

THEATRE503 RESIDENT ASSISTANT PRODUCER TRAINEE SCHEME 2018 OPEN FOR APPLICATIONS

The Theatre503 Resident Assistant Producer (RAP) Trainee Scheme is open for applications for 2 positions running from July – December 2018 and August 2018 – January 2019. The scheme offers the opportunity to gain a unique insight into the workings of a new writing theatre.

The RAPs will train in all areas of theatre producing as well as playing a crucial role in the day to day running of the venue. They will train with the Producer, Artistic and Executive Directors and the literary team. The scheme is ideal for those who have a commitment to a career in theatre producing or arts management and are looking for access to the industry. Previous RAPS have gone on to have successful careers in everything from independent producing, to venue management and programming in major venues.

Due to our current funding the role is an unpaid trainee role, with a small monthly contribution towards travel costs (£60 per month). In order to fully benefit from the scheme, the role requires a commitment of three days per week with some evening/weekend responsibilities but there is flexibility in terms of hours and days to allow candidates to support themselves throughout the scheme and/or for childcare.

SCHEME DESCRIPTION

The Resident Assistant Producer will train with the core Theatre503 team across several departments and on numerous shows.

Producing

- Casting and Creative team recruitment
- Contracting
- Liaising with PR and press
- Budgeting
- Production planning and scheduling

Literary

- Reading and reporting on new plays
- Watching shows on behalf of the literary department
- Producing two nights of short plays - our Rapid Write Response nights
- Attending weekly programming meetings

Supporting External Companies

- Setting up events on Spektrix, tracking sales, coordinating payments
- Setting up and managing events in our sales and marketing database, including generating reports and ongoing data capture
- Acting as the first point of contact at the theatre for actors, producers, visiting companies and marketing managers

Marketing

- Supporting the Marketing Coordinator in writing newsletters and arranging reciprocal marketing with other venues
- Maintaining the 503 website and managing social media accounts
- Writing copy for shows and helping in strategic marketing planning
- Box Office management through Spektrix and Front of House shifts

Theatre503 Development and Strategy

- Inclusion in the team's approach to development and fundraising
- Shadowing senior management on aspects of the running the building

Access

Access to the Theatre503 office/foyer is via a flight of stairs (22 steps). Access to the theatre is via a further flight of stairs (11 steps) or 4 additional steps, if accessing via the backstage corridor entrance. There is also a step down into the front row.

WCs are located in our first floor foyer (2 additional steps to access)

There are currently no disabled access toilets on site or lift access

Please also note that Theatre503 is housed above a pub; The Latchmere.

Theatre503 receives no regular public funding and is reliant on the generous support of trusts, foundations and patrons. We are undertaking a period of strategic development, in part through the ACE Catalyst Evolve project, which will allow us to increase our regular core funding. As such the RAP Scheme is currently unfunded but a contribution is made towards travel costs, with flexibility allowing for other paid opportunities.

To apply, please send a CV and cover letter (as separate Word or pdf attachments) to Jake Orr, Producer c/o roles@theatre503.com by 12noon on Friday 8th June. In your cover letter please detail your experience in theatre/marketing to date, what you would bring to the position, why you are interested in training with Theatre503 and what you'd hope to learn.

Interviews will take place the w/c 18th June, with the roles starting the w/c 9th July and the w/c 20th August.