



Assistant Producer – Snuff Box Theatre Job Description

Snuff Box Theatre are seeking an Assistant Producer to work alongside the Producer on the company's forthcoming production of *Weald* at the Finborough Theatre. The Assistant Producer will work in close liaison with the Producer to assist in the delivery of the production with the creative and venue team.

This role would ideally suit an individual who is seeking to gain further producing experience to build on their current portfolio of producing work, although this is not a requirement.

Key duties and responsibilities include, but are not limited to:

- Ticket sale monitoring and reporting.
- Marketing aspects including print distribution and digital campaigns to maximise ticket potential.
- Working alongside an external PR company to support the press campaign.
- Company administration including pay roll and expenses logging alongside the Producer with monitoring of cash flow and the production budget.
- Attending production meetings and distributing notes to the creative team.
- Supporting the Director in the rehearsal room when required.
- Assisting in the get-in and get-out of the production at the venue with the creative team.
- Working closely with the Stage Manager to oversee company activity and ensure the production runs smoothly during its four-week run.
- Liaising with the Venue during the production run.
- Assisting on fundraising tasks including proofing bids, crowd-funding campaign monitoring and supporting the Producer in key stake-holder relationships and reporting.
- Collecting evaluation material for reporting back to Arts Council England.
- Ad hoc tasks related to the company and the production.

This role has been specifically designed as a supporting role within the production team and is designed to give a breadth of experience to the chosen candidate. With this in mind we are seeking applications from individuals who can demonstrate a desire for learning. Flexible working will be supported and we envisage this work to be undertaken around other commitments.

Snuff Box Theatre are currently developing a second show due to premiere at the Edinburgh Festival Fringe in 2016. There is potential for the chosen candidate to work further with the company during the making of this new show.

Key Dates:

4 – 29 January, Rehearsals in Manchester
31 January, Get In at Finborough Theatre, London
2 February, Photo Call, Dress Rehearsal and First Preview
3 February, Second Preview
4 February, Press Night
5 February, Second Press Night
27 February, Final Performance

Fee:

The Assistant Producer will be paid a fixed fee of £500 and some expenses to travel to rehearsals, as agreed by the Producer in advance. This is a freelance contract and as such the Assistant Producer is responsible for paying their own taxes and National Insurance.

To Apply:

Please email a CV and Cover Letter (no more than 1 side of A4) outlining your experience to date and why working with Snuff Box Theatre will assist in your producing career. Applications should be clearly marked as Assistant Producer in the subject line and reach the Producer by 20 December 2015, 5pm on the below email. An informal discussion with potential candidates will take place 29-31 December.

Should you have any questions related to this role please contact Snuff Box Theatre's Producer, Jake Orr, on hello@jakeorr.co.uk

Further information on *Weald* can be found on the Finborough Theatre website here:

www.finboroughtheatre.co.uk/productions/2015/weald.php

Further information on Snuff Box Theatre can be found on the company's website here:

www.snuffboxtheatre.co.uk

Weald is produced by Snuff Box Theatre in association with Royal Exchange Manchester and Neil McPherson at the Finborough Theatre. Supported by Arts Council England.