**1. Role Information**

# We are looking to expand our pool of freelance producers as we return to making live work. We are interested in hearing from producers with a range of experience, from emerging to established and also producers with experience of working on digital projects.

# We are providing this information to outline the expectations that we have of someone who is engaged by the National Theatre of Scotland as a freelance Producer, but expectations may vary across the range and size of productions that we undertake. This will all be very familiar to experienced Producers, but we hope will be helpful and bring clarity to those who are early on in their career.

**Responsible to:** Head of Producing

**Overall Purpose**

Freelance Producers will work on a selected project(s) for the National Theatre of Scotland, ensuring that they are delivered to the highest quality and within agreed timeframes and budgets. The post-holder(s) will play a pivotal role in ensuring excellent communication with production personnel, internal departments and external partners.

**Main Duties and Key Responsibilities**

* Managing budgets and monitoring and reporting on spend and income against budget on a regular basis.
* Booking venues where required and appropriate, and acting as the point of day-to-day liaison with touring venues, co-producing partners and presenters.
* Negotiating, agreeing and issuing contracts with all Creative Team members and performing companies within industry requirements and in line with good practice at all times.
* Making funding applications where required and reporting on use of funds.
* 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 of each venue and location.
* Liaising with the Production Coordinators on managing international tax requirements and waivers, in collaboration with presenting venues and as required for international tours.
* Collating and delegating to the Production Coordinators travel and accommodation and other logistical arrangements required to support the production.
* Providing regular communication with all Creative Team members and performing company members throughout the duration of the production together with the Company Manager.
* Supporting productions and company members during performances, including touring with productions in the UK and overseas as required.
* Working closely with the Technical Director 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 Audience and Media, Development, Learn 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
* Leading on the evaluation of productions and projects, ensuring that learning is captured and applied to the planning and delivery of future projects.
* Undertaking other duties as may be reasonably be requested of the Producer by the Head of Producing.

## Organisational Requirements

* Maintain a high standard of customer care.
* Use ICT applications to service the post’s administrative needs.
* Work towards the achievement of National Theatre of Scotland’s organisational goals.
* As the post will require handling, processing and recording of restricted. information, confidentiality is required to be maintained at all times.
* Recommend actions to achieve value for money and efficiency
* Comply with National Theatre of Scotland’s Health and Safety Policy and statutory regulations

**2. What are we looking for?**

We are looking for individuals with

* Excellent development and co-ordination skills to enable the successful delivery of productions
* Proven excellent communication (both written and verbal) and interpersonal skills with people at all levels, both internally and externally
* Excellent numerical skills and proven skills in managing budgets.
* Knowledge of sustainable working practices
* Willingness to take a hands-on approach to problem solving and trouble shooting
* Experience of managing large scale, mid-scale or small-scale theatre, event, site specific, digital or highland touring.

**3. Terms and Conditions**

**Nature of engagement:** Freelance (self-employed) contract

**Place of Work:** Project dependent. Pre-production and rehearsal are often at our base in Glasgow but can be anywhere in Scotland. Our offices are based in Glasgow, and we welcome freelance producers basing themselves in the office, but are open to remote working.

**Fee:** Dependent on size and scale of tour. We are in the process of reassessing our rates which will be ongoing.

**Contract length:** Dependent on the size and nature of the production.

