

NOTTINGHAM PLAYHOUSE

Job Pack

PRODUCER

June 2025

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Supported using public funding by
**ARTS COUNCIL
ENGLAND**

NOTTINGHAM PLAYHOUSE
UK'S MOST WELCOMING THEATRE



Welcome

We are seeking a proactive **Producer** with outstanding administrative and people skills to support the planning and delivery of Nottingham Playhouse's produced work.

As Producer, you will work with the Director of Producing to deliver Nottingham Playhouse's productions, co-productions and commissions. This includes line producing productions, taking the lead on the financial, administration and people management of these shows.

The ideal candidate will have confident negotiation skills, great attention to detail and a proven track record of producing mid-scale productions and managing budgets. This is an exciting opportunity to take the next step in building a career in theatre producing or management by joining one of the country's leading producing theatres.

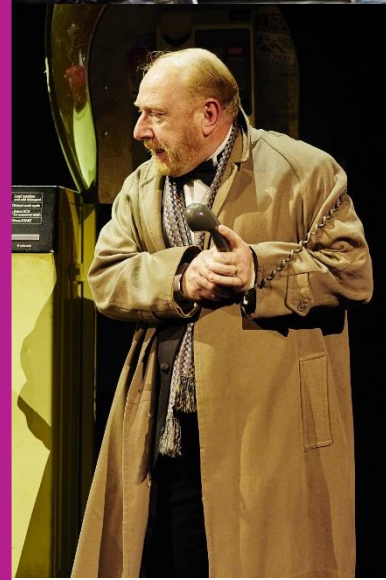
The role is offered as a permanent, full-time contract. This is a wide-ranging role, and we will provide ongoing support, such as training, to enable the post holder to fulfil all aspects of the job.

In this pack, you will find information about what Nottingham Playhouse does, both onstage and in the community, as well as our mission and values to give you a sense of what it's like to work here. We have also included information about the city of Nottingham for candidates who may be relocating.

Towards the end of this pack, you will find the job description, person specification and terms and conditions for this role.

Nottingham Playhouse is committed to a policy of diversity and inclusion, creating a workforce representative of the diverse communities we work with. Our workforce is currently under representative of certain communities and we are taking positive action for equal opportunities through the recruitment process.

We would like to help you to fully participate in the application process. If you would like this pack in an alternative format, support in completing your application, or you would like an alternative way to apply, please contact us at recruitment@nottinghamplayhouse.co.uk to discuss a suitable format, or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need paperwork posting to you) and details of your request.



About Nottingham Playhouse

We create theatre that's bold, thrilling and proudly made in Nottingham.

Awarded the UK's Most Welcoming Theatre by UK Theatre in 2023, and Regional Theatre of the Year 2019 by The Stage, Nottingham Playhouse is one of the country's leading producing theatres. We create a range of productions throughout the year, from timeless classics to innovative family shows and adventurous new commissions.

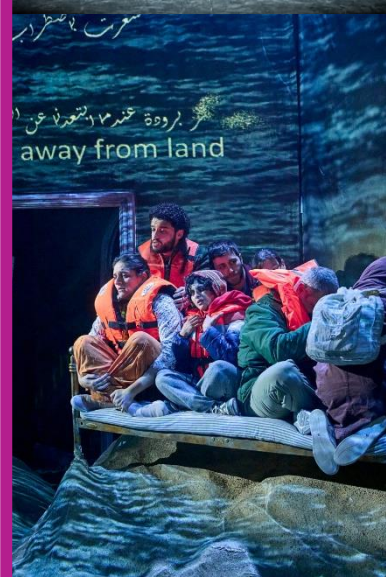
Under the leadership of Chief Executive, Stephanie Sirr MBE, Artistic Director, Adam Penford, and Chief Operating Officer, Lee Henderson, we mount varied and ambitious productions, attracting a host of high-profile performers and creatives and garnering frequent media attention and commercial interest.

We want our theatre to be a space where everyone feels they belong, and we use our stage to tell diverse stories that reflect our city. Our wide-reaching participation programmes create life-changing experiences for our community and we also support the next generation of theatre-makers in the East Midlands through our extensive Amplify programme.

Nottingham Playhouse is a registered charity (no. 1109342). All of the funds we raise help to ensure we're reaching as many people as possible to give them new opportunities and create lasting memories.

Our building has grade II* listed building status and is home to Anish Kapoor's *Sky Mirror*.

