

JOB DESCRIPTION

JOB TITLE	Producer
TYPE OF CONTRACT	Permanent, full-time
RESPONSIBLE TO	Head of Actor Training
COUNTERSIGNING MANAGER	N/A
GROSS ANNUAL SALARY	£32,000 - £35,000
HOURS OF WORK	40 hours per week; Monday to Friday (9.30am – 6.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Director, Drama School Management Team, School Operations Manager, Partnerships and External Relations, Students.
INTERNAL	
EXTERNAL	Visiting artists, partner institutions.
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
HOLIDAY ENTITLEMENT	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
PENSION	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
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) GROUP LIFE ASSURANCE	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
(2) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(3) CHILDCARE BENEFIT SCHEME	LAMDA offers childcare vouchers as part of a salary sacrifice scheme. This benefit will enable employees to make significant savings on their tax and national insurance contribution

(4) EMPLOYEE ASSISTANCE PROGRAMME	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.
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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 School 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 and Executive 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 a key member of the Drama School team and works closely with the Director, Head of Acting, Head of Screen and Audio, Course Leaders of Actor and Technical Training Programmes, Marketing, Comms and House and Facilities Manager, Access and Widening Participation Manager and Dramaturg.

The Producer is also responsible for modelling and teaching about best practice in the delivery of theatre on a variety of scales and platforms.

The role requires strong negotiation and contractual experience and skill, and an excellent understanding of how to facilitate and collaborate with artistic teams. The Producer will work across multiple projects across all our spaces and platforms, from productions to New Writing development projects to LAMDA Scratch Lab to student created projects and will be required to manage many priorities at once.

DUTIES AND RESPONSIBILITIES

- Sustainability

Strategic Planning

- With the Head of Actor 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 Acting all Internal Freelance Artist Led Projects.
- Contract all Freelance Artists for internal projects
- Coordinate Reflection Week evaluation of all projects for all Artists with students
- Plan and Schedule the Production weeks and Performances for Work in all our theatre spaces in collaboration with PTASS students and Production Management staff
- Support the learning and management of Student Production Managers
- Oversee the coordination of all design presentation meetings with Technical Departments and Student Teams working with Student Production Managers
- Supervise Student Producers
- 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, bringing together all production costs through proactive dialogue with Production Management
- Manage the Freelance Artists' and Writers' Budget
- Provide an overview, ensuring 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 Director.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<ul style="list-style-type: none"> -Manage multiple complex projects -Communicate complex knowledge clearly, both orally and in writing. -Deal with multiple stakeholders across a range of fast-moving projects. -The ability to create and maintain an inclusive and safe learning environment for all students -Ability to work and learn alongside students in co-creation -Ability to organise own time effectively, so as to meet deadlines and manage competing priorities -Good analytical skills and the ability to respond to problems -Good IT skills, especially MS 365 and accounting applicaitons 		Application/ Interview
EXPERIENCE	<ul style="list-style-type: none"> -Relevant experience in the creative skills sector as a producer -Management of multiple 	<ul style="list-style-type: none"> -Experience of film/video production -Facilitation skills 	Application/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	<p>complex budgets</p> <p>-Experience of working with young people</p> <p>-Continuing professional development</p>	<p>-Conflict resolution</p> <p>-Artist development and participatory arts in a variety of setting and a variety of audiences</p> <p>-Work on unconscious bias, consent and inclusion</p> <p>-Safeguarding</p> <p>-Health and safety in professional or training settings</p>	
QUALIFICATIONS	<p>-LAMDA values experience of the creative skills sector in film television, professional theatre and participatory arts and formal qualifications are not necessary</p>	<p>-Formal learning (or equivalent) in a relevant subject and a research and/or professional qualification.</p>	<p>Certificates (if applicable)</p>
QUALITIES	<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>Application/ Interview</p>

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

LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation, and 2019 marks the beginning of a new chapter of growth. Following the completion of our new facilities in west London, the Academy will welcome Sarah Frankcom Director and is now fully registered as an independent HEP (Higher Education Provider). These changes are exciting and critical to the long-term sustainability of LAMDA, bringing with them our ambitions to be an even more accessible LAMDA, representing people from all corners of the UK and beyond in recruiting and training the most creative and innovative theatre makers.

Founded in 1861, LAMDA (London Academy of Music & Dramatic Art) is a world-leading conservatoire offering exceptional vocational training to actors, stage managers, technicians and directors. In addition to six validated degree programmes, LAMDA offers a Foundation Diploma and a number of validated semester and summer short courses.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. From 2019-20 LAMDA will operate independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students.

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 - 18 108,190 people in 33 countries took a LAMDA Examination.

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, and in February 2019, Sarah Frankcom was appointed LAMDA's new Director

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.