



**INFORMATION FOR APPLICANTS: POST OF ASSISTANT
PRODUCER (PAPATANGO NEW WRITING PRIZE)
PART-TIME, FIXED TERM FREELANCE CONTRACT**

Introduction

Thank you for your interest in the role of Assistant Producer (Papatango New Writing Prize). This pack should provide all the information you need to (decide whether to) apply for this role.

The Assistant Producer (Papatango New Writing Prize) will make a vital contribution to Papatango's season of four world premiere productions in autumn 2021, spanning stage and audio platforms across the UK.

Papatango is a multi-award-winning new writing company and registered charity. We provide pathways into theatre, especially playwriting, for people who might otherwise struggle to access professional resources. All of our opportunities are free and open to anyone in the UK and Ireland. Every year we provide training, feedback and advice for thousands of people, produce, publish and tour world premieres from early-stage writers, and champion the best new talent. Our motto is simple: all you need is a story.

Artists given their breakthrough by Papatango have gone on to win BAFTAs, Critics' Circle, OffWestEnd, Alfred Fagon and RNT Foundation awards, premiere in over twenty countries and the West End, and work with many leading organisations including the RSC, National Theatre, BBC and HBO. Without Papatango their work might never have been seen.

Their incredible success inspires others that theatre is open to everyone. Through the annual Papatango New Writing Prize we are unique in providing feedback to over 1500 submissions, supporting artists and stories in every corner of the country, as well as in guaranteeing a winning writer a full production, publication, royalties and commission. Through the Resident Playwright scheme we commission a new writer to create a debut play from scratch, again with a commitment to production. Our GoWrite programme provides completely free courses, workshops and performances to thousands of people in state schools, community centres, and areas of low provision.

The Assistant Producer (Papatango New Writing Prize) will play a key role in helping to deliver the world premiere productions of the winners of the 2020 and 2021 Papatango New Writing Prizes.

Job Description

The Assistant Producer (Papatango New Writing Prize) will work across two separate projects: the 2020 Prize and the 2021 Prize.

The 2020 Prize was won by *Old Bridge* by Igor Memic. Its world premiere production will now take place later this year at the Bush Theatre.

The 2021 Prize was remodelled to take account of theatre's exceptional present circumstances. In partnership with English Touring Theatre, it has expanded to support three winners, who will each be awarded audio production, digital publication and a fee. The audio productions will tour the UK in free listening stations throughout the autumn and winter.

The Assistant Producer (Papatango New Writing Prize) will therefore support the stage production of *Old Bridge* and the digital productions of this year's three winners. They will be line-managed by the Executive Director, but will work with a large degree of autonomy and should be comfortable with this.

Responsibilities will include:

- Casting administration: maintaining lists on Spotlight, checking availabilities with agents, scheduling auditions, preparing sides, and liaising with actors before and after their meetings
- Dramaturgical management: reviewing reader feedback for quality and consistency, then issuing it to writers, using a bespoke submissions portal
- Tour management: maintaining the schedule of the 2021 Prize tour, liaising with venues, organising logistics, and helping to devise and deliver plans for accessibility and audience development
- Supporting rehearsals and production: taking minutes at production meetings, representing Papatango at rehearsals, and supporting artists and freelancers in their work as needed
- Supporting press nights and public engagements: planning and overseeing events including press nights, issuing invitations and maintaining guest lists, and liaising with venues and stakeholders
- Marketing: contributing to social media strategies, compiling biographies and headshots for creatives and casts, and coordinating press releases
- Monitoring & evaluation: collating feedback and data as instructed
- Contributing to a shared company culture: joining weekly team meetings, providing project updates, and abiding by our policies, ethos and mission

- Administration: supporting Papatango's executive team in issuing contracts, preparing playtexts for publication, acting as a contact point for queries, and otherwise being willing to undertake any work that may reasonably be required

Candidate Profile

The successful applicant will be able to demonstrate the following skills:

- Knowledge of professional casting processes, including using Spotlight, liaising with agents and actors, and managing auditions
- Insight into framing and conveying supportive communications to writers
- Understanding of touring theatre, especially the ability to liaise with venues to coordinate complex logistical operations
- Familiarity with the rehearsal and production process, and ability to contribute to this sensitively, proactively and constructively
- Confidence working across multiple projects and juggling a range of tasks

Role Profile

This is a role delivering specific services on a part-time, fixed-term basis: it is thus an opportunity for a self-employed contractor.

The Assistant Producer (Papatango New Writing Prize) will undertake a total of 34 days of work from 12 July to 5 November 2021.

A working day will consist of the equivalent of 8 hours including an hour-long lunch break. Some occasional evening work will be required.

This commitment equates to working 2 days per week, but the actual schedule of days/hours of work will be arranged by mutual agreement following appointment. Papatango recognise the need to be collaborative in agreeing the parameters of a part-time, freelance role, so are open to arranging a schedule with a good degree of flexibility to accommodate the right candidate's needs.

The fee is £3,400 (equivalent to £100 per day).

The role will consist of a mix of home working and joining company activities at a range of sites across central London. It is therefore best suited to someone based in or near to London. All working locations away from the Assistant Producer (Papatango New Writing Prize)'s home base will be fully accessible.

Application and Assessment Process

Please email jobs@papatango.co.uk with your name as the subject and attach either a cover letter (1 to 2 pages) OR a link to a pre-recorded video or audio clip (5 to 10 minutes). Please explain how you meet the candidate profile.

The deadline to apply is 10am on Friday 25 June.

If you would prefer to make your application in another format, or have any questions, please email info@papatango.co.uk using the subject 'AP Query'.

Selected candidates will be invited to a remote interview on Friday 2 July.