

# TARA ✕ THEATRE

## PRODUCER APPLICATION PACK

**Job Title:** Producer

**Responsible to:** Executive Director and Artistic Director

### Role Description

We are looking for an experienced Producer to join the Tara Theatre team. The Producer will be responsible for producing all aspects of Tara Theatre's programme of productions and creative projects. In 2022 the Producer will deliver in house productions and projects at Tara Theatre, a national tour produced in co-production with major regional theatres and a co-production with a central London producing venue. The Producer will support the executive team in planning the logistics of future artistic programming.

### Tara Theatre

For over four decades, Tara Theatre has supported the emergence of generations of South Asian performers, writers, directors, musicians and choreographers; and toured extensively nationally and internationally. Tara Theatre remains to this day the only UK theatre whose programme focuses uniquely on South Asian artists, cultural heritage and experience. We are based in our beautiful theatre in Earlsfield, less than 10 minutes from Waterloo. The building was redeveloped in 2016 and houses a main auditorium, studio space, café-bar and garden and two floors of office space.

In August 2020, Abdul Shayek was appointed as Tara's Artistic Director, and Joint CEO with Executive Director Helen Jeffreys. Abdul's appointment begins a bold new chapter, at an unprecedented moment which combines the global Covid-19 pandemic, the climate emergency and the Black Lives Matter movement. In January 2022, Abdul was included in the Stage 25 list of theatre makers to watch in the next quarter of a century <https://taratheatre.com/news/tara-theatres-abdul-shayek-named-in-the-stage-25/>

Tara Theatre is a contemporary and democratic space, the centre of a community of participants, artists and audiences in South Wandsworth and beyond. We are a catalyst and agent for change within the national and global theatre landscape, addressing the widespread lack of diversity and inclusivity. Our work explores the complexities of our world through a South Asian lens, championing South Asian voices and artists, identifying new narratives, new ideas and new forms.

In Spring 2021 we launched the new Tara Theatre which included a rebrand, new website and the announcement of a new season of work *Disproportionately Affected*. For more information about our work please visit [www.taratheatre.com](http://www.taratheatre.com)

During the reopening season we commissioned 14 writers, employed 28 freelance artists and 22 freelance production staff. We worked with over 20 local participants as co-creators. 80% of people we have worked with are from Asian, Black or ethnically diverse backgrounds.

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## Duties and Responsibilities

### Productions and Creative Projects:

- To provide day to day management of the producing function of Tara Theatre
- To work with the Artistic and Executive Directors to plan and schedule Tara Theatre's programme of work
- To set and manage all production and project budgets in liaison with the Executive Director
- With the Executive Director, to negotiate contracts and manage relationships with co-producers and visiting companies
- To oversee the administration of availability checks and meetings for performers, creative teams, production teams and other practitioners
- To negotiate and issue all contracts for creative teams, performers, production managers and stage managers in line with union rates and contractual terms
- To support the Artistic Director in putting together creative teams
- To oversee rehearsal, production and performance schedules for all productions and projects in collaboration with the Artistic and Executive Directors, General Manager and Technical Manager
- To be the key contact for stage management, creative teams and casts throughout pre-production, rehearsals, tech, previews and running, attending shows regularly
- With the finance department, to draw up all settlements for royalties and co-production/visiting companies

### Management and Administration:

- To be the point of contact between departments in the day-to-day management of productions and projects to ensure efficient operation between the theatre, welcome team and administration staff
- With the Technical Manager, to line manage freelance stage management and production teams
- With the General Manager, to ensure contracts and invoices are processed correctly and promptly
- With the finance department, to draw up all settlements for royalties and co-production/visiting companies
- To support the Marketing Manager in ensuring all marketing materials contain accurate information with regard to funders, co-producers, creative and production teams and casts
- To support the Development Manager by providing information for funding applications and organising cast and creative team participation in donor engagement events where appropriate
- To manage all house seat requests and co-ordinate with the box office team

### Other Duties:

- To engage with and advocate for Tara's mission to be a catalyst for change within the theatre industry, increase diversity and equitable access to cultural provision, creative opportunities and careers
- Adhere to, and actively contribute to, all Tara policies, including Equality (diversity, access, and equal opportunities), Environmental and Health & Safety

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- To work collaboratively, with respect, kindness and compassion in line with Tara Theatre's organisational values
- Any other duties as may be reasonably required as part of a supportive team
- A commitment to equality and diversity and the organisational values of Tara Theatre

## **Person Specification**

### **Essential**

- Significant experience of producing theatre productions and creative projects
- Up to date knowledge of UK Theatre and/or ITC and Equity/Bectu/MU contracts
- Experience of contract negotiation with agents and artists
- Knowledge of the technical requirements of theatre and experience of working with technical teams to produce work with the highest possible production values
- Strong financial skills including drafting and managing budgets
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines
- The ability to work collaboratively and form effective partnerships internally and externally
- An enthusiastic and supportive team player with a positive attitude
- Excellent organisational skills with the ability to work towards multiple deadlines
- Excellent time management skills with the ability to multitask and prioritise
- Strong communication (verbal and written) and interpersonal skills

### **Desirable:**

- Knowledge and experience of UK touring
- Experience of writers' commission and rights contracts
- Productive and wide-ranging contacts within the theatre industry

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## Terms and Conditions

- Salary:** £30,000 per annum
- Contract:** 12 months fixed term (with the possibility of extending the contract subject to funding)
- Working hours:** Full time – 35 hours per week excluding breaks
- Annual Leave:** 25 days per annum plus UK statutory bank holidays

We welcome applications from candidates who wish to work in a flexible working pattern (for example around caring responsibilities or access requirements relating to a disability).

**Location:** Tara Theatre, 356 Garratt Lane, London, SW18 4ES.

## How to Apply

Please send a current CV (including details of 2 referees) and covering letter (no more than 2 pages A4) outlining how your skills and experience match the person specification. Please also complete an Equal Opportunities Monitoring Form.

Email your completed application to:

Devashree Pande at [opportunities@taratheatre.com](mailto:opportunities@taratheatre.com)

Please state *Producer* in the subject line.

**Deadline** for applications is **10am on Friday 28 January 2022**

**First interviews** will take place on **Friday 4 February 2022**

**Second interviews** tbc

If you would like to submit your application in a different format we would be happy to accommodate this, please contact [devashree@taratheatre.com](mailto:devashree@taratheatre.com)

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from candidates from Asian, Black or ethnically diverse backgrounds and candidates who self-identify as disabled and neurodiverse. All candidates who self-identify as disabled who demonstrate that they meet the essential criteria will be invited for interview. Tara Theatre is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

If you would like an informal, confidential conversation to discuss the role please get in touch with Devashree Pande, General Manager on [devashree@taratheatre.com](mailto:devashree@taratheatre.com)