



**NORTHERN
STAGE**

**Executive Producer
Application Pack**

**REACH
BEYOND
THE
ORDINARY**



HELLO FROM THE EXECUTIVE TEAM

Hi there,

We both know what it feels like to be where you are – reading an application pack, full of excitement and nerves about what could be, trying to imagine yourself in a new place, in a new job, working with new people.

Natalie has been at Northern Stage since November 2020, moving cities and jobs in the middle of a pandemic to take up her post. Kate arrived six years ago, returning to her hometown after 18 years living away.

We work with a company of brilliant people, some of whom know Northern Stage inside out, and others who are just starting to put down roots. They are all passionate about what we do, and together are one of the friendliest teams in theatre.

You'll be joining Northern Stage at the start of something exceptional. A new leadership team, a new artistic vision. An organisation reflecting on who we are and how we can be of true service to the audiences and communities of the North East.

So take the leap. Come on the ride with us. We can't wait to meet you.



Natalie Ibu
Artistic Director



Kate Denby
Executive Director



Thank you for getting this far - if you are curious about the opportunity to work at Northern Stage, take a few minutes to read on.

ABOUT US



Northern Stage is the largest producing theatre in the North East of England, at the heart of a rich and diverse creative community stretching from Tweed to Tyne and Tees. We support artists, writers, makers, digital creators and businesses who exist for more than profit.

Based in the heart of Newcastle upon Tyne on the edge of Newcastle University's city centre campus, we have three stages that enable us to work with an ever-expanding network of artists to share the most entertaining, surprising and imaginative stories from around the world. Our passion for developing northern talent is key to what makes Northern Stage an inspirational and creative place where everyone is welcome.

OUR WORK

SOME OF THE FACTS

Our performance programme is a curated mix of produced and presented work.

In the years up to 2020, we have produced or co-produced six to eight productions each year, of which at least four are created for Stage 1, including the annual Christmas production for over 5s in the 'epic space' of Stage 1 & 2 combined together. We work with co-producers at all scales, from local independent theatre companies through to large-scale commercial producers, and tour our work across the UK.

Our rich vein of artistically excellent and successful productions and co-productions have ranged from *Get Carter*, to *A Thousand Splendid Suns* and the global success of *The Last Ship*. Alongside these productions we deliver a diverse programme of visiting work including the Royal Shakespeare Company, English Touring Theatre, Eclipse Theatre, Phoenix Dance Theatre, and Cardboard Citizens.

Increasingly we are working in association with smaller and independent artists to put the resources of Northern Stage into the support of new work, enabling those artists to leverage additional funds, partners and profile.

Stage 1

447
seats

Stage 2

172
seats

Stage 3

100
seats OR
70
seats
cabaret-style

Stages 1 and 2 can combine to create our
600-seat in-the-round 'epic space'

Between 2015–19,
we grew audiences by

35%

from 60,000 to

80,000

In 2019 we reached

**150,000
people**

82,000 at our home
in Newcastle

over
68,000 through
touring

8,500 via participation &
talent development

Our annual
turnover is

£3.4 million

PARTICIPATION



We believe that the diverse creative skill sets inherent in theatre making can be used to facilitate meaningful and long-lasting change in people's lives. We seek to support our communities on their own journeys and aim to develop sustainable relationships and trust via open dialogue, co-creation and strong partnership working. Key areas of our work in 2022 and beyond include:

BYKER

We have made a long-term, strategic commitment to supporting the community of Byker, in the East of Newcastle. Our activity on the estate currently incorporates everything from targeted small-scale projects to a leading role in an annual, month-long community festival.

INCLUSIVITY AND REPRESENTATION



Through all strands of activity we aim to make work that is popular, accessible, politically relevant and culturally diverse. Across our annual season we try to create a balanced programme that is innovative, inspirational and financially sustainable. We are committed to gender balanced, inclusive and diverse casting and work proactively to ensure representation in both performance and creative roles.

We are a strategic partner in Mind The Gap's Staging Change and Engage programmes, increasing the visibility of learning disabled artists; in Graeae's national network of development labs for D/deaf and disabled artists; and home to Cardboard Citizen's

YOUNG COMPANY

Young Company was previously our flagship theatre-making programme for young people, however from 2022 onwards this key strand of our work will undergo a transformation. Whilst continuing to use co-creation to focus on social, as well as creative outcomes; future plans also include opportunities for debate and discussion, event production across art-forms, developing skills in technical theatre and programme influencing.

