

ASSOCIATE PRODUCER

JOB PACK

Actors Touring Company is looking for an ASSOCIATE PRODUCER

This is an exciting opportunity to join ATC's team, supporting our work and our mission



Keziah Joseph, Diana Yekinni and Natasha Cottrill in FAMILY TREE by Mojisola Adebayo, directed by Matthew Xia, Greenwich & Docklands International Festival, August 2021 (photo: Helen Boast)

“ATC is a portable portal to the world”

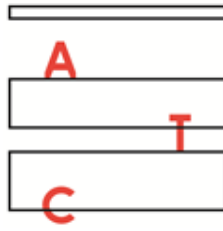
Artistic Director Matthew Xia

Read more about Matthew Xia's vision for ATC and his rallying cry for change, [HERE](#)

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



ASSOCIATE PRODUCER

JOB PACK

ABOUT THE JOB

The Associate Producer is a new role, that will provide crucial support to the organisation in delivering its programme of work.

You'll be an experienced producer – someone who knows how to create great theatre, on budget and on time, working with a variety of individual and organisational collaborators.

You'll also be an original thinker – who wants to match the progressive nature of ATC's work with ways of making it, that are just as progressive and forward-thinking.

You'll be someone who loves data – and wants to work with us to improve the quality of data we use, particularly about our audiences, to measure our success and to inform decision-making.

This is a part-time, flexible role. We anticipate that it will best suit someone who is working across a range of projects, including their own and those they might be making with other organisations.

JOB DESCRIPTION

Producing

- Work alongside the Artistic and Executive Directors in the production of the company's artistic work
- Input into programming discussions, offering insight and understanding into planning and decision-making
- Support the Artistic Director and/or Casting Director in casting for each production, collaborating with the Administration Director on availability checks, auditions, booking audition space, liaising with agents and managing the auditions process as required
- Collaborate with the Executive Director on contracts for productions, including performers, stage management, creative teams and partner venues, flagging areas of concern or opportunity
- Liaise with and support the production team during rehearsals and production and on tour

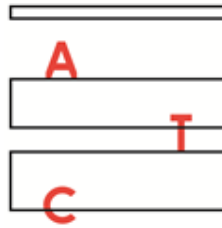
Touring and international

- Work alongside the Executive Director on setting up and managing the company's touring activity, including:

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



ASSOCIATE PRODUCER

JOB PACK

- Tour booking and scheduling
- Venue partner liaison
- Recruiting and line managing the Production Manager for each project
- Identifying, communicating and seeking solutions to potential issues relating to travel, overtime, venue relations and other logistical challenges of touring
- With the Administration Director, manage the process for international artists requiring UK visas
- Collaborate with the ATC team in managing the hosting of international guests, including travel, networking introductions, etc., to ensure a supportive welcome

Data & Audience Development

- Devise progressive and relevant systems for collecting data on ATC's:
 - Audiences
 - Pool of artists and freelance workforce
 - Community participants
- Produce data analysis in the above areas, to allow for effective benchmarking and target-setting
- Create user-friendly data-based reports for the ATC team and Board, to help inform future decision-making
- Liaise with co-producers and venue partners to ensure ATC collects consistent data and data analysis
- Work with Audience Agency and other relevant organisations to develop more effective data collection and analysis for ATC and our peer companies
- Support delivery of ACE requirements on Impact & Insight
- Promote and enact strong audience development practice

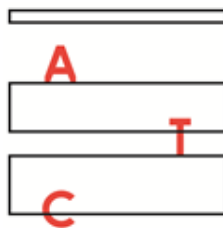
Strategic

- Be an ambassador for ATC's work in the wider theatre sector
- Contribute to Board engagement with your work, creating informal and formal reports for trustees
- Contribute to strategic conversations about the ethos, work and future direction of ATC
- We hope you'll teach us a thing or two – we want to learn from you and develop our own practice from your contribution to the team and to our work