Click [here](#) to watch our introductory video.



What Our Community Thinks

"Honestly, the final few minutes of the first act were some of the most captivating, powerful and heart wrenching I've seen on stage. Incredible!"

– Audience member on *The Madness of George III*

"Nottingham Playhouse has a very special place in my heart. At the age of 16, my school placed me at the theatre for my work experience... Without [them], I wouldn't have the career I do now."

– Indhu Rubasingham, Artistic Director of Kiln Theatre

"The actual performance was an incredible experience. Firstly, just to be on the Nottingham Playhouse stage was a dream for all of us. But to be a part of such a powerful, visceral production was an absolute privilege."

– Lisa Chamberlain, on her experience as a member of our community ensemble during Gary Clarke Company's production of *COAL*.

Our Vision, Mission and Values

The essence of who we are is to **create wonder in Nottingham**. We believe that, through theatre, being transported to different worlds broadens our horizons, that by being positive, relevant and devoted we provide an experience, not just a stage. At Nottingham Playhouse, we give a voice to untold stories and cultivate life-changing experiences. Our theatre is a place where everyone belongs, a place of entertainment, heart and joy.

Our vision is to create high quality art that is truly accessible and representative of both our heritage and our rich diversity. We aim to be a nationally recognised destination theatre, a producer of "must see" work and a venue that welcomes everybody to be entertained, surprised, delighted and challenged by work that is bold, brilliant and relevant. Working in partnership with exciting artists and companies regionally, nationally and internationally, we create theatre that puts Nottingham Playhouse on the map.

We exist for the benefit of the people of our region – be they audiences, participants or artists. As a publicly-funded organisation we commit to ensure that our demographic of opportunity reflects the demographic of our catchment – including gender, ethnicity, sexuality, socio-economic standing and disability – to be not just world-class but also truly inclusive in all areas of operation, including to recruit and pay fairly. To strengthen our actions we established a Diversity in the Workforce Working Group to ensure that we are doing all we can to recruit a more representative workforce.

This group has now merged with our Anti-Racism Action Group, launched in January 2021 to examine the wider culture and environment at Nottingham Playhouse. The group advises the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality, with the aim of ensuring that we are a safe and



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fully representative organisation, which reflects the full breadth and richness of diversity within our community. Through this group we have created an online system for Reporting Racist Incidents.

A core value of Nottingham Playhouse is to proactively create and support opportunities for cultural participation for all ages, for all backgrounds. We also work in supportive partnership with a very wide range of stake holders to cement our position as an organisation with a strong artistic vision that includes the development of artists.

Nottingham Playhouse is a founder member of [Ramps on the Moon](#), a member of [PiPA](#) (Parents and Carers in Performing Arts) and a [Family Friendly theatre](#). We are committed to the [UK Theatre/SOLT Ten Principles](#) to encourage safer and even more supportive working practices in theatre and have signed up to the [Old Vic Guardians initiative](#). Find out more about Nottingham Playhouse by visiting our [website](#) or our [YouTube channel](#).

Nottingham Playhouse in 2025

We're bringing an eclectic mix of theatre to the Nottingham Playhouse stage, starting with the regional premiere of Dennis Kelly's **Girls & Boys**, starring Nottingham's own Aisling Loftus. In April we presented **Animal Farm**, a chilling and thought-provoking adaptation of George Orwell's political fable, co-produced by Stratford East and Leeds Playhouse. **A Thousand Splendid Suns**, Khaled Hosseini's spiritual sequel to the critically-acclaimed *The Kite Runner*, completes our spring season.

In July, we present the first **AMPLIFY:SEASONS** event, celebrating work by local creatives through our Artist Development programme. Later in the year, we're thrilled to bring the world premiere of **The Last Stand of Mrs Mary Whitehouse** to our stage, a brand-new piece of writing from Caroline Bird (*Red Ellen*) starring the iconic Maxine Peake. Jonathan Spector's razor-sharp comedy **Eureka Day**, recently nominated for two Tony Awards, is sure to strike a universal chord.

2025 wouldn't be complete without our Playhouse Panto, and this year is no exception. This year it's **Sleeping Beauty**, and our show for younger audiences in the Neville Studio will be **The Little Mermaid**. There's something for everyone this year at Nottingham Playhouse.