REINVENT

In 2022 the Reinvent residencies will begin. Through this exciting new programme we will work and learn alongside three socially-engaged practitioners to explore the ways in which creative method and artistic approach can be utilised as a tool for social change. As a department and wider organisation, we will consider how creatively-informed work can truly be of use and benefit to the often-complex lives of our communities.

Cardboard Camp in Newcastle, leading a programme of Arts for Social Change

UK THEATRE WORKFORCE AWARD

In 2019, Northern Stage won the UK Theatre Workforce Award, recognising our targeted participation programmes that promote a commitment to professional development and the opening of entry routes to off-stage roles, particularly for young people under-represented in the arts.

THE ROLE



Executive Producer

Responsible to: Artistic Director & Executive Director
Key relationships: Producer, Programmer, Associates, Freelancers

Job Purpose

Reporting to the Artistic Director, the Executive Producer is responsible for the oversight, delivery and management of Northern Stage's programme of produced, presented and artistic projects. You will lead and manage the Artistic Planning team, build a creative and artistic partnership with the Artistic Director, and work closely with the Participation Director to create and deliver talent development activity. You will be responsible for all artistic budgets, working closely with the Communications Director to achieve ambitious yet achievable audience and financial targets.



KEY RESPONSIBILITIES

Take strategic oversight and a creative leadership role in the development of Northern Stage produced productions and projects.

- Work closely with the Artistic Director and other creatives to support the development of an idea, and ensure inclusivity, diversity and sustainability are core elements of producing decisions.
- Collaborate with the Artistic Director on developing and maintaining strategic partnerships, proactively seek strong relationships with companies and artists in the UK and internationally, and create opportunities for new, engaging productions at all scales.
- Negotiate writer agreements and secure performance rights and ensure licensing agreements are fulfilled.
- Take overall responsibility for contracting creative and production personnel in line with good practice and support the Producer through negotiations and drafting of contracts with artists, companies and venues.
- Support the Producer to line produce projects to a high artistic standard and within agreed budgets, timeframes and other parameters.
- Work closely with the Head of Production & Technical and Head of Commercial & Operations to innovate and deliver new environmentally sustainable models of producing and touring theatre productions.
- Ensure the company proactively recruits creative teams and performers from a wide and diverse talent pool in line with Northern Stage's Equality, Diversity & Inclusion policies.
- Work with colleagues to develop creative engagement, audience and talent development opportunities to integrate with productions.
- Explore, secure and manage a future life for productions and projects, ensuring maximum artistic and commercial value.
- Work with the Artistic Director to develop an artistic evaluation methodology and lead the creative evaluation of Northern Stage productions and projects, ensuring that learning is identified and applied to inform future planning.



KEY RESPONSIBILITIES



Take strategic responsibility for the development of the year-round performance programme, including produced activity, visiting companies, events and performance hire.

- Work closely with the Artistic Director and Programmer to develop a visiting performance and events programme to complement our produced productions and projects and ensure the artistic vision is expressed through the curation of the visiting programme.
- Collaborate with colleagues from across the organisation to devise and develop audience development initiatives.
- Take lead responsibility, working closely with SMT, for managing the utilisation of performance spaces in the most efficient and impactful way possible to facilitate the full range of creative and commercial activity at Northern Stage.
- Take responsibility, with the Executive Director and Communications Director, for setting Northern Stage's income targets from the performance programme and for achieving these targets through good financial management, monitoring and reporting.
- Work with the Executive Director and Finance Director on all touring and co-production budgets, agreeing terms and conditions for Theatre Tax Relief with co-producers and ensuring the best financial deals are in place for Northern Stage.

Lead on the development of new work and the development of creative talent.

- Work with the Artistic Director to actively and creatively manifest the artistic vision, explore new ideas and develop new work or special projects.
- Coordinate research and development activity for works under commission or in consideration for future programming.
- Develop relationships to increase opportunities to present international work within the performance programme.
- Build relationships with individual artists and companies and contribute to the development of the making of work through support, feedback, advice, or practical help as appropriate.
- Work strategically with the Artistic Director and Participation Director to set objectives and bring alignment to creative, participation and talent development programmes
- Deepen the relationship that all Northern Stage staff have with the artistic programme under development.

