



## HEAD OF PRODUCING & TOURING

### About Sadler's Wells

Sadler's Wells is a world-leading arts organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Dance has the ability to connect with people both intellectually and emotionally and Sadler's Wells' vision is that dance is part of everyone's life. We want to make sure that dance continues to have something new to say but also that it continues to stimulate the way we think about the world around us.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17<sup>th</sup> century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsals studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

### Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy. A major fundraising campaign is being developed in order to realise both capital and revenue requirements and open the new theatre in 2022.

## **The Department**

After many years of creating and commissioning productions, Sadler's Wells created a new Producing and Touring department in 2011, responsible for Sadler's Wells' productions, co-productions and international touring projects. The department produces and co-produces a broad range of award-winning and ground-breaking productions, often with our Associate Artists. We work with many international partners and our productions tour extensively across the globe, primarily to Europe, North America, Asia, Australia, New Zealand and the Middle East. More information on our productions can be found at [www.sadlerswells.com/touring](http://www.sadlerswells.com/touring)

The Producing and Touring department is led by the Executive Producer. The department consists of a Head of Producing & Touring, a team of Producers, Technical Production Manager, a Coordinator, Assistant and Intern, and is supported by a Marketing Manager and Production Accountant. The team works closely with colleagues across the organisation, particularly with Programming and Learning and Engagement. The team also works regularly with a number of external producers.

## **The Role**

Reporting to the Executive Producer, the purpose of the role is to deliver Sadler's Wells' producing and touring programme with particular responsibility for planning the touring of our productions both internationally and across the UK. This is a key strategic role in the department and acts as deputy to the Executive Producer.

## **Key responsibilities**

### **Strategic Tour Planning**

- Be responsible for the strategic planning of the P&T department's touring activity including drafting, implementing and monitoring Sadler's Wells' Touring Strategy, reporting on progress against the department's annual output and financial income targets.
- Support the cultivation of Sadler's Wells' relationships with presenting partners from the UK and overseas, assisting the Executive Producer in securing co-producing partners for Sadler's Wells productions.

## **Tour Booking**

- Book tours of Sadler's Wells productions in the UK and overseas as agreed with the Executive Producer.
- Negotiate financial deals and headline contract terms with co-producers, venue and festival presenters, and other relevant organisations, through to finalisation of Deal Memo, prior to handover to Line Producers.
- Prepare advance long term touring schedules, and model and assess the financial and practical viability of individual tours in close consultation with the relevant Line Producers & Technical Production Manager.
- In collaboration with the Marketing Manager (Touring), ensure all relevant promotional materials for venue promoters, website touring pages and promoter databases are updated regularly and supervise the generation of promotional material and mail-outs.

## **Producing**

- Line produce selected productions of strategic importance as agreed with the Executive Producer, supporting and managing the rehearsal and creation process, the creative and performance teams engaged, and the touring of these productions.
- Draft, negotiate and manage contracts with the creative team, performers, rights and licence holders as appropriate.
- Draft and manage production and touring budgets, forecast cash-flows, monitoring and reporting on progress with regard to expenditure and income targets. Work with the Production Accountant to prepare monthly management accounts, end of production accounts and reconciliation settlements with partner organisations.
- Proof read brochure pages, print material and press releases as necessary.

## **General Department Responsibilities**

- Deputise for the Executive Producer where required.
- Support the P&T team with the overall management of productions and tours.
- Line manage and supervise department members as required.
- Control relevant budgets and ensure all financial and policy matters are managed in strict accordance with Sadler's Wells' policies and procedures.

- To maximise income and minimise expenditure without loss of quality in all areas of responsibility.
- Maintain good working relationships with organisations of importance to Sadler's Wells, such as the SOLT, UK Theatre, MU, Equity, PRS etc.
- Attend opening nights or press performances, or any other events at Sadler's Wells linked to the productions and deemed appropriate, as agreed with the Executive Producer.
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours.
- Undertake any other duties that may reasonably be required as deemed appropriate by the Executive Producer.
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equal Opportunities and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises.

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*

## **Person Specification**

The successful candidate will demonstrate substantial relevant experience of managing the performing arts to include:

### **Essential**

- Demonstrable experience of successfully booking and managing international tours to middle and large scale venues
- Excellent knowledge of the international markets for dance and strong contacts and relationships with international promoters
- Extensive experience of working with artists and choreographers and supporting the creative process
- Proven experience of successfully producing performing arts touring productions, particularly middle to large scale in subsidised and/or commercial sectors
- Demonstrable experience of drafting and managing production and touring budgets, preparing monthly management accounts and end of production accounts

- Proven ability of negotiating deals and contracts with venues, artists and performers
- Excellent communication and interpersonal skills with the ability to build long term relationships with organisations
- Proven track record of effective staff management
- Proven ability to meet commercial objectives
- Ability to work well under pressure in a busy environment, paying close attention to detail and maintaining accuracy whilst handling a varied and demanding workload
- Willingness to work evenings and weekends, including both UK & overseas travel as required
- Proficient user of Excel and Word and basic knowledge of Outlook

### **Desirable**

- Experience of booking & managing UK tours
- Experience of producing and touring commercial productions
- Foreign Languages, particularly Spanish, French or German

### **Terms and conditions**

Competitive salary, plus benefits

Working hours are 35 hours over 5 days per week, plus an additional one hour paid meal break each day

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company offers a childcare voucher salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company offers a Cycle to Work salary sacrifice scheme

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

## **Making an application**

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

Please note that although Sadler's Wells is accessible for staff as well as patrons and performers, we regret that access to the offices at The Peacock is very limited.

**Please submit the online application form by 11.59pm on Thursday 15 June 2017.  
Late applications will not be considered.**

**Interviews will take place on Wednesday 28 and Thursday 29 June 2017.**

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