Staff Benefits

Benefits of working at Nottingham Playhouse include:

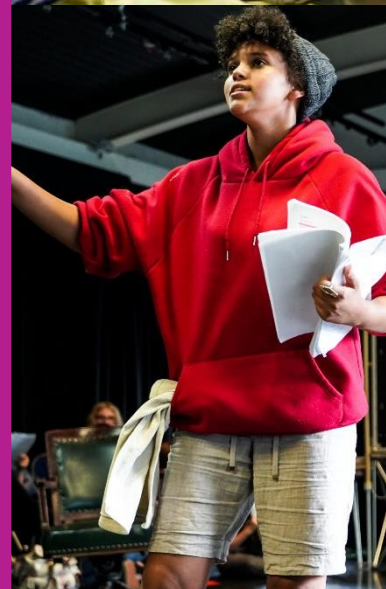
- Free and/or discounted tickets for performances including Press Nights
- Free Playhouse Pass membership
- Discounts on our bars offer
- Opportunities for flexible working
- Enhanced holiday entitlement starting at 25 days per year and increasing with length of service
- Extra day off on your birthday
- Enhanced company sick pay
- Staff social events including a summer party and Christmas party
- Discounted travel on Nottingham City Transport Buses
- Discounted parking at Mount Street and St James NCP
- Cycle to Work scheme
- Training & professional development opportunities
- Relaxed working environment and informal dress code

Participation and the Community

At Nottingham Playhouse, our diverse, local community are at the heart of everything we do.

We run over 60 different programmes for people of all ages, experience and interests at Nottingham Playhouse, including:

- Weekly Young Companies.
- Homegrown – a pre-professional training scheme for writers, directors, producers and performers aged 16-25 to develop their skills and industry practice.
- Conversation & Creative Cafe – a safe space for Refugees and people seeking asylum to meet, socialise and be creative.
- Playhouse Platform and Open Stage Young Company for autistic learning-disabled adults and children.
- Our Life-Long Learning and Encore programmes provide a range of regular skills classes and meet-ups for adults.
- Our Shine programme is a long-running outreach programme, that now comprises 14 regular, free to access, drama groups for young people across the city and county. This includes specialist provision with Queens Medical Centre Hospital School and Nottingham Education Sanctuary Team (NEST).
- Family Festivals during half terms, as well as a large variety of shows and projects throughout the year in our venue and in libraries around the city and county.
- In 2023/24 we had over 40,000 engagements with a huge variety of participants.
- All of our participation programmes have bursary places available to ensure finances are not a barrier to engagement



About Nottingham

Nottingham is known internationally for its links to the fabled Robin Hood, who called nearby Sherwood Forest home. It is home to a thriving cultural scene including Nottingham Playhouse, Nottingham Contemporary, Theatre Royal and Concert Hall, Nottingham Castle, Broadway Cinema, Motorpoint Arena Nottingham, Lakeside Arts Centre and New Art Exchange.

Today the city is a prosperous metropolis and is the 6th largest city in the UK with the 7th largest economy in the UK. Whilst Nottingham's emergence as one of the UK's largest urban area can be linked to the Industrial Revolution, today the city's key industries include culture, digital media, sciences as well as retail and leisure.



The city boasts an excellent array of shops, restaurants, and attractions and is renowned for its thriving music scene. It also has a proud sporting history. The city was named as England's 'first City of Football' in 2014, pipping Manchester to the number one spot and Nottingham Forest have recently returned to the Premiership.

House Prices

Nottingham has emerged as a 'saver friendly' choice for buyers. Buying a house in or around Nottingham is comparatively affordable and particularly in family-friendly places like Beeston, Sherwood, Wollaton and West Bridgford.

According to [Zoopla](#), the current average house price in Nottingham as at May 2025 is [£256,712](#). This is great value when compared to similarly-sized cities across the UK; the average cost of a house in London in the same period is [£682,605](#)!

Living in Nottingham is therefore an enticing option, with the average price of a detached home currently at £380,008, semi-detached at £239,163, terraced houses at £185,543 and flats at £142,967.

Rental Prices

If you are considering renting, Nottingham is currently offering renters a choice of around [3,420 properties](#). The average rent is £774 pcm for a one-bedroom and £1,107 pcm for a two-bedroom property, around 70% lower than the [average in London](#).

