



## Job Description: Producer/Programmer

<b>Post:</b>	<b>Producer/Programmer</b>
<b>Employer:</b>	<b>Hull Truck Theatre</b>
<b>Full or Part time:</b>	Full-time
<b>Salary:</b>	£32,000 - £36,000 per annum, depending on experience. Paid monthly in arrears.
<b>Department:</b>	Artistic
<b>Line Manager:</b>	Artistic Director
<b>Grade:</b>	HOD
<b>Reports to:</b>	Executive Director, Associate Director
<b>Support from:</b>	Production Coordinator
<b>Responsible for:</b>	Ensuring the theatres' season of visiting and produced work is planned to capture all opportunities and achieves both financial targets and delivers the highest artistic quality and ambition.

### **Deadline for applications: Thursday 19<sup>th</sup> March 12noon**

Hull Truck Theatre is a **Disability Confident Employer**.

It is widely known that people who experience barriers to employment in the Arts, due to factors such as race, gender, ethnicity, disability, or people from a working-class background, are more likely to assume that they are not the right person for a role like this. We warmly encourage you to apply.

If any of this process is inaccessible to you, please get in touch through [recruitment@hulltruck.co.uk](mailto:recruitment@hulltruck.co.uk) and let us know how you would like to apply e.g., by video. We will work with you to accommodate your request as best we can.



## **Job Description**

This is an exciting producing and programming role at the centre of Hull Truck Theatre's artistic activity. You will lead the planning and delivery of a diverse programme of visiting and in-house productions in Stage One, while supporting programming in the Godber Studio. The role involves curating dynamic seasons that successfully balance commercial work, hires and the theatre's own artistic offer.

**It's an excellent opportunity to develop your career within a collaborative and ambitious environment, building strong relationships with theatres and artists nationwide. Previous post holders have progressed to Executive Director roles within several of Arts Council England's National Portfolio Organisations and to senior producing positions in the commercial sector.**

## **Principal Duties**

### **Artistic Programme:**

- Work closely with the Artistic and Associate Director to curate and coordinate a diverse programme of visiting work (theatre, music, comedy and live performance) that is artistically exciting and capable of achieving an annual net target of approximately £100k.
- Research and develop programming proposals, assessing artistic quality, audience appeal, scheduling and commercial viability in collaboration with the Art Team and Head of Marketing and Communications.
- Build strong working relationships with visiting artists and companies, ensuring clear communication and the smooth delivery of all productions.
- Oversee the accurate flow of show information and coordinate delivery across Technical, Marketing and Front of House teams.
- Support Hull Truck Theatre's artist development activity, including the Grow programme, working closely with the Artistic and Associate Director.
- Collaborate with the Head of Production to ensure all future projects meet Green Book baseline standards in line with the theatre's Environmental Responsibility Plan.
- Coordinate and administrate in-house productions, co-productions and commissions, reporting to the Executive Director.



- Develop and maintain meaningful relationships across Hull and East Yorkshire's creative community, as well as with regional and national producing theatres and companies, to foster future collaborations and opportunities.

#### *Administration and Finance:*

- Responsible for effective administrative and financial management systems that relate to the Visiting and In-house Artistic Programme.
- Negotiate terms for visiting productions and work with Production administrator to prepare contracts for signing when required.
- Support the Artistic /Executive Director in the annual setting of financial targets for produced and visiting work and manage budgets to achieve these.
- Co-ordinate artistic programme contracts.
- Support the Head of Production with the management of all co-production and production budgets.
- Availability checks/agent negotiations for freelance creative teams, liaise with freelance casting directors in the organisation/planning of audition spaces and schedules
- Attend and contribute to Programme Advisory group, artistic and production meetings and other meetings as necessary

#### *Other Duties:*

- The Health and Safety at Work Act, and other associated legislation, places responsibility for health and safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the health, safety and welfare of themselves and other employees in accordance with legislation and the Company's Health and Safety Policy.
- Complete any other delegated task that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post. To promote and comply with current legislation and Hull Trucks policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others.
- To promote, develop and comply with our policies and practices to lessen the environmental impact of Hull Truck Theatre.





- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

### **Personal Specification**

#### *Essential:*

- Demonstrable experience of curating and delivering a diverse, high-quality performing arts programme, achieving agreed financial targets.
- Strong commercial awareness, with experience assessing artistic proposals for financial viability and audience appeal.
- Proven experience of negotiating terms within the creative sector.
- Experience of managing or contributing to production and programme budgets.
- Demonstrable commitment to advancing Equality, Diversity and Inclusion through programming and artist development.
- Excellent relationship-building skills, with the ability to maintain productive partnerships with artists, companies and sector peers.
- Experience of coordinating productions across multiple departments (e.g. technical, marketing, front of house), ensuring clear communication and smooth delivery.
- Strong organisational and administrative skills, with experience managing contracts, schedules and documentation.
- Excellent written and verbal communication skills
- Ability to manage competing priorities and navigate complex or challenging situations calmly and professionally.
- Knowledge of the UK theatre sector, including an understanding of regional theatre and its audiences and an active network of industry contacts.
- Commitment to environmentally responsible production practices.
- Willingness to work flexibly, including evenings and weekends as required.

*Desirable:*

- Proven experience of producing or programming in middle scale theatre.
- Experience of budget management and financial control for theatre productions of at least £50,000.

**Terms and Conditions:**

**Salary:** The salary for this post is £32,000-£36,000 per annum depending on experience and will be paid monthly in arrears.

The candidate's contract of employment with Hull Truck Theatre does not come into force until the first day of work.

**Hours of work:** This a permanent, full-time post working 37.5 hours per week with 30 minutes/1 hour unpaid break each day. Normal hours of work are Monday to Friday, core office staff are usually expected to work these within the hours of 8:30 and 6:30pm (to be agreed) with some evening work around shows. There will be some evening and weekend work. The post-holder will be expected to offer reasonable flexibility in their working arrangements where it is considered necessary to undertake the duties they have been employed to perform.

Hull Truck Theatre is very much a learning theatre, and to ensure the widest possible pool of applicants can apply, this post, currently a HOD level position, for the right candidate it could develop into a SMT post in future. The successful applicant will be supported with a training development plan.

**Flexible working:** Hull Truck Theatre wants to support a positive work-life balance for staff. Although the theatre's centrally located building



remains our primary place of work, we are currently trialling applicable roles hybrid/flexible working - including the potential to request working up to 40% of hours flexibly from home.

The post-holder will be expected to offer reasonable flexibility in their working arrangements in order to fulfil the duties they have been employed to perform. There may be occasional evening and weekend work, such as attending the Theatre's press and guest nights.

**Overtime/TOIL:** No overtime is payable, although Time Off in Lieu (TOIL) for weekend overtime will be given if approved in advance with the Executive Director.

**Probation:** There is a 3-month probation period during which time the notice is 1 month. Upon confirmation of appointment the employee is required to give 3 months' written notice to the company and the company will give 1-month written notice to the employee. After 4 years' service 1 additional weeks' notice for each additional year of continuous service thereafter up to a maximum of 12 weeks.

**Holiday:** Holiday – 33 days per annum (including public holidays) rising by 3 days after 10 years service. The theatre is open over Christmas/New Year (except Christmas Day and New Year's Day) and all departments are required to be staffed during normal working hours during this time.

**Leave:** Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.

**Pension:** Hull Truck Theatre operates an auto enrolment pension scheme through Now





Pensions. Further details are available on request.

**Tickets:**

Staff are entitled to tickets for shows, subject to particular conditions and discount at the theatre's catering operations.

**Right to Work:**

On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

**Inclusion and Equality**

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

**Environmental sustainability**

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

**Background Information**

**OUR MISSION**

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

**OUR VISION**

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

**OUR VALUES**





We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

- Creative and Collaborative,
- Imaginative and Inspiring,
- Accessible and Relevant,
- Resilient and Sustainable.

*"We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity."*

Mark Babych, Artistic Director

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (Stage 1 – 426 seats and The Godber Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull's local communities to address inequalities in accessing the arts.

In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We're delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.





In 2022 we celebrated 50 years of Hull Truck Theatre. Taking a look back at the theatre's journey since 1972 to the present, whilst also looking to the future and asking, what will the next 50 years hold? How will Hull Truck Theatre continue to inspire future generations?

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

**HULL TRUCK THEATRE GRATEFULLY  
ACKNOWLEDGES SUPPORT FROM**