KEY RESPONSIBILITIES



Lead the Artistic Planning Department

- Work with the Artistic Director to build an artistic team and associates.
- Work with the Artistic and Executive Directors on innovating the business model of the artistic programme.
- Line manage the Producer and Programmer to design and deliver an impactful range of programmes.
- Work with the Artistic Planning team to develop and coordinate artistic planning systems and documents and ensure good lines of communication and working relationships with all departments.
- Work with the Communications and Sales Director to ensure integrated working between artistic and communications/box office teams.

Be an active participant and role model within the Senior Management Team

- Contribute to creation and execution of the Company's strategy.
- Assist in planning activities for the delivery of Northern Stage's goals/business plan, taking responsibility for delivery of your projects and goals ensuring they are delivered successfully.
- Support the work of other Senior Managers in pursuit of our business plan and/or their plans and projects.
- Accept and action collective responsibility for all activity of the theatre and provide leadership and be a role model to all staff across all departments.
- Actively engage with Northern Stage's vision and policies regarding Equality, Diversity & Inclusion; artistic ambition; participation; environmental sustainability; health and safety; and evaluation & monitoring.
- Engage with training and development activity across the organisation and support our training programmes.
- Stay abreast of developments in contemporary theatre practice.
- Work as an ambassador of the theatre at press nights, development events and other significant public events.
- Act always in the best interests of Northern Stage.

PERSON SPECIFICATION



Essential

Experience:

- Significant experience of producing professional theatre productions at a variety of scales and on tour.
- Experience of leading, managing and collaborating with teams of artistic and producing staff to creatively develop work and achieve artistic excellence.
- Experience of creating, managing, and monitoring production budgets and maintaining financial control.
- Experience of scheduling and planning work over the medium and long-term.
- Experience of co-production and collaboration with a variety of partners.
- Experience of contracting artists and companies, including use of national union agreements (UK Theatre, BECTU, ITC, WG etc).
- Demonstrable line management experience, including the ability to effectively support the continuing professional development of team members.

Skills:

- Proven ability to solve complex problems and manage multiple projects concurrently.
- Commitment to creating work that reflects and speaks to the communities that we serve.
- Proven negotiation skills.
- Up to date knowledge and interest in the theatre industry.
- Ability to think strategically and contribute to leadership across the organisation.
- Excellent computer literacy (inc. Microsoft Office) and highly developed administrative skills.
- Excellent written and verbal communication skills.
- Flexible approach to working, including the ability to work unsociable hours.
- Ability to work under pressure and deliver against deadlines.

Desirable

- Experience working within a producing theatre context.
- Previous senior role with responsibilities for producing and contracting.
- Knowledge of resource management software, such as YesPlan.

TERMS & CONDITIONS



SALARY
£40,000.

EMPLOYMENT TYPE
Permanent, Full-Time.

WORKING HOURS
37.5 hours per week, to include regular evenings and weekends.

OVERTIME
No overtime payments are available. Northern Stage operates a time off in lieu system.

HOLIDAYS
28 days per year including Bank Holidays; rising to 33 days after 5 year's continuous service. The option to buy up to 5 days holiday each year.

PENSION
Northern Stage operates a contributory pension scheme (employer 3% / employee 5%).

PROBATIONARY PERIOD
This post is subject to a three-month probationary period.

NOTICE PERIOD
Three months.

LOCATION
Northern Stage, Barras Bridge, Newcastle NE1 7RH – Hybrid working 4 days in the office, 1 day home working.

HOW TO APPLY

Please send a copy of your CV and a cover letter outlining your interest in this role and what skills and experience you would bring to Northern Stage. Your cover letter should be no more than one side of A4.

Your application should be addressed to: **Natalie Ibu (Artistic Director)**. Along with completing your CV and cover letter, please also complete the **Equality Monitoring Form**.

Please send your application by email to **HR@northernstage.co.uk** (Email subject: Executive Producer). Alternatively, you can apply by sending a short

video or audio file, telling us about you and your experience. If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs.

Receipt of your application will be confirmed by email.

