

Job Description

Reporting to: Director of Audience and Media (80%) and to Programme Director for large film projects (20%).

Overall Purpose

A three year contract funded by John Ellerman to develop National Theatre of Scotland's screen and digital strategy and to manage the production, delivery and distribution of screen and digital content for National Theatre of Scotland.

Main responsibilities

- To produce or line produce - in collaboration with external production companies when required - National Theatre of Scotland's digital output for a variety of platforms including Cinema, TV, VOD, radio, podcast, social media, website.
- To develop producing models and processes for National Theatre of Scotland screen and digital projects.
- To develop distribution models across all markets and media that maximise income and extend National Theatre of Scotland's reach in Scotland, UK and Internationally.

Specific duties

Producing or line producing screen and digital projects

- Ensure that all digital content produced is engaging and inspiring, of excellent quality, on brand and responds to the specific objectives of the department or broadcaster commissioning it.
- For big screen projects, work closely with external film production company and act as line producer as required.
- Work with the Artistic Director, the Programme Director and the Audience and Media Director to suggest teams of creatives and be the point of contact for these creatives for the screen projects in which you lead.
- Assess each project needs, liaise with other departments in order to plan appropriate artistic, producing and technical resources to support an integrated approach to delivering projects. Organise and contract external support within agreed budgets when National Theatre of Scotland's departments are not in a position so support screen and digital projects.
- Working in collaboration with the Content Manager to lead on the logistical planning and preparation for films, photo shoots, audio recordings and live streams as required, whether managing inhouse teams or external companies, including contracting of production teams and creatives, scheduling, budgeting and operations.

- Establish and maintain close and productive working relationships with the Audience and Media and Producing as well as other departments across the organisation, including Technical, Creative Engagement, Artistic Development and Development.

Establishing producing models and processes

- Become familiar with National Theatre of Scotland's Producing structure and processes and suggest changes to adapt to screen and digital project requirements.
- Develop and maintain an excellent knowledge of digital creatives in Scotland, including film directors, photographers, DOPs and creative producers, as well as other film crews including line producers, 1st ADs, and production managers.
- Build solid processes for effective digital asset management including films and pictures.
- Input on contracts, both for digital content and for productions, to ensure National Theatre of Scotland's content requirements and plans are covered.
- Input into the overall screen and digital strategy, including identifying opportunities for growth and development and support successful delivery of special projects, where necessary.
- Research and develop opportunities for training, funding, and broadcast partnerships.
- Attend Content team, Audience and Media and Producing Department meetings, ensuring departments are kept updated.

Developing income and reach for National Theatre of Scotland's screen and digital projects

- Build a network of broadcast and distribution contacts worldwide and across all media, identifying opportunities and negotiating deals to present and monetise National Theatre of Scotland's digital content.
- Ensure all digital content's distribution is maximised during the rights period, negotiate and clear any additional rights needed for new distribution opportunities and ensure all 'out of rights' material is no longer in use.
- Maintain accurate budgets and audience numbers and create reports against targets as required by Content Manager, Director of Audience and Media, Finance Department and board.

Organisational Requirements

- Work towards the achievement of National Theatre of Scotland's organisational goals
- As the post holder is the first point of contact for many external organisations and individuals, they are expected to remain up to date with, and be aware of, developments within National Theatre of Scotland and its work
- As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times
- Be willing and able to attend meetings and other events out with normal working hours as required and to travel away from home as necessary
- Take part in National Theatre of Scotland organisational projects as required.
- Comply with National Theatre of Scotland's Health and Safety Policy and statutory regulations
- Use ICT applications to service the post's administrative needs

Person Specification

Skills and Experience	Essential	Desirable
Demonstrable experience of producing films to an exceptional standard.	√	
Excellent organisation and planning skills with proven ability to work flexibly under pressure, to meet deadlines and deliver large projects on budget.	√	
Excellent knowledge of Scottish film sector	√	
Good knowledge of UK broadcast sector	√	
Experience of distributing a film in the UK and internationally		√
IT skills, Mac- and Windows-based packages, Outlook and Excel, and able to demonstrate an ability to learn new systems effectively and efficiently.	√	
Ability to work collaboratively and form effective partnerships internally and externally.	√	
A positive, creative attitude with a high level of self-motivation and an ability to work on initiative.	√	
Ahead of the digital innovation curve with a keen interest in future tech and media advances.	√	
Flexibility to commit to travel, touring and attending shoots, performances and other events in the evenings and at weekends as required.	√	
Identifying as from any of the Company's priority underrepresented groups including: people of colour, deaf or hard of hearing people, disabled people, Gaelic speakers, BSL users, neurodiverse people.		√

Terms and Conditions of Employment

Annual salary:	£31,500 per annum – (Pro-rata 4 days / week)
Contract Term:	Three years fixed term
Holiday Entitlement:	34 days per annum (including public holidays) plus 1 Well-Being Day per quarter - (Pro-rata 4 days / week)
Probationary period:	6 months
Notice period:	2 months
Pension:	We make an 8% contribution into our group personal pension plan on condition that the employee makes a minimum contribution of 4%.
Place of Work:	Based in our office in Glasgow but will be expected to attend events, performances, and briefings elsewhere as required.
Hours of work:	35 hours per week and as necessary to fulfil the scope of responsibilities within the post, including attendance at National Theatre of Scotland performances and meetings out with office hours.