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



ASSOCIATE PRODUCER

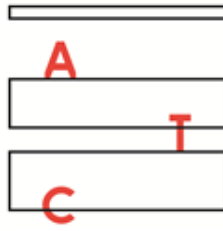
JOB PACK

| | |
|-------------------------|---|
| Annual Salary: | £25,000 pro rata (3 days per week, i.e. 0.6) |
| Flexible working | We are open to flexible working patterns for this role. We are really happy to discuss whatever might be the best arrangements for you. <i>We are strongly committed to the principles of PIPA – for more info on what that means, see https://pipacampaign.org</i> |
| Access | ATC is an inclusive employer and supports the individual needs of all staff members. If there are adjustments we can make to adapt this role to the specific needs of the post-holder, we will commit to doing so. We aim to meet the access needs of applicants at all stages of the recruitment process - please contact us if you feel we've missed anything. |
| Pension | ATC operates a contributory pension scheme |
| Notice | 2 months on either side (Probationary Period of 1 month) |
| Line Manager | Executive Director |
| Holiday | 25 days a year (pro rata in line with working days) plus public holidays |
| Location | ATC's office will be based at Carlton Mansions, part of the new Brixton House arts development, London SW9 8GL, from December 2021. We are currently operating a hybrid model, flexibly combining home and office-based working. We anticipate this continuing for at least the next few months. Some travel to tour locations in the UK is likely to form part of the job. This will probably involve some overnight stays (travel and accommodation expenses are paid). Some travel to tour locations in the UK is likely to form part of the job. This will probably involve some overnight stays (travel and accommodation expenses are paid). |

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



ASSOCIATE PRODUCER

JOB PACK

Hours of work

Usually 10am-6pm Monday to Friday, but we are open to flexible working hours and days. You'll probably spend some time away from the office, for example in rehearsal, at tour venues in the UK and as you would expect in theatre - there will be occasional evening work

Right to work

The post-holder must have the legal right to work in the UK



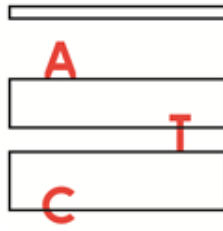
ABOUT YOU

These are the qualities and experiences we think you will need to fulfil this role. They might all apply to you, or only some. If, after reading the role description, you feel that you would be right for the job, we want to hear from you. You don't need to have ALL the above qualities, just SOME of them.

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



ASSOCIATE PRODUCER

JOB PACK

- You love theatre and/or live arts and performance
- You identify with ATC's mission and values, particularly our global perspective and how that translates into our engagement with artists, audiences and participants
- You have a demonstrable track record in producing theatre projects
- You love data and have practical ideas about how to make best use of data in the context of a company like ATC
- You have an understanding of Arts Council England's audience data systems, including Audience Agency and the Impact and Insight Toolkit
- You are interested in the work of a touring theatre company and are willing to travel as part of your work with us
- You are brilliant at organising and prioritising – for yourself and for your colleagues
- You have good administrative / IT skills

ABOUT US

Actors Touring Company (ATC) is a theatre company that **creates dialogue between Britain and the rest of the world** – and between the **intersecting cultures within our country**. It is one of the only UK theatre companies committed to producing plays that come from beyond our shores.

We amplify the voice of the 'outsider within', and the **cross-cultural communities at the heart of our nation**.

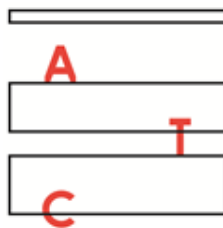
We are a leading commissioner of plays by writers from the global cultures within the UK.

Founded in 1980, ATC is a company that is continually evolving and seeking to reflect the UK of the 21st century in our work and the creative practitioners and communities we collaborate with and serve. In the last few years, we have produced plays from Australia, Norway, the US, Germany, Israel and Russia - bringing international voices to theatres across the UK, from Scarborough to Plymouth and everywhere in between.

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



ASSOCIATE PRODUCER

JOB PACK

Signature productions include: *The Brothers Size*, *The Events* and *Amsterdam*, the ATC debut of Artistic Director Matthew Xia.

