

## **INFORMATION FOR APPLICANTS: POST OF PRODUCING AND PROGRAMMING MANAGER FULL TIME, PERMANENT**

March 2024

Dear Applicant

Please find attached an application pack for the position of Producing and Programming Manager at Sherman Theatre. Many thanks for your interest in this role.

We are looking for a Producing and Programming Manager to support the development and realisation of Sherman Theatre's artistic programme, working closely with the Executive Team and Programming Team on areas such as casting, contract negotiation and bookings/contracts for visiting company programming at the Sherman and for Sherman Theatre on tour. To raise income by proactively developing a full range of commercial hires and activities that can be accommodated around the artistic programme and are appropriate to the specific character of the company. To provide support to the Executive Team as and when required.

Sherman Theatre is one of the UK's leading producing theatre and one of Wales' most important cultural institutions.

Based in the heart of Cardiff, Sherman Theatre creates and curates exceptional theatre for the people of Cardiff, Wales and beyond. Its focus on the development and production of new writing and on nurturing of Welsh and Wales-based artists makes the Sherman the engine room of Welsh theatre. Sherman Theatre tells local stories with global resonance through its productions rehearsed and built under its roof in the capital. The Sherman is a place for everyone. It generates opportunities for the citizens of Cardiff to connect with theatre through inspiring and visionary engagement.

Over recent years we have gone from strength to strength with national awards recognition, critical acclaim for our work and increasing audiences. We have used the time afforded us during the pandemic to improve our building, our systems and our infrastructure and we are now looking for new members to join the team across a number of roles.

Engaging with our audiences and our communities is the heart of everything we do and this role is crucial to ensuring that the organisation runs as smoothly as possible to enable that.



We want Sherman Theatre to be accessible to all and so it's hugely important to us that our team at the theatre reflects the communities we serve across the city and beyond. We therefore particularly welcome applicants from diverse ethnic communities and d/deaf and disabled communities who are currently underrepresented within our team.

To apply for the post, please download the application form, cover sheet and equal opportunities monitoring form from our website: [www.shermantheatre.co.uk/jobs](http://www.shermantheatre.co.uk/jobs) and send them to us at [recruitment@shermantheatre.co.uk](mailto:recruitment@shermantheatre.co.uk). Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **noon on Wednesday 3 April 2024**. We'll confirm receipt of your application by email.

We hope to hold interviews on **Monday 8 April 2024**. Please let us know, on the application cover sheet, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we may need to make alternative arrangements for any short-listed candidates.

If you need more information or support before you apply, or to discuss any reasonable adjustments or access considerations to allow you to participate fully in the interview process, please contact us at [recruitment@shermantheatre.co.uk](mailto:recruitment@shermantheatre.co.uk)

Thank you for your time in respect of this application - and we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Good luck with your application

Yours faithfully

Julia Barry  
Chief Executive  
Sherman Theatre

-

## PRODUCING & PROGRAMMING MANAGER CONTRACTUAL DETAILS

- Salary:** £26,650 per annum, subject to review in April 2024.
- Term:** The post is offered as a full time, permanent position, subject to successful completion of a 6 month probationary period.
- Hours:** 39 hrs per week
- Holidays:** 22 days per year, plus the 8 recognised bank/public holidays, with days accruing for length of service up to a maximum of 27 days plus bank/public holidays
- Period of Notice:** 1 month with additional weeks accruing for length of service (The notice period during the probationary period is 1 week).
- Pension:** Sherman Theatre operates a qualifying workplace pension scheme.
- Right to work:** The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
- References:** Offers of employment are subject to the receipt of references that are satisfactory to Sherman Theatre.
- Start date:** The post is available immediately.

### Non-Contractual Benefits

We encourage all staff to see as many shows as possible and to be involved at all stages of the production process for Sherman theatre productions. Every staff member is invited to attend Press Night for Sherman Theatre productions, along with complimentary tickets to most shows.

We also offer a staff discount in the Café Bar to all staff members.

## JOB DESCRIPTION: PRODUCING & PROGRAMMING MANAGER

Job title	<b>PRODUCING &amp; PROGRAMMING MANAGER</b>
Responsible to	Chief Executive
Key internal relationships	Executive Team, Senior Management Team

### JOB PURPOSE:

To support the development and realisation of Sherman Theatre's artistic programme, working closely with the Executive Team and programming team on areas such as casting, contract negotiation and bookings/contracts for visiting company programming at the Sherman and for Sherman Theatre on tour. To raise income by proactively developing a full range of commercial hires and activities that can be accommodated around the artistic programme and are appropriate to the specific character of the company. To provide support to Executive Team as and when required.

### LEAD RESPONSIBILITIES:

- **Artistic Administration:** Responsible for providing administrative support to the Executive Team in the development and execution of the Artistic Programme, and to assist with the producing of Made at Sherman Productions.
- **Income Generation:** Responsible for proactively developing a full range of events, hires and activities to raise income.
- **Theatre Administration:** Responsible for implementing and maintaining administrative processes.

### DETAIL OF RESPONSIBILITIES:

#### 1 **Artistic Administration**

*Responsible for providing administrative support to the Executive Team in the development and execution of the Artistic Programme.*

##### 1.1 **Rights:**

- To enquire after literary and performance rights for extant work and, in association with the Chief Executive, to confirm licences and royalty payments with writers and agents.

- To enquire after music rights required for productions in association with the Chief Executive.

