**Job Description**

**Job purpose**

To lead the producing and planning of our annual dynamic and diverse programme of productions and projects, which could be live, digital or hybrid, in line with our strategic plan and identified priorities, and to participate in our development and strategy as a member of Senior Management team.

**Responsible to:** Executive Producer

**Responsible for:** Head of Producing, Casting Director, Programme Manager

**Key responsibilities:**

***Programme Planning***

* To work with key senior members of staff to plan and develop the overall annual artistic programme with associated budget information and schedules within the overall annual subsidy available for each programming year, and helps support our fundraising objectives
* To ensure that effective and informed communication continues across all our teams in relation to productions at all stages of planning, delivery and future development, to share production plans, and to adapt and amend project planning as required to meet all departmental objectives, staffing capacity and any relevant legal and contractual obligations.
* To contribute to the risk analysis of each production and project, and to the presentation of project plans and schedules across the annual schedule of inter-departmental, artistic strategy and Company meetings and to the Board on a quarterly basis, or as required
* To ensure that learning is identified and applied on a rolling basis to inform future planning through a robust system of evaluation and to ensure the highest standards of delivery for all our productions and projects.

***Project Delivery***

* To oversee, with the support of the Head of Producing and Producers, the scheduling and logistics of all our productions into venues and locations across Scotland, the UK and overseas to ensure we are presenting our work in a coordinated and cost-effective way and achieving optimum geographic and audience reach.
* Working with the Executive Producer, to negotiate deals and contracts with venues, co-producers and presenting partners which serves our best interests.
* To ensure that the we proactively cast our productions and projects from as wide and diverse a pool of prospective performers as possible, in line with good equalities practice.
* As part of the company’s Health and Safety Policy Group to be responsible for ensuring that the Health and Safety arrangements are implemented and adhered to across all our productions and projects
* To oversee productions and projects budgets to ensure these are managed effectively and are within the provisions of the agreed subsidy and any substantial variances are justified.

***Production Development***

* To contribute to the development of existing Company productions for future touring and further exploitation, responding to interest, building on existing and developing new partnerships, co-producing and presenting relationships with the potential to benefit the company in terms of audience reach, artistic development and financial return.
* To contribute to the rigorous assessment of further UK and international touring proposals against the company’s artistic, strategic and financial objectives, for consideration by the Artistic Director, Executive Producer and Board, as appropriate

***Management and Team Building***

* To lead and develop the Producing team’s full-time, part-time and freelance staff
* To set objectives for the team, monitor performance, carry out annual performance and development reviews, and plan appropriate training for all team members
* To nurture integration of this work across the Company and lead by example in terms of collaboration and communication
* To actively help create a positive and open working environment
* To be an active and supportive member of the Company’s Senior Management Team and wider staff team, and to collaborate effectively to achieve the Company’s mission and objectives

**Organisational Requirements**

* Work towards the achievement of National Theatre of Scotland’s organisational goals
* Take part in organisational projects as required.
* Maintain a high standard of customer care
* Use ICT applications to service the post’s administrative needs
* As the post holder may be the first point of contact for many external organisations, and individuals, the Head of Producing is expected to remain up to date with, and 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.
* Attendance at performances of the National Theatre of Scotland and other companies, to develop and maintain an understanding of developments within the company’s work and the wider sector
* Comply with National Theatre of Scotland’s Health and Safety Policy and statutory regulations

**Person Specification**

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| Skills and Experience | **Essential** |
| Experience of planning and producing a busy and diverse programme of arts productions and projects at a senior level for a large-scale arts company | √ |
| Experience of initiating, managing and sustaining a diverse range of individual and business partnerships to achieve artistic, financial and operational goals | √ |
| High level financial fluency, with proven budgeting and financial management experience | √ |
| Experience of working with relevant contracts (including union negotiated contracts) for both UK and International touring including the tax implications of international touring | √ |
| Experience and expertise in negotiating contracts with co-producers and with commercial presenters | √ |
| Experience of working at a senior level within a cultural organisation and leading, managing and developing a staff team | √ |
| Ability to complete tasks and projects on time and to a high standard, demonstrating a positive attitude | √ |

**Terms and Conditions of Employment**

**Annual salary:** £52,000 per annum

**Status:** Permanent

**Holiday Entitlement:**  34 days per annum (including public holidays) for full time staff

**Probationary period:** 6 months

**Notice period:** 3 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 wherever our presence will be expected.

**Hours of work:** For this role we are open to discussing the possibility of part time and remote working. We would want the successful candidate to be able to commit to working between a minimum of 21 hours (3 days) per week up to full time (35 hours/5 days per week). It should be noted that additional hours may be required to attend our performances, rehearsals and meetings out with normal hours, which would be agreed with your manager.