Current projects include:

- [Family Tree](#) co-commission with the Young Vic, produced with Greenwich & Docklands Festival 2021; to be further developed in 22-23
- [Rice](#) a European premiere, produced with the Orange Tree Theatre in Autumn 2021 and on tour nationwide in 2022

ATC is led by a joint executive of Artistic Director and Executive Director. From 2022, the Joint CEOs will work alongside by a new team of Administrative Director, Associate Producer and Finance Manager. We also run an Associate Director programme to support professional and artistic development of emerging directors, aimed at improving socio-economic diversity in future arts leadership. The programme's current Associate Director is Ameera Conrad.

The team has been working from home since March 2020. We have recently begun the transition into hybrid working, which we will continue as we move into our new office space at [Brixton House](#).

HOW TO APPLY

You can apply in writing, or by sending us a short video or audio.

What to include:

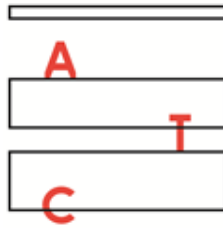
Tell us:

- Why you are interested in working with us
- Tell us about a project or an achievement that you're really proud of – and how that demonstrates your skills and experience
- Tell us about something you've seen or experienced that inspired or influenced you – an arts experience, a play, a gig, an exhibition, a festival ...

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



ASSOCIATE PRODUCER

JOB PACK

- Look carefully at the 'about you', 'about the job' and 'about us' sections and tell us about your experiences, skills and interests so that we can understand as much about you as possible
- Please tell us anything else you think is relevant, different or interesting!

Also send:

- *Contact details for two champions of your work who know you in a professional capacity.*
- *A completed equal opportunities monitoring form (this is an online form – link [here](#))*
 - *NB the information on the monitoring form is anonymous, used for data monitoring purposes only and does not affect your application.*

WHAT TO SEND

- Application including -
 - Letter (no more than 2 sides of A4)
OR
 - Video (no more than 5 minutes)
OR
 - Audio (no more than 5 minutes)
- Equal opportunities monitoring form - *this is an online form – link [here](#)*
- Contact details for 2 champions of your work (we may take up references if you go through to the 2nd round of interviews - we will always ask your permission first)

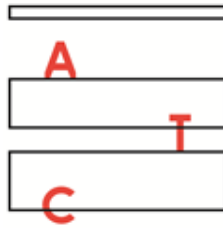
To: recruitment@atctheatre.com

Deadline: Midday, Monday October 18th

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



ASSOCIATE PRODUCER

JOB PACK

WHAT HAPPENS NEXT

By October 22

We will let you know if your application is successful

If we're selecting you for interview, we will get in touch to make arrangements

w/c October 25

First Interviews

- First interviews will be conducted remotely, via whatever platform suits you best
- A 20-minute 'getting to know you' meeting
- We will send you the interview questions in advance to help you prepare

w/c October 25 and w/c November 1

Second Interviews

- For candidates shortlisted following the first interviews
- We hope that these can be conducted in person, although are aware that this may not be possible
- The second interview will focus on your approach to the job and how we might each benefit from working together
- The second interview will last around 40 minutes

By November 5th

Appointment

- We will appoint the Associate Producer and let the final shortlist of candidates know whether they have been successful
- Feedback will be available to all longlisted candidates

By start of December (or sooner if feasible)

Associate Producer begins working with us

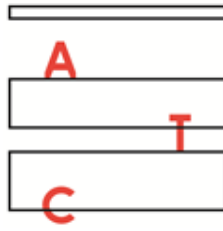
QUESTIONS?

You are welcome to contact us for an informal chat.

To arrange, just drop us a line on recruitment@atctheatre.com

ACTORS TOURING COMPANY

www.atctheatre.com



ASSOCIATE PRODUCER

JOB PACK

Let us know a bit about what you'd like to discuss, and what way you'd prefer us to get in touch – phone, email, video chat, etc.

We will get back to you.

No question is a bad question ☺ Please just ask.

We want to hear from YOU.

Get applying!



Sarah Lam and Zainab Hasan in rehearsal for RICE by Michele Lee, co-production with the Orange Tree Theatre, Autumn 2021 (photo: Helen Murray)

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318