



JOB DESCRIPTION

Post:	Senior Producer
Responsible to:	Executive Director
Responsible for:	Digital Producer, Projects Producer & Head of Digital Exploitation

Purpose of the Role

In this role you will act as the senior producer on all BOV productions and co-productions.

You will work collaboratively with creative organisations and practitioners; be skilled at building relationships, with speed and credibility, with people at all levels, cultivate strong relationships with UK, international partners and venues alongside developing new partnerships and with the Executive Director oversee and manage co-producing partnerships and broadcast partners.

You will be a creative, collaborative and ideas driven individual, confident in managing people and multiple priorities, with extensive experience of producing complex productions with a range of partners.

Key Duties and Responsibilities

- Working with the AD, ED and New Work Producer identify artistic opportunities that further BOV artistic ambitions, nationally, internationally and digitally.
- Work as part of the wider creative programming team to deliver diverse commissions, programme strands and ideas across multiple interdisciplinary artforms.
- In collaboration with the AD and ED, establish new relationships with potential partners and companies, programmers and producers, nationally and internationally.
- Working with the Artistic Director and Executive Director, identify the best way to develop each project, booking in meetings between artists and the Bristol Old Vic team
- With the Artistic Director, ensure that each artist is supported through the Development stage, keeping in regular contact with agents.
- Oversee and manage contracting and royalty negotiations with the creative teams and acting companies on BOV productions, including future life and digital exploitation.

- In collaboration with the ED negotiate rights and licenses for all BOV productions, including future life.
- Negotiate with agents and manage casting and recruitment of creative teams and casts in collaboration with the Artistic Director
- Prepare detailed capitalisation and running budgets liaising with the Executive Director and Finance Director, providing regular and accurate updates.
- Manage and champion representation, accessibility and inclusion across the Producing Process including setting frameworks for accountability and monitoring.
- Ensure effective internal production communication between the creative team, artists, production partners and staff
- When appropriate be the key contact for stage management, creative teams and cast throughout pre- production, rehearsals, tech, previews and running, attending shows regularly and ensuring that every member of the company has the best possible experience.
- Produce workshops of shows in development, and manage presentations of those workshops where appropriate.
- Work closely with the Projects Producer, New Work Producer, Digital Producer & Head of Digital Exploitation to ensure an integrated approach
- Oversee the work of the Projects Producer to ensure projects are delivered on time and on budget including working as an Assistant Producer on specific shows.
- Oversee the work of the Digital Producer to ensure digital projects are delivered on time and on budget.
- Oversee the work of the Head of Digital Exploitation to ensure the all areas of live stream and broadcast exploitation are fully realised.
- Work with the New Work Producer on ensuring budgets are accurately forecasted and projects are delivered on budget.
- Work collaboratively with the marketing, comms and digital marketing department to ensure all marketing materials reflect the agreed arrangements with partners, creative teams and casts.
- Represent the company on tour nationally and internationally as required.
- Other producing responsibilities as required

Organisation Wide Responsibilities

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all BOV policies including Equality and Diversity, Dignity at Work, RESPECT Charter Health & Safety, Safeguarding and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged.
- To keep up to date with the activities of the organisation
- Undertake additional duties as may reasonably be required

PERSON SPECIFICATION – Senior Producer

Factor	Essential	Desirable
Knowledge & Experience:	<ul style="list-style-type: none">• Demonstrable producing experience, including preparing and managing significant budgets• Experience of leading a producing team across multiple productions• Experience of mid–large scale theatrical producing with capitalisations of £200k or more• Experience of working directly with artists and creative teams• Experience of working in or with major producing theatres and commercial producers in the UK• Experience of negotiation with senior stakeholders• Up to date knowledge of Equity / BECTU / MU and SOLT / UK Theatre agreements• Significant knowledge of the technical requirements of theatre and experience of working with technical teams to produce shows with the highest possible production values.• Excellent communications manner and written skills• Excellent IT skills including word & excel.	<ul style="list-style-type: none">• Understanding of utilising digital technology within creative practice and for widening distribution.• Experience of and passion for sustainable theatre making.

<p>Personal Skills & Attributes:</p>	<ul style="list-style-type: none"> • A passion for the arts • A desire to work with artists from a diverse range of backgrounds and an understanding of the barriers to employment for people who are currently underrepresented in the arts. • Excellent inter-personal and communication skills with people of varying levels of seniority and experience. • Efficiency, accuracy and attention to detail • Ability to maintain a calm authority • Ability to work with tact and diplomacy and complete confidentiality • Strong organisational and time management skills with the ability to work under pressure and meet challenging targets with a solution-focused approach • Ability to work under pressure to tight deadlines and changing priorities, whilst working on a number of high-profile projects simultaneously • The ability to work collaboratively and compassionately whilst being driven and goal-orientated • Enthusiastic self-starter who can remain calm and effective under pressure. • Ability to work flexible schedule including early mornings, nights and weekends. • Affinity with the vision, mission and values of Bristol Old Vic 	
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TERMS AND CONDITIONS

Hours:	35 hours per week. However, the postholder will be expected to work such reasonable hours as the needs of the post demands.
Contract:	Permanent
Salary:	£36,000-38,000 per annum dependent upon on experience.
Holiday:	5.6 weeks per annum (28 days) including bank/public holidays rising to 6.6 weeks following one complete year of service
Probation:	Three months' probation period (during which there is one week's notice on either side)
Pension:	Bristol Old Vic provides an auto-enrolment pension scheme in line with UK employment legislation. You will automatically be enrolled after 3 months of employment, unless you meet the exemption criteria or wish to opt out.
Notice period:	Three months' notice following successful completion of probation period

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.