Public Transport and Walking

Public transport is plentiful and affordable using Nottingham City Transport buses, East Midlands Trains and the Park and Ride system with NET Trams. Nottingham also has numerous new and well-maintained cycle paths, an e-scooter system and a car share system.

As a city with a small footprint, walking is a great way to get around! Nottingham is full of fascinating history to soak up while you walk. Enjoy a stroll along the popular canals and take in stunning views of the city. There are also several fantastic walking locations that neighbour the city. For the best walks in Nottingham check out www.AllTrails.com.

Working

Nottingham is the East Midlands' leading commercial, retail, financial and business centre. The city plays a huge role in the UK's national and regional economic growth. The retail sector, in particular, is pivotal to the city's economy and one of the major employers.

The city also has a reputation for being particularly enterprising. In 2011 the Nottingham Enterprise Zone focused on expansions for new business sectors including aerospace, rail and automotive industries.

Many large companies have their main offices in Nottingham, including Boots, Vision Express, Specsavers, Experian, Capital One, Loomis and Speedo. The UK's biggest bioscience innovation, BioCity, is also located in Nottingham. This hub of science-based companies is home to around 80 individual firms.

With so many different industries based in Nottingham, it is not a surprise that the city was one of the top 10 cities in the UK for job growth from 2004-2013.

Education

Nottingham has a diverse education system, with currently over 144 schools and colleges in the city providing education to students from primary school age up to college and sixth form.

Of its many primary schools, the best include Huntington Academy, Edna G. Olds Academy, Sneinton St Stephen's CofE Primary, St Teresa's Catholic Primary and Haydn Primary. All of these schools have received the coveted 'Outstanding' review from Ofsted.

Nottingham's 'Outstanding' secondary schools include Bluecoat Wollaton Academy, Nottingham Girl's Academy, Fernwood School, Nethergate Academy, Oak Field School and Rosehill School.

Universities

Nottingham is a popular University city, catering to over 60,000 undergraduate students between its two universities [Nottingham Trent University](#) and the [University of Nottingham](#). Both institutions have outstanding reputations, with the University of Nottingham being a member of the esteemed Russell Group.

Restaurants

Nottingham is home to a huge number of cafes, pubs and restaurants to enjoy a fantastic meal, from the Michelin starred [Restaurant Sat Bains](#) and [Alchemilla](#) to independently owned restaurants and well known chains.

Partake in Nottingham's rich history by dining at England's oldest inn, [Ye Olde Trip to Jerusalem](#), or underground in one of the city's 800+ ancient caves (the largest cave network in the UK) at [Hand & Heart](#). Above ground, the [Malt Cross](#) is the only Victorian Music Hall in the country that operates as its original design intended, providing food, drink and live music.

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Job Description

Responsible to:	Director of Producing
Responsible for:	N/A
Key working relationships: (internal)	Chief Executive Artistic Director Chief Operating Officer Head of Production Artist Development Producer Programme Coordinator
(external)	Freelance Artists Agents Promoters

Purpose of post:

- To support the Director of Producing with the planning and delivery of Nottingham Playhouse productions, co-productions and commissions, including line producing productions as devolved by the Director of Producing.

Duties include:

In-House Produced Work:

- To support the Director of Producing as required with the delivery of Nottingham Playhouse's produced work (on-site and on-tour), including line producing productions in the Main Auditorium and Neville Studio as devolved by the Director of Producing. This might include commissions, R&Ds, and one-off community and Participation projects.
- To line produce productions as devolved by the Director of Producing, including leading on the financial, administrative and people management of those shows.
- Duties around the administration of productions to include but not limited to: supporting the management of production budgets in line with company procedures and as devolved by the Producer; conducting availability checks; negotiating deals (in consultation with the Producer) and drafting contracts for actors, stage managers and freelance creative production teams; scheduling; attending design and production meetings; drafting payroll sheets and issuing finance memos; being 'on-call' in case of emergencies as required; booking travel and/or accommodation for freelancers; drafting royalty settlements once a production closes; and ensuring the effective flow of information between departments at all stages of production.
- To work closely with the Director of Producing and Finance Department on the financial management of productions, including managing budgets as devolved by the Director of Producing, processing payroll for the companies of produced shows,

supporting financial forecasts, cashflow projections, and reconciling production spend.

