

Programmer & Assistant Producer – Role Specification

Responsible to:	Executive Director
Responsible for:	n/a
Hours:	20-25 hours per week, year round (there may be an opportunity for additional hours during the period March to October as a Duty Manager for an appropriately experienced candidate)
Rate of pay:	£14.00 per hour

Purpose of Job:

This role is to support the Executive Director in:

1. Producing Minack Productions and Co-Productions.
2. Managing the relationship with Visiting Companies from initial contacts through to producing settlements after performances.

While much of this job can be done at home, the post holder will be expected to work from the Minack at least two days per week initially. This may reduce to one day per week over time.

Producing

1. Assist the Executive Director in monitoring the status of the current Minack Productions, ensuring deadlines are met and activities are on track.
2. Liaise with creative teams and casting directors to support the casting of performers, organising auditions if appropriate.
3. Draft and issue contracts for performers, creative teams and production teams.
4. Prepare scripts as necessary.
5. Book accommodation and travel for production personnel.
6. Liaise with the Marketing Manager to pass on biographies of all company members and organise photoshoots and any other activity to support the marketing of the production.
7. Schedule, organise and take notes of production meetings.
8. Seek permission from PRS for any interpolated music for Dramatic Right Authorisation.
9. Process invoices / timesheets for payroll, code these and pass to Finance Officer for payment.
10. With the Education Officer, develop and update a database of practitioners, performers, creative freelancers and production team.
11. Ensure all materials and information relating to each production is passed to the Archive Officer.
12. Provide admin support to the Production/Technical Manager as necessary.
13. Work with co-producing partners to support transfers / tours.
14. Ensure all production policies and procedures are up to date and all appropriate information is displayed in the dressing rooms.

Programming

1. Monitor the programming email address and any other unsolicited programming enquiries.
2. Go and watch events that might be being considered for the Minack.
3. Represent the Minack in programming networks and forums as appropriate.
4. Support the Programming Team with the management of the programme calendar.
5. Support the Executive Director with finalising deal memos and contracts for Visiting Companies.
6. Be the point of contact for Visiting Companies, passing enquiries on to the relevant department.
7. Ensure all information about performances is distributed to the necessary departments including Marketing Manager, Box Office Manager, Technical Manager and Duty Management team.
8. In liaison with the Box Office Manager and Visitor Experience Manager ensure all required show information is accurately uploaded to the ticketing system.
9. Ensure PRS information is captured including set lists for gigs and prepare the annual return.
10. Prepare draft settlements and ensure these are approved by the Executive Director promptly for payment (on the first working day after any production finishes).
11. Ensure the Education Officer is aware of involvement of children in productions and that the necessary permissions are in place.

In addition, as with all roles at the Minack, you may be asked to take on other reasonable duties by a member of the Senior Management Team, and you must be conversant with the Minack's Health & Safety and Safeguarding Children and Vulnerable Adults policies.

Person Specification

Essential	Desirable
At least one year experience of working on professional events	Experience of producing theatre shows
Experience of drafting and negotiating contracts	Managing contracts for live events
At least two years working in some form of live events	Experience of booking tours out to other venues
A love of live performance (any genre)	Experience of using a box office system
Exceptional administrative skills including spreadsheets	Experience of using finance software
Experience of working with people from a wide range of skills and backgrounds	Understanding of audience development