

JOB DESCRIPTION

JOB TITLE	Assistant Producer
TYPE OF CONTRACT	Permanent, Part-time 0.5 FTE
RESPONSIBLE TO	Producer
COUNTERSIGNING MANAGER	Director of Actor Training and Drama School
GRADE AND SALARY	Grade 3 £14,310 - £16,106 (pro-rata) £28,620 - £32,212 FTE Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	18.5 hours per week; (9.30am – 5.45pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Producer, Head of Technical Training, Drama School Operations Manager, Drama School Officer, Drama School Coordinator, Freelance Directors, Designers, Students
INTERNAL	
EXTERNAL	Industry, Directors, Designers, Crew
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 14 days pro-rata plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) 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
(3) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees

(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(6) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(7) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(8) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(9) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(10) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(11) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket
(12) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

LAMDA delivers world class acting and technical theatre training programmes and our projects and productions are key learning experiences in the development of next generation actors, directors, technicians and artists. LAMDA produces over 30 public productions every year and the Assistant Producer will play an important role in supporting the Producer with the development, management and delivery of all of LAMDA's public productions from first idea to final performance.

The purpose of the role is to give high level production and administrative support to the Producer and assisting them in deliver the artistic goals and financial aims of the production department.

DUTIES AND RESPONSIBILITIES

- Liaise with directors and creative teams as required by Producer and ensure that information is swiftly communicated
- Generate and dispatch individual agreements and contracts and ensure that they are returned, scanned and filed appropriately, liaising with the Producer

- Support any recruitment requirements including director availability checks
- Produce and distribute schedules and induction packs as necessary and meet and greet visiting artists on arrival in the building – being responsible for the facilitation of ID cards and email accounts
- Creation of sensory performance guides for relaxed performances
- Record and gather data on the staffing of public productions
- Assist the Producer in organising production meetings and other meetings and minute such as required
- Assist the Producer in co-ordinating every aspect of offsite productions such as the Greenhouse Festival and the MA MT Edinburgh Tour
- Book travel and accommodation as necessary
- Manage data base of theatre artists
- Assist the Producer in organising other special events and attend as required, and organising small-scale events under supervision
- Raise purchase orders on behalf of the production team and track department spending against budget
- Under the supervision of the Producer, manage the processing of invoices
- Gain a detailed awareness of the show budgets
- Attend dress rehearsals and shows as required to give feedback to Producer and for relaxed performance guide creation
- Ordering of scripts
- Stay abreast of show policies and ensure they are consistently implemented
- Be aware, implement and adhere to office and production Health and Safety policies
- Stay abreast of LAMDA's EDI policies and strategies
- Provide general administrative support for the Producer as required
- Help maintain effective filing systems and other systems for the LAMDA Drama School Productions
- Proofread programmes and website content and in collaboration with LAMDA's Marketing department
- Providing a welcoming atmosphere and hospitality for colleagues and visitors to the Drama School Office
- Script reading as required for production details such as casting, intimacy, combat and trigger warning needs
- Keep abreast of productions opening, new writing and general trends in the London theatre landscape
- Provide holiday and out of office cover for the Producer as required
- Any other duties as specified by the Producer

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.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Good verbal and written communication and numeracy skills</p> <p>Ability to work effectively and creatively with students and colleagues</p> <p>Ability to organise own time effectively, so as to meet deadlines and manage competing priorities</p> <p>Good analytical skills and the ability to respond to problems effectively</p> <p>Proven IT skill in Microsoft Word and Excel, Teams, Outlook and internet use</p>		CV/Cover letter/ Interview
KNOWLEDGE	Adequate knowledge of the creative industries	Varied knowledge of plays and knowledge of accessibility in theatre	CV/Cover letter/ Interview
EXPERIENCE	Experience in either studying or working within a creative arts environment	Experience in a similar role and working with young people	CV/Cover letter/Interview
QUALIFICATIONS		Degree in a relevant subject and / or experience working in a professional production environment	Certificates (If applicable)
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>Tact, diplomacy and discretion</p> <p>An eye for detail and interest in live theatre</p> <p>Flexible approach to working hours</p>		CV/Cover letter/ Interview

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019 and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six-degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

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, 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 alumnus Benedict Cumberbatch was appointed the Academy's President.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

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.