- To effect good relationships with local hotels in order to get the best (non-sponsorship) deals for Nottingham Playhouse. Liaising with the Fundraising and Development Officer to ensure there are no duplications in approaches to hotels.
- To maintain an up-to-date knowledge of industry agreements, standard fees and best practice (including UKT, ITC, and Theatre Tax Relief).
- To ensure any relevant visas and work permits for creative and production staff are in place, if required.
- To be responsible for music rights including the preparation of PRS quarterly returns.
- To co-ordinate equal opportunities monitoring data for freelance creatives, actors, musicians, and stage management.
- To manage the administration of child performers in productions, ensuring appropriate licences, DBS checks, and Chaperones are in place to ensure a safe working environment.
- To co-ordinate and schedule access performances and book access providers for Playhouse productions.
- To ensure the smooth organisation of auditions, workshops and reading days.
- To help to run Press Nights and other Guest events as required – including hosting guests and ensuring the organisation of Press Night cards and gifts for actors.
- To ensure the flow of information both within the department and externally is clear, accurate and timely.
- To ensure that industry best-practice regarding Equality, Diversity and Inclusion are promoted and upheld in relation to the produced programme.
- To handle artistic enquires and correspondence as appropriate.
- To attend internal working groups as required.

Other:

- To keep the YesPlan event booking system up to date with produced activity.
- To represent the Producing and Programming Department at the weekly Operations Meeting.

General:

- To always act in the best interests of Nottingham Playhouse
- To maximise income and minimise expenditure at all times
- To take positive action to promote Equal Opportunities in all aspects of the work of Nottingham Playhouse. Engaging fully with all initiatives to promote diversity and inclusion within Nottingham Playhouse
- To abide by Nottingham Playhouse policies such as Health & Safety, Diversity and Inclusion, Safeguarding, Data Protection, Environmental Sustainability etc.
- To actively support our environmental sustainability commitments, including aligning with the Theatre Green Book, ACE environmental principles, and our action plan goals. All staff are expected to consider environmental impact in their work and contribute to our journey towards a more sustainable future
- To maintain confidentiality in all areas relating to Nottingham Playhouse
- To carry out such other duties as may be reasonably expected of the post.

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Person Specification

We use these criteria in the shortlisting process, so it is important to explain how you meet them in your application form. We would like to see examples of what you have previously done that show us how you could be right for the role.

Criteria	Assessed at		
	Application	Interview	Test
Proven track record of producing mid-scale theatre productions. Experience of producing co-productions is desirable but not essential.	✓	✓	
Numerate, with experience of managing budgets for mid-scale theatre productions.	✓	✓	✓
Outstanding administrative and organisational skills with superb attention to detail	✓	✓	✓
Proactive, able to work on own initiative, managing multiple projects and prioritising effectively to meet deadlines	✓	✓	
Excellent people skills, able to communicate effectively with people at all levels within Nottingham Playhouse and externally	✓	✓	
A confident negotiator used to maximising income and minimising expenditure	✓	✓	
Excellent IT skills, with knowledge of Word and Excel spreadsheets and experience of working with CRM database systems	✓	✓	
Experience of working in an arts organisation / knowledge of the subsidised arts sector.	✓	✓	
Ability to maintain a calm and professional manner in pressurised situations.	✓	✓	
A commitment to Diversity and Inclusion and to helping to make Nottingham Playhouse a safe and supportive environment in which to work	✓	✓	
Interest in building a career in theatre producing / management	✓	✓	

Nottingham Playhouse is committed to developing and nurturing its employees. For this role candidates do not need to have every skill on the Person Specification but should be able to demonstrate their potential ability to learn them with the appropriate training and support.

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Terms and Conditions

Salary:	£32,000 – £34,000 per annum (depending on experience) Payable monthly in arrears by credit transfer
Hours:	37.5 hours per week. Monday to Friday. One hour for lunch. Normal office hours 9.30am – 6.00pm. Due to the nature of the role some evening, weekend and Bank Holiday working will be required.
Overtime:	No overtime is payable. Reasonable time off in lieu may be given for authorised extra hours with the permission of the Director of Producing.
Contract:	Full Time, Permanent contract
Probation Period:	6 months
Notice Period:	8 weeks in writing by either party
Flexible working:	This post is suitable for Flexible Working arrangements
Place of work:	Will normally be Nottingham Playhouse. However from time to time the Producer will be required to travel, regionally and nationally.
Holiday:	25 days per annum plus bank holidays. Holiday entitlement increases with length of service. The Holiday year runs 1 April – 31 March
Pension Scheme:	Contributory staff pension, 5% employee and 4% employer Nottingham Playhouse workplace pension scheme is provided by NOW:Pensions
Other Absences:	In line with the UKT/BECTU agreement and House agreement (e.g. illness, maternity)