CLOSING DATE FOR APPLICATIONS
Friday 20th May 2022 at 12pm

INTERVIEWS
Friday 27th May 2022



COVID-19 AND NORTHERN STAGE: REFORMING & EMERGING



As with the rest of society, Northern Stage has felt the impact of the pandemic. Whilst in-person live theatre performances haven't been possible, we've been focussing our work on three key areas:

- We did our very best for our staff, making good use of furlough schemes to retain jobs where we could and making a very limited number of redundancies.
- We developed a digital offering for Christmas in partnership with Kitchen Zoo, which was well received by families and schools. Importantly for us, we have tried wherever possible to provide work for independent theatre makers and freelancers and that was best seen in the team that created *The Emperor's New Clothes*.
- We worked to ensure financial resilience and were successful in our funding applications for Cultural Recovery Funds 1 & 2, as well as a significant grant from the Garfield Weston Foundation. These grants, together with the support of friends and individual donors mean we are in good shape to resume.

And, in autumn 2020, Northern Stage appointed Natalie Ibu as Artistic Director. Natalie's vision is to make Northern Stage a place informed and transformed by the region.

Northern Stage can be an essential part of everyone's lives, making vital piece of culture for the North East today, tomorrow and beyond.

Natalie joined in the middle of a pandemic and has hit the ground running with a commitment to meeting audiences where they are. Her first season has already begun and it comprises three strands: *Can We Come In?*, *Out On The Toon*, and *Housewarming*. It takes you on a journey from your home, into the city and then back to our beloved building.

Taken as a whole, we are ready to emerge to serve past and future audiences and bring back the magic that only theatre can in the way that only Northern Stage does.

AUDIENCES



From productions on stage to participatory activity Northern Stage plays a significant role in the cultural and creative life of Newcastle and the North East.

Each year over 80,000 people see a show at Northern Stage, with around 30,000 attending one of our two Christmas productions. Our talent development and participation activities engage 8,500 people.

Around 75% of our audiences live within 30 minutes of the theatre. Most are based within central Newcastle (Gosforth, Jesmond, Heaton), with strong audience bases at the coast (North Tyneside), Morpeth (Northumberland) and Low Fell (Gateshead).

“Northern Stage puts on interesting pieces but keeps an eye on popular appeal. Invests in theatre – actors, directors etc. Really important.”

Audience feedback

“I think you always offer something a little bit different to the other venues. We love to come as we always feel very welcome. The performances and workshops are always excellent quality.”

Audience feedback

OUR VISION AND STRATEGY



VISION

- Produce, co-produce and support the production of great theatre for regional, national and international audiences in live and digital forms.
- Tour regionally, nationally and internationally with work that is popular, accessible, politically relevant and culturally diverse.
- Work with the next generation to promote creativity and creative practice, providing life-changing experiences for people who would not normally have access to such opportunities.
- Open doors to everyone – with inclusivity, accessibility and empowerment at the heart of everything we do.
- Support a network of creative relationships between artists, practitioners and communities both within and beyond the North East.
- Constantly evolve – broadening our relationships, our behaviours and our reach.

STRATEGY

- Strengthen our identity and reputation as a producing theatre.
- Increase audience attendance and reach.
- Increase opportunities for creative participation in theatre by children and young people in the region.
- Strengthen our programme of sector support to develop talent, resilience and infrastructure in the region.
- Increase the quality, volume and reach of digital content.
- Establish a business model in which earned and contributed income forms the majority of our turnover.

NEWCASTLE AND THE NORTH EAST

Newcastle upon Tyne is regularly hailed as one of the best and most popular cities in the UK. It's partly due to the city's compactness, which makes it large enough to be vibrant and exciting while small enough to feel like home.

Famous for its nightlife, sport and the warmth and generous spirit of its communities, Newcastle has two universities and a stunning Georgian city centre. It is the gateway to Northumberland and some of the most beautiful countryside in England while the beaches of North and South Tyneside are only a 15 minute drive or 30 minute Metro journey from the city centre.

Over the last 20 years the city has developed a remarkable cultural sector, heralded by Anthony

Gormley's Angel of the North, spearheaded by a series of major capital projects that created iconic new cultural spaces like Sage Gateshead music centre and BALTIC art gallery and refurbished and extended existing assets such as Live Theatre, Dance City, Tyneside Cinema and Northern Stage itself.

Today the city has a vibrant creative ecology across all art forms. Northern Stage is a core member of NewcastleGateshead Cultural Venues (NGCV), a consortium of ten cultural organisations, operating 22 venues across visual arts, performing arts, music, dance, film, writing and literature, heritage, archives and museums and science communication in Tyne and Wear.





THANK YOU

We look forward to receiving your application