

Role Description

We are seeking an Assistant Producer for a fixed term contract of 12 months to support the delivery of our 2025 programme. We are seeking a highly motivated, dynamic individual with strong organisational and communication skills. The ideal candidate will have experience of contracting, have great people skills and be able to work quickly and efficiently using their initiative. The role will suit someone wanting to take the next step in building a career in theatre producing/management.

Responsible to: Head of Producing, working to producers on specific productions

Overall Purpose

The Assistant Producer will work alongside Producers on allocated projects and as part of the producing team across the programme where needed to ensure that productions are delivered to the highest quality and within agreed timeframes and budgets. They will play a pivotal role in ensuring excellent communication with production personnel, creative team, internal departments and external partners and supporting departmental administration as required.

Main Duties and Responsibilities

The Assistant Producer will be responsible for:

- Assisting Producers in the planning and management of productions throughout all phases of the projects; from pre-production through to delivery and evaluation.
- Managing and maintaining administrative systems and documents used for production delivery to include project timelines, schedules and trackers.
- Being present in rehearsals for productions and being a line of communication between rehearsal room and Producers.
- Being present for production weeks and on tour where required.
- Maintaining relationships with creative team, production staff, venues and partners, supporting the Producers in the management of these relationships.
- Managing existing accommodation, travel and logistics bookings for the creative and production teams and creating new travel and accommodation bookings as required
- Ensure that logistics and working environments for the production and performing teams are in line with NTS's agreements with the relevant union bodies (e.g. Equity, BECTU)
- Leading on integrating accessibility (BSL, Captioning and Audio Description) into productions in discussion with the Producers and creative team
- Identify and contract relevant access personnel to deliver identified accessible performances, maintaining solid relationships and clear communication with access providers
- Monitoring and reporting on spend against allocated budget lines on a regular basis, using National Theatre of Scotland's internal systems to process invoices and expenses claims as needed.
- Managing the process of acquiring necessary licenses, visas and insurances as required to ensure the Company is delivering its work within the appropriate legal framework for the venue and location
- Lead on acquiring appropriate music clearances, liaising with the Sound/Composer creative(s) as necessary and maintaining a clear line of communication with PRS; submitting the appropriate paperwork in good time to ensure proper clearances are obtained before Production Opening Night.

- Supporting the Producers in the administration of contractual processes to include, updating contract trackers, preparing deal memos and contracts and issuing agreements as instructed by the Producers
- Making contact with external providers and successfully negotiating and creating company accounts in line with the production budget in consultation with the Programme Manager
- Providing regular communication with all Creative Team members, and production company members throughout the duration of the production, as directed by Producers.
- Supporting the production and company members during development, rehearsals and performances.
- Working closely with the Technical Director, Company Manager and Production Department personnel, in particular the dedicated Production Manager, to ensure effective communication exists about the production at all times and that the production is achieved within available resources
- Liaising with Marketing, Development, Creative Engagement and Finance departments about the requirements and opportunities of the production and ensuring that effective communication and decision-making in relation to the production exists at all times
- Contributing to departmental administration to ensure relevant logs, schedules and systems are kept up to date at all times.
- Organising and facilitate project meetings as instructed by the Producers; liaise with internal and external stakeholders, prepare agendas and take minutes as required.
- Contribute to company-wide strategy and systems (e.g. implementation of the green Book and Access and Equality policy)
- Deputising for Producers as required, with support from Head of Producing.
- Any additional duties as required.

Organisational Requirements

- As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times.
- National Theatre of Scotland maintains a 'best practice' policy for all queries and applications relating to visas, Right to Work and Copyright. The post-holder will be expected to consult with external bodies, where needed, to ensure codes of practice are maintained to the highest standard.
- As the post holder may be the first point of contact for many external organisations, and individuals, the post holder is expected to maintain a professional and positive forward-facing demeanour
- Compliance with National Theatre of Scotland's Health and Safety Policy and statutory regulations

Person Specification

Skills and Experience	Essential	Desirable
Proven experience of assistant producing / project managing theatre productions	√	
Ability to manage relationships with all stakeholders involved in the project and ensure effective communications are maintained at all times	√	
Experience of balancing multiple priorities, meeting deadlines and managing a busy workload	√	
Ability to work independently and take own initiative	√	
Excellent communication skills and the ability to work closely with colleagues to achieve shared goals	√	
Experience of coordinating and managing the logistics for a theatre tour (i.e. schedule, travel, accommodation etc)	√	
Recognition of the value of company care and team ethos in all aspects of producing and touring.	√	
Calm under pressure, positive and collaborative attitude towards team work and problem solving	√	
Strong IT literacy and excellent administrative skills	√	
Experience in drafting and issuing relevant contracts (Equity/UK Theatres/PACT)	√	
Experience of managing budgets and reporting on expenditure		√
Demonstrable experience of working with creative teams and supporting the facilitation of their creative vision within set financial and logistical parameters		√
Identifying as being from any of the Company's priority underrepresented groups including people of colour, deaf community, disabled people, neurodiverse people, autistic people, Gaelic and Scots speakers and BSL users		√

Terms and Conditions

Fee:	£29,000 [TBD]
Status:	Fixed term, 12 month contract.
Start Date:	ASAP
End Date:	12 months from agreed start date
Notice period:	1 month



Assistant Producer

Place of Work:	National Theatre of Scotland, Rockvilla [flexible working arrangements including WFH available upon request and agreement from line manager]
Contract Length:	12 months
Hours of work:	Full-time. Some weekend and evening work will be required.