



Fellowship Programme | Producing Fellow – Application Information

Overview

The National Theatre of Scotland's Fellowship programme for creative cultural leaders is designed to support creatives to experiment, be bold, be brave and take creative risks within a supportive environment.

Over 18 months, the Producing Fellow will be embedded in one of the following departments: Artistic Development, Programme and Planning or Creative Engagement, depending upon their experience and area of interest. They will also be embedded in artistic decision-making practices and processes across the organisation.

Each Fellow will be given dedicated time to design and deliver projects within NTS. They will also have supported time for their own research project which explores change-making.* Their research project could be something new they want to explore, or it could be about having supported time to develop a personal change-making project they have recently started.

During the programme there will be regular check-ins with the Artistic Director and members of the senior team to share reflections on their time with the organisation and their personal goals, as well as meetings with the wider Fellows cohort. The Fellows will be supported to build new relationships with key partners and further opportunities within the sector will be identified post fellowship.

**We are open to your interpretation of leadership and change-making. It could include things like how you make work, how you build or co-build a team, how you mentor and/or support other creatives, how you affect policy, activism, and best practices in the sector etc. It could include activities you have done professionally or personally.*

Key Activities

- Supporting programming and commissioning decisions for new works in development, through active participation in a range of internal artistic planning meetings.
- Reflecting on experience of company systems and processes (and exploring alternatives), in quarterly meetings with the Artistic Director and other senior staff.
- Conducting a personal leadership and change-making research project to be shared with the NTS Senior Team and Board, and other sector organisations e.g. Federation of Scottish Theatre Members. The nature of this event will be determined with the Fellow, based on the form and content of their research.

- Designing and delivering a small programme of free artist development activities including (but not limited to) the following responsibilities:
 - Setting and managing dedicated project budget(s).
 - Creating purchase orders.
 - Drafting contracts and agreeing any additional payment terms for creatives.
 - Arranging participant access, including coordinating and reimbursing travel.
 - Writing copy for activities and working with -Audience and Media colleagues to promote and advertise opportunities.
 - Collating attendee feedback for evaluation and to inform future creative development opportunities.
 - The Producing Fellow and Dramaturgy Fellow may wish to work in partnership to deliver a joined-up artist development programmes across their portfolios.

- **Working with the Producing Team** to enhance skills in touring, working on larger scale work, where possible supporting the delivery of aspects of specific shows and taking on assistant producing duties that may include:
 - Supporting Producers in the planning and management of productions or projects throughout all phases; 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.
 - Supporting logistics of the creative and production teams.
 - Supporting the integration of accessibility (BSL, captioning and audio description) into productions in discussion with the producers and creative team.
 - Supporting the production and company members during development, rehearsals and performances.
 - Contributing to company-wide strategy and systems (e.g. implementation of the Theatre Green Book and Access and Equality policy).
 - Supporting the Development team to report twice yearly to funders Esmée Fairbairn.

Additional and General Company Activities

- Be willing and able to attend NTS events, performances, projects and meetings where possible.
- Use IT applications to service the post's administrative needs.
- Work towards the achievement of NTS organisational goals.
- As the post holder may be the first point of contact for external organisations and individuals, they are expected to always offer considered care and communication.
- As the post may require the handling, processing and recording of restricted information, confidentiality is required to be maintained.
- Acting as an ambassador for the National Theatre of Scotland when representing the Company.

Eligibility

All Fellows will need to demonstrate a minimum of five years' experience delivering cultural activities (including at least one project from initiation through to completion) and have a proven track record of change making (whether personally or professionally).

Fellows must not have previously held core leadership roles in funded arts organisations.

Applicants must:

- Identify as being from global majority* communities or lower socio-economic backgrounds.**
- Be over 18 years old.
- Live and work in Scotland.
- Not be a full-time student.

We recognise that applicants may experience many forms of marginalisation due to their intersecting identities. We welcome applications from people who are Global Majority or from low-income backgrounds who:

Are LGBTQI+ or from marginalised genders including: agender, intersex people, genderfluid, gender non-conforming, non-binary, trans-people, two-spirited, women.

Are Deaf, disabled, or neurodivergent, or who have a chronic illness or a mental health condition.

Experience discrimination because of their culture, beliefs, heritage and community (where they come from).

*Global Majority includes Black, Brown, or People of Colour, from the African Diaspora, Caribbean Diaspora, East Asian Diaspora, South-East Asian diaspora, South Asian diaspora, West Asian and Middle East Diaspora, Latinx, Indigenous people, bi-racial / multiple heritage

**lower socio-economic includes people who are from low-income households / identify as working-class.

Person Specification Skills and Experience	Essential
No less than 5 years' experience working professionally in the performing arts.	√
Demonstrable experience of leadership within a project, company or collective.	√
Appetite for learning.	√
Ability to work alone and as a member of a team.	√
Confident user of Microsoft-based packages, in particular Excel.	√
Good communication and organisational skills.	√
A positive, proactive and flexible approach.	√
An interest in theatre and the arts.	√
Identifying as from a global majority community or low socio-economic background.	√
Experience of producing, budgeting and project management or organising (experience in non-theatre contexts welcome).	√
Initiated a project (this includes as an individual or a duo or also as a collective).	√
Experience of advocacy and change making work.	√

Application Information

To apply, you are required to upload a cover letter and CV (or more detailed biography) and let us know of any access requirements you may have. If you are applying for more than one role, please tell us which is your preference.

YOUR COVER LETTER and CV

This is the most important part of your application.

Across your CV and cover letter you should explain how you meet Essential Person Criteria.

- In your **cover letter** please provide at least two or three good examples of your real-life experience you can draw on that demonstrates you meet the requirements. Please also respond to the following questions:
 - Why do you want this Fellowship and what makes you the ideal candidate?
 - Why are you particularly interested in working with NTS and exploring cultural democracy / decision-making models?
 - What is your change making idea or proposal? At Stage1 it could be a statement of what change you want to see, or an area you want to explore.
 - What is your demonstrable experience of leadership within a project, company or collective?
- In your **CV**, please list the skills, experience and knowledge you have developed in your different roles (personally or professionally), which will further support examples provided in your cover letter.

For the criteria of being from a low-income household and or from a Global Majority: it is enough for you to tick the box at application. You do not need to disclose any additional private information on your personal circumstances in your cover letter.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application.

Your CV and biography should be no longer than two pages and your cover letter should be at least one page long and no more than two (at 11-point font size).

Finally - do not forget to proofread (spellcheck) your letter and check for any errors before submitting it – attention to detail is a requirement of the opportunity.

A shortlist of candidates will be invited to interview. The final cohort of Fellows for 2026-2028 will be selected not just on the merits of each individual but the make up of the full Fellowship cohort.