

ASSOCIATE PRODUCER - JOB INFORMATION PACK

About Jordan Productions

Jordan Productions was established in 1993 to produce high quality pantomime and Christmas productions for medium and large-scale venues.

In 2001 we started our successful association with Eastbourne Theatres. Since that time, we have produced over 30 shows with them. Many of these have gone on to tour nationally to No. 1 venues such as Plymouth Theatre Royal, Malvern Festival Theatre, Guildford's Yvonne Arnaud, Cambridge Arts Theatre and Oxford Playhouse. Two productions have also made West-End transfers.

We are currently working on our 20th pantomime for Eastbourne Theatres. This collaboration has seen box office income grow by over 100% and the Devonshire Park Theatre pantomime is widely regarded as one of the premiere Christmas shows in the South of England.

By investing in pantomime from the very start, we have a track record of building a loyal audience for the venue who return year on year to a familiar but truly magical event. We also produce pantomime at the Gordon Craig Theatre in Stevenage (one of the longest pantomime runs in the country), Chatham's Central Theatre, Kettering's Lighthouse Theatre, King's Lynn Corn Exchange, Newark's Palace Theatre, Watersmeet in Rickmansworth, the New Theatre Royal in Portsmouth and we produced the first ever pantomime at the Wyllyotts Theatre in Potters Bar, Hertfordshire building the audience from zero to 92% capacity over a season which now runs to 40 performances.

We have worked with some of the UK's leading names in musical theatre and television, including John Altman, Lucy Benjamin, Stefan Booth, Brian Capron, Todd Carty, Anne Charleston, Graham Cole, Robin Cousins, Letitia Dean, Cheryl Fergison, Hannah Jane Fox, Sue Holderness, Steven Kynman, Bonnie Langford, Matt Lapinskas, Tom Lister, Andy Moss, Stephen Mulhern, Bernie Nolan, Ed Petrie, Ray Quinn, Carley Stenson, Noel Sullivan, Claire Sweeney, Joe Tracini, Twist & Pulse, Ian 'H' Watkins, Shaun Williamson and Gillian Wright, to name but a few.

Our smash hit show *Gotta Sing Gotta Dance* has toured the UK five times to huge critical acclaim.

Associate Producer – Job Advert

Exciting opportunity to join an established, dynamic production company.

Eastbourne based Jordan Productions is one of the country's leading pantomime production companies. We are looking for an Associate Producer to join our small team and be part of key decision making as we continue to develop our business.

The Associate Producer will support the Senior Management Team in the day-to-day running of the company with an emphasis on Marketing and Communications. Main duties include budgeting, project management, marketing and contract negotiations.

Salary: £27,000 + (subject to experience and potential)

Please contact tim@jordanproductionsltd.co.uk for the full job description and any further information or call for an informal chat.

Equal Opportunity Employer

Jordan Productions are committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Full Job Description

We are looking for an Associate Producer to join our small team and be part of key decision making as we continue to develop our business. This full-time post will be based in Eastbourne. Whilst there may be some flexibility with regards to remote working, the majority of the time will need to be spent on site. Responsibilities will include:

Producing

- Managing and cultivating venue relationships
- Project management
- To manage and control all production budgets
- Producing / administrating a variety of activities for the company
- Anticipate and manage artistic needs within the constraints of schedules and budgets.
- Support the Managing Director in identifying appropriate members of creative teams.
- Liaise with the Managing Director, directors and casting agents on the management of casting for productions, carrying out all availability checks, arranging meetings and negotiating contracts and fees.
- Working with artists and creative teams.
- Work with the Head of Production in contracting all freelance production staff.
- Work with the Head of Production to monitor and authorise all production related expenditure, ensuring overspending does not occur.
- To attend read-throughs, rehearsals, Preview, Press and VIP Nights and other theatre events as required.

General Management

- Drafting contracts
- Co-ordinating and booking company travel / accommodation
- Representing the company at events and performances
- Collating evaluation information and writing evaluation reports
- Co-ordinating periods of R&D
- Day-to-day administration

Marketing and Press

- Liaising with venue Press and Marketing teams
- Working closely with designers
- Creating Marketing and Proposal packs
- Overseeing and implementing marketing strategy
- Updating the company website
- Creating and posting social media content
- Monitoring sales figures
- Attending and managing press nights

Strategic Planning

- To draw up rehearsal, production and performance schedules for all productions and projects, liaising with the Press Representative on placing press nights.
- To draw up budgets for individual productions
- Contribute to development initiatives and applications where required.
- To keep up to date with developments and research in producing practice, relevant to the creative industries and where relevant, draw upon such information in planning and programming strategies.

General

- Attend regular company meetings
- Any other duties as reasonably required

Person Specification

Essential skills and experience

- Ability to multitask and juggle various projects
- Excellent computer literacy
- Excellent organisational skills and attention to detail
- Experience of website content management and social media management
- Experience of creating and managing budgets

Desirable skills and experience

- Experience of theatre production
- Experience of working with venues
- Experience of contracting
- Experience of audience development and engagement strategy and delivery
- Experience of organising arts engagement activities
- Experience of project evaluation
- Experience of negotiating with agents
- Experience of successful fundraising and bid writing

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