full artistic programme of the Bush Theatre and to support the delivery of workshops, events and activities as part of the Bush's artistic programme.

Main Duties and Responsibilities

Artistic Policy, Programming and Development

- **Script Development:** Facilitate and contract R&Ds, working with the Hires & Events Producer on the scheduling, space use and on-site coordination
- **Sourcing:** Work with the Artistic Director and Literary Manager & Lead Dramaturge to support the administration of talent development initiatives as required
- **Pipeline:** Attend read-throughs, festivals, and sharings to seek out artists for programming in both spaces.
- **Programming:** Read scripts for programming, providing relevant feedback to the Artistic team
- **Network:** Develop and maintain relationships with artists working at the Bush and externally

Productions

- **Producing:** Support the producing team in ensuring that all work at the Bush Theatre is produced and presented with high quality production values and in the best possible circumstances (including national and international touring)
- **Sustainability:** Support productions, follow Green Book guidance and achieve targets as set by the Action Plan
- **Contracting:** Draft contracts and liaise with agents
- **Recruitment:** Draft and issue contracts for creative appointments as directed by the Lead Producer
- **Casting:** Liaise with directors and casting agents; conduct availability checks and draft and issue actor contracts as directed by the Lead Producer
- **Liaison:** Act as the main point of contact for Visiting Companies in relation to their productions and artistic delivery in the Studio, working closely with the Hires and Events Producer on associated events and on-site activity
- **Finance:** Work with the Head of Finance to draw up all settlements for royalties and co-production/visiting companies. Monitor invoices for productions, coding and processing invoices and expenses forms, and filling out the weekly payroll spreadsheet for Productions and sending for approval.

- **Marketing:** Support the Marketing team with press and marketing campaigns ensuring access to cast and creatives as needed
- **Development:** Support the Development team in fundraising for productions and the organisation ensuring access to cast and creatives as needed
- **Openings:** Lead on the artistic and relationship management of press nights, including collating guest lists across departments and agreeing key messaging, working with Marketing, Development and Producing teams, and liaising with the Hires & Events Producer on operational delivery to ensure seamless execution
- **Event producing:** Lead-produce selected programme-related events outside of the Main programme - including but not limited to the presentation of work and one-off events in the Studio, Attic and Library spaces in coordination with the Hires & Events Producer on delivery as requested as required

Scheduling and Administration

- **Production Administration:** Create contact sheets, issue and collate show starter forms including agreements, equal opportunities monitoring
- **Ticketing:** Manage house seats, complimentary ticket requests, and staff preview tickets.
- **Coordination:** Manage internal production scheduling and team diaries, ensuring all production events are synchronised with support from the Executive and Operations Assistant.
- **Meetings:** Schedule and minute producing, production, and other departmental meetings as required.
- **Logistics:** Secure accommodation, travel, and flights for artists working at the Bush as required.
- **Archive:** Manage the archive for all productions including recordings, show bible, design and agreements

General

- To keep up to date with developments and research in producing practice, relevant to the creative industries and where relevant, draw upon such information in planning and programming strategies.
- To attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required
- Attend regular Company meetings and Operations meetings
- Actively develop and implement green policies and practices for the department
- Adhere to, and actively contribute to, the Bush Theatre policies, including Equalities (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
- To act always in the best interest of the Bush Theatre
- Any other duties as reasonably required

Person Specification

Essential

- An affinity for the mission, vision, and work of the Bush Theatre and a passion to play a key role in shaping and achieving the theatre's success
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines
- Experience of planning and coordinating an event or activity and liaising with multiple stakeholders
- Experience of working in a professional producing theatre setting (this may include volunteering)
- Experience of monitoring a budget and simple financial processes
- Proven excellent communication skills, written and verbal including simple report writing, presentations and copy writing
- Experience of using Microsoft Office suite or Google suite.
- An understanding of the social, cultural and financial context within which the Bush Theatre operates
- A genuine commitment to broadening cultural diversity and access across all areas

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

- 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
- An interest in new writing and contemporary performance, including experimental forms and international work.

Terms and conditions

Hours: 35 hours per week, across at least 5 days excluding a 1 hour unpaid meal break. Regular evening and weekend work will be required for this role

Salary: £28,325 per annum pro rata

Holidays: 30 days including Bank Holidays per annum pro rata
Rising to 31 days after two years' service
Rising to 32 days after four years' service

Probation: Three months

Contract Type: Permanent

Notice period: 1 month during probationary period, 3 months thereafter

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.
- Enhanced holiday and additional holiday for length of service.
- Birthday holiday.
- Enhanced Maternity, Adoption and Shared Parental Leave policies.
- 20% discount on food and drink at the Library Cafe Bar.
- Access to a confidential counselling service.