

## NUFFIELD SOUTHAMPTON THEATRES (NST)

### JOB DESCRIPTION: HEAD OF PRODUCING & PROGRAMMING (FIXED TERM)

Responsible to: **Director**

Responsible for: **Assistant Producer, Engagement Producer, Programming Assistant, Laboratory Creative Associates**

#### **Purpose**

To programme a high quality, relevant and income generating multi-artform presented programme with a particular focus on filling the remaining comedy and one night programming slots from January to June 2020; and to manage the producing of NST Productions, co-productions and community work to the highest artistic standards while ensuring delivery within the parameters and budgets set. This role will sit at the Senior Management level and will work closely with the Director and Chief Operating Officer, and line manage the Assistant Producer and Programming Assistant.

#### **Responsibility for:**

##### Programming

Working with the Director and COO to ensure the presented programme is high quality, accessible and relevant, and both complements and extends on NST's produced programme. Developing collaborative partnerships with companies, and maintaining and growing strong relationships with current partners. There will be a particular focus on programming the comedy and one night talks programme.

Ensuring the presented programme hits financial targets and contributes significantly to the organisation's overall budgets by working closely with the Chief Operating Officer (COO) and Director, and jointly setting achievable targets using data with NST's programming team (including Director, COO, Head of Marketing).

Line managing the Programming Assistant to ensure comedy, one-nighters, dance and music and other art forms is booked in efficiently on Artifax and contracted in a timely manner, and that NST's spaces (including main house and studio) are made available at the earliest possible point for hires and trading should produced and presented programme not be scheduled.

##### Producing

Collaboratively working with the Director to successfully develop and produce NST Productions, co-productions and tours.

Overseeing the management of NST produced show budgets, and delegating the running of relevant areas of these to the Assistant Producer, production teams and both internal and external departments; leading or delegating the negotiation of appropriate deals with agents; and overseeing the efficient and suitable contracting of partners, creatives, actors, stage management and production teams.

Being the lead producing contact for NST Productions and co-productions; liaising clearly and in a timely manner with relevant stakeholders; and ensuring both external partners and internal NST teams (marketing, development, technical etc.) have the relevant information to deliver each production.

#### Development and Management

Contributing dynamically to NST's Senior Management team, and being an inspiring and motivating line manager.

Efficiently co-ordinating and offering pastoral support to NST's Laboratory Associates placement scheme (each year NST offers placement and support to an early career Director, Set Designer, Lighting Designer, Sound Designer and Producer).

Developing a strong understanding of Southampton's cultural ecology, NST's place within this and building on opportunities to develop local artists and collaborate with the community.

#### **About role statements**

As NST evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

## **PERSON SPECIFICATION**

### Essential Education, Qualification and Experience

- Experience of working in a producing theatre
- Experience of programming mid-scale theatre and other art forms
- Line management experience
- Proven budgeting and financial skills
- Proven experience of negotiating contracts
- Experience of working with external partners

### Desirable Education, Qualification and Experience

- Experience of producing plays and musicals on the mid-scale
- Experience of working with commercial producers
- Knowledge of Southampton and the South West

### Essential Competencies, Skills and Behaviors

- Excellent administrative, Word and Excel skills
- Delivering to deadlines
- Passion for theatre, flexibility, and keeping calm under pressure
- Ability to be a team player and motivate others