Non-Contractual benefits:

In addition, Nottingham Playhouse offers a number of discretionary benefits including:

- Free and/or discounted tickets for performances including Press Nights
- Free Playhouse Pass membership
- Discounts on our bars offer
- Opportunities for flexible working
- Enhanced holiday entitlement starting at 25 days per year and increasing with length of service
- Extra day off on your birthday
- Enhanced company sick pay
- Staff social events including a summer party and Christmas party
- Discounted travel on Nottingham City Transport Buses
- Discounted parking at Mount Street and St James NCP
- Cycle to Work scheme
- Training & professional development opportunities
- Relaxed working environment and informal dress code

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How to Apply

Diversity, Inclusion and Access

Nottingham Playhouse is committed to a policy of equality of opportunity and creating a workforce representative of the diverse communities we work with. We believe that theatre belongs to everyone and want to make sure that everyone has the opportunity to be involved. We want to work with people from diverse backgrounds, who will bring different skills and experiences to help us to achieve this.

Nottingham Playhouse has identified that our workforce is currently under representative of certain communities, particularly people who are Black, Asian, Brown, dual heritage, indigenous to the global south and or have been racialised as ethnic minorities and we take positive action for equal opportunities through the recruitment process. We have an Anti-Racism Action Group and an Access Working Group to create a programme of change to deliver increased representation, and to advise the Executive and Nottingham Playhouse Board of Trustees on matters of diversity, inclusion and equality.

We actively encourage applications from the Global Ethnic Majority and Disabled people. Applicants who declare as being from the Global Ethnic Majority and/or as Disabled in their application will be guaranteed an interview for workforce vacancies if they meet the minimum criteria on the job person specification. We are committed to ensuring that interview panels are as representative as possible, whilst comprising the relevant skills and experience to assess candidates' suitability for the role.

We are a Disability Confident employer, recruiting and supporting disabled people in the workplace. We are happy to discuss reasonable adjustments to ensure the recruitment process is accessible.

If you would like this pack in an alternative format, or support in completing your application, please contact us at recruitment@nottinghamplayhouse.co.uk or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need the paperwork posting to you) and details of your request.

We welcome proposals to consider for flexible working on hiring. We are part of the Parents in Performing Arts (PiPA) campaign and welcome applications from people who have caring responsibilities and anyone looking for a positive work/life balance.

We are open to discussing the possibility of flexible working. While we can't necessarily guarantee to give you your exact proposal, we do promise to carefully consider your request and explore what is practical for the role.



Completing a Job Application

Please [click here](#) to fill in the online application form by the closing date of **Sunday 29 June 2025** (end of day).

We would like to help you to fully participate in the application process. If you require support in completing your application, or an alternative way to make your application, please contact us at recruitment@nottinghamplayhouse.co.uk to discuss a suitable format, or ring Stage Door on 0115 947 4361. Please leave a message with your full name, contact information and details of your request.

Please complete all sections of the application form in full. Your application will be anonymised during the shortlisting process, to help to eliminate unconscious or conscious bias. Please only include your name where the application asks for it.

As you fill in the application form, please explain how you think you meet the **Job Description** and the **Person Specification** criteria for the role. This information will be used for the shortlisting process. It is important to give us examples of what you have previously done, to demonstrate how you could be right for the job and why you're enthusiastic about joining Nottingham Playhouse. You do not need to have previously undertaken all of the duties in the job description, but you should tell us about your potential ability to do them.

Please ensure you complete your application before the closing date listed on our website. All applicants will be notified of the outcome of their application.

Thank you for your interest in working at Nottingham Playhouse. We look forward to receiving your application!

[Click here](#) to sign up for job alerts to be notified of other future vacancies that may interest you.

Data and Monitoring

As part of recruitment procedures Nottingham Playhouse collects and processes personal data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see Nottingham Playhouse Recruitment Privacy Notice on the website for full details.

The Equal Opportunities Monitoring information you provide will not be available for the persons preparing the shortlist with the exception of obtaining information about disability required to make reasonable adjustments for interview. Data obtained from the forms will be used solely for monitoring purposes and no one individual can ever be identified.