

## JOB DESCRIPTION

<b>JOB TITLE</b>	Producer
<b>TYPE OF CONTRACT</b>	Permanent, full-time
<b>DEPARTMENT</b>	Drama School
<b>RESPONSIBLE TO</b>	Executive Dean of the Drama School
<b>COUNTERSIGNING MANAGER</b>	N/A
<b>PAY GRADE</b>	Grade 5
<b>GROSS ANNUAL SALARY</b>	£34,000 - £39,000
<b>HOURS OF WORK</b>	37 hours per week; Monday to Friday (9.30am – 6pm) plus evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS</b> <b>INTERNAL</b>  <b>EXTERNAL</b>	Chief Executive, Executive Dean of the Drama School, Drama School Management Team, Course Leaders, Head of Technical Training, Drama School Operations Manager, Head of Actor Training, Head of Screen and Audio, Partnerships and External Relations, Development, Estates Manager, Access and Widening Participation Manager, Dramaturg and students  Visiting artists, partner institutions
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>HOLIDAY ENTITLEMENT</b>	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e., towards Christmas closure)
<b>PENSION</b>	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
<b>BENEFITS</b>	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
<b>(1) GROUP LIFE ASSURANCE</b>	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service

<b>(2) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket
<b>(3) GP 24</b>	Staff will have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
<b>(4) EMPLOYEE ASSISTANCE PROGRAMME</b>	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week.

## **JOB PURPOSE**

The Producer plays an integral role in the development, management and delivery of all of LAMDA's public productions (approximately 21 annually) with students, and internal artist led projects from first idea to final performance. Along with the Director, The Producer has lead responsibility for managing external creative relationships with theatre artists.

The Academy delivers world class acting and technical theatre training programmes. Our artist led projects and productions are key learning experiences in the development of next generation actors, directors, technicians and theatre artists.

The purpose of the role is to deliver the artistic goals and financial aims developed by the Director in such a way that the artists, the budget, the schedule, the students and the audience are all seamlessly and productively inter-connected. The Producer is also responsible for modelling and teaching about best practice in the delivery of theatre on a variety of scales and platforms.

## **DUTIES AND RESPONSIBILITIES**

- Sustainability

### **Strategic Planning**

- With the Head of Actor Training, Head of Technical training and Course leaders plan all external facing work across all our platforms
- Negotiate and contract all freelance Artists for external facing productions, Artist Led Projects, Writers, Directors Designers, Lighting and Sound and Video Designers, Movement Directors, Choreographers and Musical Directors
- Develop and maintain LAMDA's Knowledge Data Base of exciting Theatre Artists and Practitioners and Alumni Practitioners
- Put together creative teams and projects that are diverse and representative of the widest range of people and experience
- Develop industry partnerships to elevate the creative possibilities for Student work and learning experiences

### **Productions and Projects**

- Induct all Freelance artists and Creative Teams in the building and familiarise them with

LAMDA's commitment to Ensemble, Inclusion and Anti Racism

- Programme with the Head of Actor training and Course Leaders all Internal Freelance Artist Led Projects
- Contract all Freelance Artists for internal projects
- Coordinate Reflection Week evaluation, alongside Course Leaders, of all projects for all Artists with students
- Plan and Schedule the Production weeks and Performances for Work in all our theatre spaces
- Support the Production and Technical Department in the learning and management of Student Production Managers
- Coordinate all design presentation meetings with Technical Departments and Student Teams
- Supervise Student Producers
- Support development of curriculum relating to producing
- Contribute and coordinate Professional Development Insight Sessions for Acting and PTASS Programmes
- Coordinate Artist Development course sharings and scratch nights - LAMDA Lab, oversee MISH MASH
- Produce LAMDA Graduate Ensemble Projects
- Student, Staff and resource management
- Manage the budgets and staffing for all external facing productions
- Manage the Freelance Artists' and Writers' Budget
- Ensure every project has the right level of resource. To manage and deliver each production in accordance with the creative vision of each artistic team, in line with the budget and timescale available, whilst setting best practice for environmental sustainability wherever possible
- Deliver co learning experiences for Student Producers and provide feedback
- Evaluate all External facing work with Acting and PTASS Students

### **General**

- To develop contacts nationally and internationally to achieve increased awareness of LAMDA as a training and artist development organisation
- To keep abreast of developments in all aspects of contemporary theatre practice
- To be an active and supportive member of the Drama School staff team
- To contribute to the work of LAMDA's Equality and Diversity Group and help develop and implement the Anti Racism Action Plan
- To help develop a Sustainability Action Plan for LAMDA with Course Leaders and Senior Management Team
- To be familiar with and abide by all LAMDA's Policies including, but not limited to, our Equal Opportunities policy, Dignity at Work policy and Health and Safety Policy
- To undertake any other duties as appropriate to the post and as agreed with the Executive Dean of the Drama School and Head of Actor Training

### **Miscellaneous**

- Attend and report to Drama School Strategic planning meetings as required
- Attend Critical Incident Management team meeting as required

- Deliver professional practice advice sessions where relevant in liaison with Industry Liaison Officer

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS / ABILITIES</b>	<p>Manage multiple complex projects</p> <p>Communicate complex knowledge clearly, both orally and in writing.</p> <p>Deal with multiple stakeholders across a range of fast-moving projects.</p> <p>The ability to create and maintain an inclusive and safe learning environment for all students</p> <p>Ability to work and learn alongside students in co-creation</p> <p>Ability to organise own time effectively, so as to meet deadlines and manage competing priorities</p> <p>Good analytical skills and the ability to respond to problems</p> <p>Good IT skills, especially MS 365 and accounting applications</p>		CV / Interview
<b>KNOWLEDGE</b>	<p>Adequate breadth and depth of knowledge, professional application and understanding in the discipline and process of producing in a theatre environment</p> <p>Knowledge of new theatre writing</p>	Understanding of the role of a producer in film/video setting	CV / Interview
<b>EXPERIENCE</b>	<p>Relevant experience in the creative skills sector as a theatre producer</p> <p>Management of multiple complex budgets</p> <p>Experience of working with young people</p> <p>Continuing professional development</p> <p>Experience of contracting and rights negotiation</p> <p>Experience of working across multiple projects across all spaces and platforms, from productions to New</p>	<p>Experience of film/video production</p> <p>Facilitation skills</p> <p>Conflict resolution</p> <p>Artist development and participatory arts in a variety of setting and a variety of audiences</p>	CV / Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
	Writing development projects to LAMDA Scratch Lab to student created projects	Work on unconscious bias, consent and inclusion  Safeguarding  Health and safety in professional or training settings	
<b>QUALIFICATIONS</b>	LAMDA values experience of the creative skills sector in film television, professional theatre and participatory arts and formal qualifications are not essential	Formal learning (or equivalent) in a relevant subject and a research and/or professional qualification.	Certificates (if applicable)
<b>QUALITIES</b>	<p>Focused, highly efficient and self-motivated with the ability to think creatively and to take the initiative to meet strict deadlines across a number of simultaneous projects</p> <p>Collaborative team player with ability to communicate clearly and effectively with both internal and external suppliers</p> <p>Excellent understanding of how to facilitate and collaborate with artistic teams</p>		CV / Interview

***This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.***

***The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.***

## ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.