### 1.2 **Sherman Theatre Productions:**

- To conduct availability checks for creative team and performers (either direct or via casting agents), schedule and coordinate auditions and other interviews, or meetings as required.
- To issue contracts for creative team personnel and ensure that they are provided with up to date information about the production they will be working on.
- To issue contracts for performers and stage management.
- To ensure that all contractual agreements are confirmed and in place.
- To negotiate and book agreed Sherman Theatre tours, ensuring relevant Sherman Theatre staff are consulted about touring arrangements and that all necessary information is circulated with Sherman Theatre staff.
- To assist with the producing of Made at Sherman productions.
- To work with co-producing partners and act as point of contact for Sherman Theatre when engaged in co-productions.
- To support the Head of Fundraising & Development with any production specific funding applications.
- Ensure all Equity and UK Theatre contracts, documents and fees are up to date and in line with current rates and guidelines and working with the Chief Executive, create a fee structure for all roles across Sherman Theatre Productions.
- Attend Sherman Theatre Production Meetings and where required, feedback to the Chief Executive.

### 1.3 **Visiting Companies:**

- To advise the Executive Team and Head of Marketing and Communications on the availability of potential visiting companies / artists.
- In liaison with the Chief Executive and Head of Production and Planning confirm performance dates and times.
- Liaise with the Chief Executive to negotiate and issue contracts for visiting companies / artists and community and professional hires of the theatre's auditoria and rehearsal rooms.
- To ensure that all contractual agreements are confirmed and in place prior to their visit.
- To act as first point of contact for visiting companies / artists and hires in the run-up to and during their visit to the Sherman, coordinating with colleagues as required.

- To maintain the visiting companies contracts database (on the Artifax Venue Management system), ensuring that Programme Information sheets are distributed internally, and that Artifax is kept up to date.
- To ensure that all necessary orders and invoices are raised and that correct payments are made for the visiting company programme and for any hires of the Sherman's facilities.

## 2 Income Generation

*Responsible for proactively developing a full range of events, hires and activities to raise income.*

### 2.1 Events, Hires and Activities:

- Working with the Head of Operations, raise income by proactively developing a full range of commercial hires and activities that can be accommodated around the artistic programme and are appropriate to the specific character of the company.
- Regularly review hire charge rates and bench marking against commercial and industry landscape.
- To work with the Head of Operations and Bar and Kitchen Manager to ensure the maximisation of external hire opportunities.

## 3 Theatre Administration

*Responsible for implementing and maintaining administrative processes*

### 3.1 Artifax and Agora:

- Optimise the use of the Artifax and Agora system to their full potential and benefit of the company. Ensuring the up to date of current system versions. Applications.
- To manage the administration aspects of the Artifax system, entering new employees, new rooms, system management, updating software and attending Artifax training and conferences
- To ensure that relevant staff throughout the company are trained in its use.

### 3.2 Planning:

- To coordinate regular Planning meetings, take minutes and distribute to key members of staff.
- To lead weekly Diary meetings and regular operational meetings to ensure all relevant staff are informed and updated on all information on upcoming events.

- To co-ordinate, attend and contribute, when required to regular Cardiff-wide anti-clash meetings.
- To ensure that the Executive Team and Senior Management Team have up to date information to aid planning and other related meetings.
- Responsible for the clear and accurate presentation of forthcoming events.

### 3.3 Statistics and Monitoring:

- To develop and implement procedures for collating and submitting statistical and monitoring information for annual and project-based grant awards.
- To support the collection of performance and associated data (in conjunction with the Box Office Manager) ensuring that data is collected and collated during the year to facilitate the company's own internal monitoring.
- To monitor the status of the production budget sheet, ensuring contracts have been issued, regularly assessing the status of invoices, chasing any un-paid invoices and informing the Chief Executive of such activity.

### 3.4 Theatre Administration:

- To support the Executive Team through diary management and the booking of travel and accommodation where required.
- To support the general administration of the company as and when required.
- To establish and maintain efficient office systems, particularly filing, and retrieving information.
- To ensure the best value for money option is used when making travel, accommodation, and meeting arrangements.
- To recruit to and manage the Sherman Digs list and update details on an annual basis.

## 4 Advocacy:

- To represent Sherman Theatre at relevant and appropriate industry and sector meetings.
- To network and strengthen relationships within the sector and wider industry on behalf of Sherman Theatre.

## PERSON SPECIFICATION: PRODUCING & PROGRAMMING MANAGER

### ESSENTIAL EXPERIENCE

- Experience of working in a Theatre Production environment
- Experience of generating and issuing contracts for performers, stage management and visiting companies
- Experience/knowledge of working with the UK Theatre/EQUITY and BECTU union agreements.
- Experience of coordinating projects and associated budgets
- Experience of working with events, hires and income generating activities.
- Experience of coordinating and facilitating meetings.

### KNOWLEDGE AND SKILLS

- Excellent administrative skills and attention to detail
- Strong negotiating skills and the ability to develop key relationships both internal and external.
- A solid set of IT skills with a working knowledge of Microsoft Office systems and database management
- Strong interpersonal skills, combined with enthusiasm and energy.
- Ability to plan, manage time and prioritise work.

### PERSONAL ATTRIBUTES

- Enthusiasm for arts activities and for theatre in particular
- A commitment to engaging the public in arts-based activities and customer care.
- Hard working, highly motivated and committed to best practice.
- A “completer-finisher”, who takes pride in a job well done and in getting the most out of the people for whom they are responsible.
- A flair for dealing with the public and delivering excellent customer care; a real enjoyment in working with people.
- An understanding of, and commitment to, diversity and inclusion, coupled with the imagination and application to identify the specific needs and preferences of current and potential visitors.



- Analytical thinker with a logical approach to problem-solving and the ability to anticipate the implications and consequences of situations and take appropriate action.

## HIGHLY DESIRABLE

- Ability to work through the medium of Welsh and English.

## DESIRABLE

- Knowledge of current theatre practice in Wales.
- Experience/knowledge of using Artifax Agora and Spektrix systems.
- Experience of working within a producing theatre.
- First Aid certificate.
- Full drivers Licence.