

Senior Producer

Thank you so much for your interest in joining the Selladoor team as our Senior Producer. You will be joining us at an exciting moment in our company's history, as we build on Selladoor's legacy and open up new creative and commercial opportunities and partnerships.

Selladoor Worldwide is a renowned UK and International Theatre Producer and full service General Management provider, founded in 2009. We have produced celebrated West End runs, iconic UK and international touring productions spanning four continents, and supported the opening of highly successful immersive and performer-led attractions. Current productions include *Madagascar the Musical (UK & International)*, *We Will Rock You (International)*, *Monopoly Lifesized* and *The Paddington Bear Experience*.

Terms and Conditions

Contract:	4 days per week, Fixed Term for 12 months with the potential to extend
Salary:	£52,000 per annum pro rata
Annual Leave:	17 days plus bank holidays
Responsible to:	Executive Director
Responsible for:	General Managers
Place of Work:	Based in office in Deptford, London but will be expected to attend performances as necessary, both in the UK and Internationally. Some home-working possible. Flexible working/hours considered.
Hours of work:	30 hours a week
Additional Hours:	To be agreed in advance including attending meetings, rehearsals, conferences, seminars, overseas travel and show watches for which a TOIL policy is operated.
Probation:	Six weeks probationary period
Notice Period:	Three months' notice period
Pension:	Company Pension Scheme available,

Your Role

The Senior Producer role is an evolved position in the organisation and the ideal candidate is someone who is both comfortable with strategic planning and management, as well as being hands on as and when required.

We are looking for someone who is passionate about theatre and live productions, with experience producing at scale – with national and/or international touring experience and working with underlying rights holders. You will be happy managing a varied workload, that requires flexibility and excellent stakeholder and team management skills

Your main focus will be overseeing the management of the Producing and General Management Teams at Selladoor Worldwide. Duties will include production planning, with creative oversight; ensuring the efficient and effective management of all aspects of the stage and immersive team's output. The Senior Producer will also be responsible for ensuring the smooth running of Selladoor's licenced projects along with developing new projects.

Strands of work include:

- UK and international tours of Selladoor Productions
- Licensing of Selladoor Productions to international promoters and producers
- Third-party General Management

The role is currently offered at 4 days a week, for a 12 month fixed term contract, with the potential to extend/evolve.

Role Description

Management

- Line manage the General Managers.
- Ensure that staff capacities are realistic and manageable; liaising with Executive Director on any resourcing requirements.
- Encourage professional skills development, identify training needs and ensure that colleagues receive appropriate support

Selladoor Productions / Third Party General Management

- Act as Producer on all Selladoor Productions
 - Leading the feasibility and development phases of all projects, including the development of budgets, to the greenlit phase, ensuring they are realistic and maintainable.
 - Responsible for management of budgets and recoupment schedules
 - Working with the CEO and Executive Director to acquire co-producers and private finance for Productions to support the realisation of projects.
 - With Freelance team oversee Technical and Production planning
- Facilitate communication between the production team and external producers and/or investors, ensuring relevant information is passed on expediently and that all key stakeholders are involved in decision making
- Have meaningful involvement in the casting process, attending all recalls and working closely with the Director and Casting Director
- Give authority for any amendments to timescale or budget, consulting with the Executive Director where appropriate.
- Attend all Production Meetings to meaningfully advise and grant approvals, both creative and financial.
- Attend full technical rehearsals and all previews prior to press night during the opening of a new production.
- Lead on co-productions, where necessary, navigating projects with multiple stakeholders in the form of subsidised venues, independent co-producers and investors.
- Negotiate all creative contracts, determining brief, fees and other relevant terms.
- Negotiate and deliver co-production agreements with partner venues or producers, in collaboration with the Executive Director
- Maintain working knowledge of appropriate union and internal contracts
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- Support the work of the General Managers in the day to day management of our third party projects and stakeholder relationship management.

Finance

- Create Profit & Loss documents to set projections ahead of production opening
- Maintain P&L documents to monitor and interrogate real-time income and spend, once running; communicating relevant movements that may impact the financial health of each show.
- Oversee assigned production budgets, which are managed by the General Manager(s)
- Update investors and partners regularly

International

- Ensure smooth delivery of overseas work, negotiating with international promoters to ensure schedules adhered to, budgets are agreed and parameters set.
- Maintain good relationships with International Promoters, maintain a sensitivity to cultural and industry differences to create harmonious collaboration.
- Ensure that the prospective international venues are suitable for the project and oversee any necessary amends to the show, if necessary.
- Oversee the General Manager and Production Manager in the execution of complex responsibilities linked to international work, including shipping, visas, accommodation, travel and per diems.

Marketing

- Lead all marketing meetings for Selladoor produced tours, effectively managing the assigned marketing and PR teams to create a robust marketing plan.
- Work with the Marketing team to assess pricing, ensuring projections and responses are agile and informed.
- Set all sales targets and closely monitor and manage the marketing team working to achieve them.
- Approve and contribute to the marketing concept for the production, including initial artwork, on-sale and ongoing activity

Strategic

- To support the Executive Director and CEO in the strategic development of the organisation including new areas of business, creative development and income generation

Relationship

- To attend Company Events, Previews, Press Nights and Performances as required
- To be an enthusiastic advocate of Selladoor Worldwide
- Develop and maintain relationships with agents, CFOs, theatres, writers, creatives, production staff and actors for long term collaboration and partnership

The above is not a definitive list and the Senior Producer should expect to perform any other duties requested in order to facilitate the expansion of the Business.

Person Specification

Producing

- Relevant experience as Producer at a comparable level
- A keen creative eye and proven experience of building successful creative teams and projects.
- Experience of commercial touring

Management

- Evidence of managing people and being able to support, develop and lead productive and effective teams.

Communication Skills

- The ability to build consensus and tailor communications with clear and persuasive oral and written skills.

Finance

- Proven experience of financial management of large scale, multi-faceted projects.

Adaptability and Flexibility

- Experience in building, cultivating and maintaining varied relationships with confidence and accomplished negotiating skills.

How to Apply

To apply for the role, please submit a cover letter (two pages max) and CV detailing your suitability for the role based on the person specification, and send to milly.walters@selladoor.com

If you would like to arrange an informal chat about the role prior to applying please contact lucy.atkinson@selladoor.com

Closing Date for applications: Thursday 16th Feb, 4pm

First interviews: Thursday 29 February