

PAPA tango

FREELANCE ASSISTANT PRODUCER PACK





About Papatango

Papatango are a multi-award-winning theatre company and registered charity who discover, develop and launch brilliant emerging playwrights who may otherwise not have opportunities to break into professional theatre.

All our opportunities are completely free and open to anyone in the UK and Ireland. In 2018 we provided feedback to over 2000 budding writers, ran training courses for 4000 individuals nationwide, and produced and published two outstanding new playwrights including our first national tour.

Our work is divided between high-end, public-facing art, with our discoveries winning BAFTAs, OffWestEnd, Alfred Fagon and Royal National Theatre Foundation Playwright Awards and premiering worldwide, and grassroots investment in communities at risk of exclusion from theatre.

See www.papatango.co.uk for more information.

The Role

Freelance Assistant Producer

Responsible to: Artistic Director and Executive Director

Papatango have rapidly grown into one of UK theatre's biggest talent development companies. We are looking for a self-employed freelancer to provide their services as an Assistant Producer, working an average of 3 days per week from summer 2019 - spring 2020. The remit is to support the effective administration of the company during our expansion into the South West of England during this period, contributing to the successful running of our programmes throughout the region.

We are looking for an exceptional individual with a passion for theatre who is either based in the South West and/or has a strong knowledge of the region's arts sector and an ambition to contribute to its future.

This is an administrative support role, suitable for someone at an early stage in their freelance career who wishes to gain experience of producing new writing theatre and developing arts programmes.

Duties and responsibilities will include but are not limited to:

Producing

- Project managing specific strands of the South West playwriting programme, including arranging workshops and coordinating partnerships.
- Supporting the delivery of Papatango projects including the 2019 New Writing Prize and Resident Playwright scheme, by administrating submissions, reading script drafts and researching marketing and PR strategies.
- Assisting with castings for R&Ds, rehearsed readings and productions.
- Supporting script/artist development processes.
- Keeping financial records up to date and line managing project budgets

Participation & Engagement

- Administrating regional playwriting courses, liaising with the venues and playwrights, and reading script submissions.
- Liaising with schools and facilitators for our secondary school playwriting workshops.
- Overseeing monitoring and evaluation measures, and collating data.

Company Administration Support

- Participating in and minuting meetings with creative teams, partners and funders.
- Sharing feedback reports with playwrights.
- Preparing reports for partners, funders and stakeholders.
- Contributing to social media communications.
- Handling a high volume of email correspondence, and coordinating diaries and schedules.
- Booking travel and accommodation as required.

Person Specification

Essential

- A passion for and knowledge of theatre.
- Excellent administrative and organisational skills.
- Strong written and communication skills.
- Strong IT skills, including Excel.
- Accuracy and attention to detail.
- High standards of confidentiality, initiative and tact.

Desirable

- An interest in a career in theatre producing, arts administration or programming.
- Some experience of producing, administration or project management within a theatre or arts context.
- Experience of working on or supporting a number of projects simultaneously.

Terms and conditions

The role will be undertaken on a freelance basis, with the assistant producer providing their services as a specialist self-employed contractor. It will require an average of 3 days' work per week for 8 months, with flexibility in how working dates and hours are scheduled. It suits a freelancer with a portfolio of projects.

For candidates based in the South West, the role can include working from home, although some travel to work from our London office will also be required at certain times (all expenses reimbursed).

Fee: £9090 (for a total of 101 days).

How to apply

If you wish to apply for the position please email a comprehensive CV as well as a covering letter (no longer than one side of A4) telling us why you feel you are the right person for the role to jobs@papatango.co.uk.
Deadline: 12 noon on Monday 10th June. Interviews will be held week commencing 17th June.

For details on the company's values, beliefs, and principles, which we expect all staff, contractors and freelancers to follow, please see below:

[Equality, Diversity and Equal Opportunities Policy](#)

[Data Protection Policy](#)

[Ethical Policy](#)