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Sadler's Wells

**Assistant Producer**



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## Welcome

*Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.*

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

The Assistant Producer role offers you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



## Background Information

Sadler's Wells is a world-leading creative 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.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, 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 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

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 theatre academy, all planned to open by the end of 2023.

## Producing & Touring at Sadler's Wells

Since 2005, Sadler's Wells has created award-winning dance productions, co-productions and touring projects in collaboration with its portfolio of Associate Artists, as well as international dance companies and partners. These include Russell Maliphant's multi award-winning production PUSH with Sylvie Guillem; Crystal Pite's Polaris with Thomas Adès; Gravity Fatigue, directed by fashion designer Hussein Chalayan; Sutra by Sidi Larbi Cherkaoui and sculptor Antony Gormley; Michael Keegan-Dolan's Swan Lake/Loch na hEala; productions by Carlos Acosta's company Acosta Danza; Natalia Osipova's Pure Dance; Botis Seva's Olivier Award winning BLKDOG and William Forsythe's A Quiet Evening of Dance.

Sadler's Wells plays a significant role in the development of dance, bringing innovative and inspiring works to worldwide audiences. In the last 15 years, it has created 56 productions that have been enjoyed by over 2.2 million people in 48 countries. Sadler's Wells productions have toured to some of the most prestigious theatres and festivals around the world, such as the Sydney Opera House, the Lincoln Center's White Light Festival in New York, the National Centre for Performing Arts in Beijing, Chekhov International Theatre Festival in Moscow and Santiago a mil Festival in Chile.

2020 saw the world premiere of two new major productions: Message In A Bottle, a Sadler's Wells and Universal Music UK production by Kate Prince, based on the songs of Sting and Enter Achilles by Lloyd Newson, co-produced with Rambert; and in development is The Rite of Spring/common ground[s] in partnership with the Pina Bausch Foundation and Ecole des Sables, Senegal.

