



## ROYAL EXCHANGE THEATRE

### JOB DESCRIPTION

ROLE: Den Festival Producer

AREA: Producing

SALARY: £30,000 per annum

35 hours per week

RESPONSIBLE TO: Director of Producing

CONTRACT: Fixed term 1-year full-time October 2024 - September 2025

### JOB OVERVIEW

This post is situated in the Producing department and plays a vital role in the delivery of our Den Festivals as part of our LOCAL EXCHANGE work in communities in Greater Manchester. We are looking for someone who is organised, pro-active, has great communication skills and who wants to make a difference to people's lives through engagement with theatre and the arts. The post will lead on the delivery of two festivals in Stalybridge (May 2025) and Leigh (August 2025)

Local Exchange is our flagship community engagement programme that sees us take up residency in areas across Greater Manchester to create meaningful impact with communities, individuals, artists and partners. The approach we take in each area is unique to that community based on a four-year model of consultation, delivery and legacy.

The programme seeks to work in areas of low arts engagement, and low engagement with the Royal Exchange, and to work alongside local residents and partners to establish need, support the creation of provision and provide legacy to support the cultural ecology of the area in a meaningful, collaborative and enduring way.

The Den is the Royal Exchange Theatre's mobile theatre that travels to areas within Greater Manchester and is housed in often unconventional spaces. The Festival is co-programmed by the Ambassadors and Champions using Story of Change as a framework, as well as local partners. The Festivals will showcase a combination of non-professional and professional work made for the Den, RET productions, touring work as well as participatory activity.

As Den Festival Producer, you will project manage and support the work in the lead up to the Festivals, during the delivery, and wrapping up after the Festivals have taken place.

You will be required to work at the RET, as well as on site in Stalybridge and Leigh.

Take a look at the previous Den Festival programmes [here](#) to see the scale of the programme and the impact of the work.

## RESPONSIBILITIES

As Den Festival Producer, you will:

- Work closely with the RET team to establish the brief and framework for each Den Festival, ensuring that the programme of work meets the objectives for the area, and can be achieved within the timeframe and budget.
- Write and manage the production schedule for each festival.
- Manage the Den Festival budget, adhering to the RET finance systems and processes, ensuring accurate and methodical reconciliation.
- Ensure that information about the Festivals is communicated effectively and efficiently both internally and externally.
- Ensure accessibility is considered in all programming and event delivery.
- Work closely with the Community Producer, Associate Director and Creative Director to programme, recruit and contract professional artists, companies and catering providers to develop and/or perform work as part of the Festivals.
- Work with the RET Engagement producers to support the realisation of their projects as part of the Festival programme.
- Work with the Den Technical Manager and Director of Production to ensure that the technical specification of the programme can be achieved within the Den infrastructure.
- Work with the Den Technical Manager to manage all festival personnel including visiting companies, performers, technicians, stage managers and creatives.
- Set up and lead cross organisational production meetings in the lead up to and throughout delivery of the Festivals.
- Liaise with external artists and companies to ensure marketing assets and technical riders are received in accordance with the RET deadlines.
- Work with the Den Technical Manager and Director of Production to manage the Health and Safety of the festivals, including the development of a full and comprehensive risk assessment and method statements.
- Work with the Den Technical Manager and Director of Production to ensure we consider sustainability in all areas of the festival, using the Theatre Green Book as guidance.
- Work with the Casting Director to plan and oversee any casting requirements including availability checks and liaising with agents.
- Be responsible for venue/room bookings at the RET and in the boroughs for workshops, performances, rehearsals, dressing rooms and office space as required to deliver the festivals.
- Work with the RET Marketing team to ensure all marketing collateral (including print and digital) for the Den Festivals is accurate and detailed, including copy, images, credits, age guidance, access information etc and delivered in accordance with the agreed timelines.
- Work with the RET Marketing and sales team to deliver the ticketing set-up via Spektrix and ensure a smooth on-sale process for all events across the Festival.
- Work with the RET Front of House team to plan audience capacities, signage, staffing and logistics for each Den Festival.
- Oversee catering companies to ensure food is provided on days advertised.
- Work with staff from the Festival venues to agree partnership terms and ensure these are adhered to including, but not limited to, licenses, DBS checks, security, cleaning.

- Support any trainees or volunteers as part of the programme.
- Any further duties as agreed.

### RESPONSIBILITIES OF ALL TEAM MEMBERS

- Be aware of other teams' work, to help achieve RET's aims. Work well with colleagues across the organisation.
- Work to the Equality and Diversity policy of the RET and help to achieve the theatre's diversity action plan.
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy.
- Work to other guidelines, procedures and policies provided by the company.
- Support RET's sustainability aims.

### WHAT WE WILL PROVIDE

- A supportive, inclusive and collaborative working environment. We will consider everyone's needs and improve where we can.
- Safe routes and structures to report anything that has a negative impact. We'll keep learning and growing.
- A stimulating and creative workplace where everyone's opinions and ideas can be shared.
- Access to mental health and wellbeing services.

### SKILLS/EXPERIENCE - ROLE SPECIFIC

#### ESSENTIAL

- Demonstrable experience in producing theatre, including contracting, writing risk assessment, budget management and evaluation.
- Excellent communication and listening skills with the ability to communicate effectively with a wide variety of people at all levels.
- Proficient administrative skills with the ability to process large volumes of information quickly and a strong eye for detail
- Experience in managing multiple projects simultaneously, working flexibly and under pressure, and prioritising a varied workload to agreed timelines and deadlines
- Strong interpersonal skills, with the ability to navigate multiple relationships across a broad range of roles including artists, participants, performers, partners and technical teams.
- A pro-active project leader with experience of using own initiative to problem solve
- Ability and willingness to work flexible hours, as required by the post, including evenings and some weekends
- A commitment to creating opportunities for all people to engage in the arts and an interest in working in community settings
- Understanding of Equality, Diversity and Inclusion and a desire to create equitable opportunities for and with the community

## DESIRABLE

- Experience of co-creation, responding to community needs and interests
- Experience in programming small scale shows and working with touring theatre companies
- Experience of producing festivals with multiple activities
- Understanding of the Social Model of Disability and Access in the arts
- Experience of the Theatre Green Book
- Safeguarding training

**Please note: Due to the nature of this job the post holder will be subject to a DBS check before the appointment is confirmed.**

This job is based at the Royal Exchange Theatre with travel to Local Exchange areas. The post will require some evening and weekend work.

## RET VALUES AND BEHAVIOURS

### ACCOUNTABLE

- We take ownership of our own part and are accountable for our own decisions.
- We trust others to be responsible for what they do, and how they do it, to drive the aims of RET and its future.
- We will challenge people and practice, as well as support them, to achieve our aims especially in our active commitment to removing discrimination.

### HONEST

- We will ask difficult questions, feel empowered to do so and give and receive feedback, even if it is difficult to say or hear. This is vital for equality, diversity and inclusion.
- We will be empathetic and demonstrate emotional intelligence.
- We will apologise if we have done something wrong – and move on.

### OPEN

- We will develop the appetite to learn and grow, so that we can be truly open to anyone and everyone.
- We will be collaborative, flexible and adaptable in how we do things and get “stuck in” if we see others need help.
- We will welcome innovation and show entrepreneurship where we can.