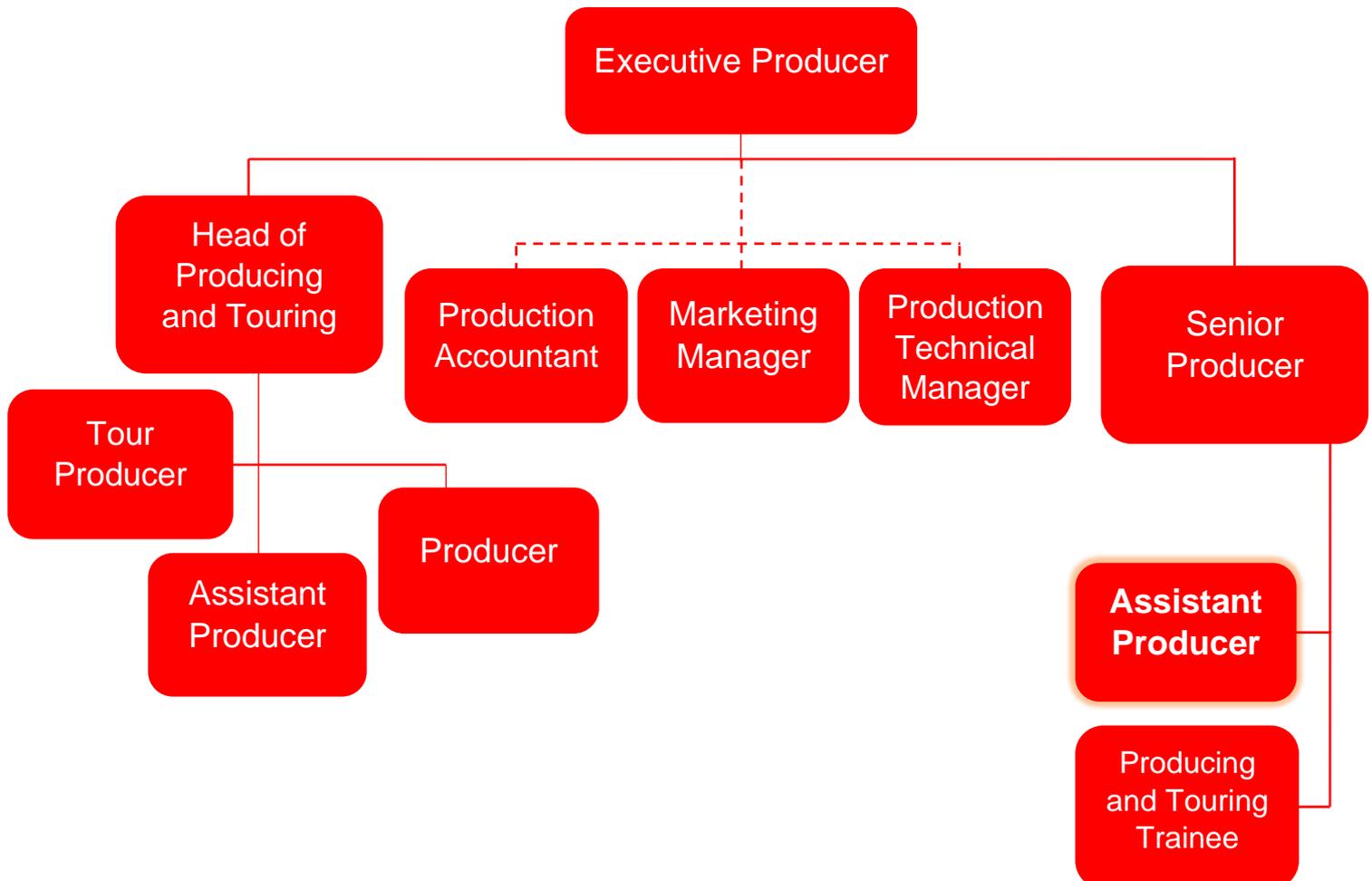
## The Department

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

The principal responsibility of the Assistant Producer is to provide management and coordination support for the creation of Sadler's Wells productions and tours both within the UK and abroad, reporting to the relevant Producer as determined by each production. The Executive Producer will determine which productions will be allocated to the Assistant Producer on a case by case basis.

The Assistant Producer will be line managed by one of the senior posts within the team.

### The Producing and Touring department:



# What are my responsibilities?

## Logistics

- Organise and coordinate production and tour logistical arrangements such as auditions, travel, per diems, accommodation and rooming lists and prepare company book information and be the main point of contact with regard to these areas
- Assist with the management of rehearsals and tours of Sadler's Wells productions in the UK and overseas
- Prepare and circulate rehearsal and touring schedules and Company Information Packs
- Coordinate bookings of studios and spaces for auditions, rehearsals, photo shoots and other events. This includes updating the organisation's space booking database and Artifax
- Meet and greet overseas artists on arrival in London and be a point of contact whilst artists are temporarily resident in London
- Organise and manage ancillary activities for touring productions such as workshops, talks and digital activities as agreed contractually with Venues
- Manage the process of obtaining visas, work permits/certificates of sponsorship, immigrations and Customs clearance for artists and company personnel ensuring relevant paperwork is provided to venues and the appropriate authorities in a timely manner
- Organise A1s and assist in the preparation of relevant tax information to external partners

## Contractual

- Assist with the negotiation of financial deals with artists, performers and other production personnel, music publishers and other relevant organisations, including the agreement of fees, licenses, royalty and per diem payments, travel and accommodation arrangements, technical and marketing
- Assist with drafting, negotiating and managing contracts with the creative team, performers,

rights holders, tour venues and festivals, as appropriate

- Coordinate the procedure of engagement of production and touring personnel
- In consultation with the relevant producer as appropriate, support and manage the artists and performers engaged for each of their productions, dealing with any contractual and personnel management issues as they arise, in consultation with any appropriate parties

## Finances

- Assist with drafting and managing production and touring budgets. Process financial paperwork
- Support the relevant Producer with their reporting process

## Marketing/Communications

- Assist in the preparation of information for promoter packs and other marketing material, the proof reading of brochures and marketing collateral, the organisation of photoshoot and filming sessions, mail outs to presenters, and gathering of statistics and press coverage as required in liaison with the Marketing Manager
- Maintain the department's database of UK and International contacts
- Coordinate mail outs and invitations to UK and International presenters as required, in liaison with the Tour Producer

## General

- Undertake travel booking, file management and other admin support to the Producers and Technical Production Manager as necessary
- Assist relevant Line Producer in working closely with Sadler's Wells Technical Production Manager to ensure the necessary technical resources are put in place to adequately support Sadler's Wells' productions

- Provide general administration support including maintaining office systems, dealing with general correspondence, and file management
- Manage the department's archives, statistics gathering and analysis for reports, Business plans and presentations
- Support the planning and delivery of the department's digital activities, in accordance with Sadler's Wells Digital Policy
- Attend opening nights, performances or other events both at Sadler's Wells and venues on tour as agreed with the Producers
- Provide 'Person In Charge' duty for non-public programmed events out of the theatre's regular operating hours
- 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 of the Assistant Producer as deemed appropriate by the Executive Producer and the Producers
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion, 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.*



## Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### Skills and Experience

- Excellent communication and interpersonal skills, ability to build good relationships with organisations and individuals
- Experience of working in administration and/or company management in a touring theatre or dance company and a good understanding of the needs of artists and touring companies
- Excellent skills in planning and coordinating practical and logistical arrangements for rehearsal periods and touring projects either in the UK or abroad
- Experience of making work permit/certificate of sponsorship and visa applications
- Experience of drafting and managing production and touring budgets
- Experience of drafting and negotiating contracts with venues, artists and performers
- 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
- Proficient user of Excel, Word and Outlook
- Willingness to work evenings and weekends, including both UK and overseas travel as required

### Additional, but not essential

- Foreign languages, in particular Chinese, Spanish or French
- Good knowledge of the UK and international arts scene, particularly in relation to dance

## Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £26,000 per annum based on a 35 hour working week, plus an additional paid meal break each day
- You will get 25 days annual leave per annum, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

## Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com).

We aim at all times to recruit the person who is most suited for the job – and therefore welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.



**We welcome all applications by 11:59pm GMT on Sunday 9 May. Interviews will take place virtually on Thursday 13 May 2021.**

