

Senior Producer

Recruitment Pack



**Northern
BroadSides**



Photo by Ricardo Vilela

Introduction

Northern Broadsides is looking to welcome a dynamic and proactive Senior Producer to join our small, friendly team at an important moment for the company, as we explore new production models and ways of touring, develop new partnerships and look ahead to our application to Arts Council England's next NPO round.

This is a part-time role with hours to be worked flexibly across the year, but with a focused period to include producing our spring touring production of *Crime and Punishment*. The initial contract is for a 10-month fixed term, September 2026 – June 2027, after which there will be an opportunity for review and a permanent position.

Crime and Punishment, adapted and directed by Laurie Sansom, rehearses at Dean Clough, Halifax ahead of a 13-week national tour of core and new venues for Northern Broadsides.

We are awaiting the outcome of an application to ACE's Touring Project Grants to support the visits to 5 priority place venues.



Provisional *Crime and Punishment* Tour Schedule - subject to change

Dates	Activity	Location
w/c 1 Feb 2027	Rehearsals	Halifax
w/c 8 Feb	Rehearsals	Halifax
w/c 15 Feb	Rehearsals	Halifax
w/c 22 Feb	Rehearsals	Halifax
w/c 1 Mar	Production Week - Tech & Previews	TBC
w/c 8 Mar - w/c 31 May	Tour	Various
w/c 7 Jun	Returns	Halifax

Current community and creative projects include: our youth theatre in Park Ward, Halifax; Life in a Northern Town playwriting programme for young Yorkshire writers and The Writer's Refuge creative writing sessions for refugees and asylum seekers. Although these projects will not be the primary focus of this role, we may ask the Senior Producer to contribute in areas such as project budget development and project management.

Salary and Hours

- **Contract:** Fixed term, September 2026 - June 2027
- **Salary:** £40,000 pro rata (PAYE, includes NI & 8% pension contribution)
- **Based on 73 days:** £11,231.05
- **Reports to:** Laurie Sansom, Artistic Director & Joint CEO
- **Location:** Hybrid with minimum one day per month in Halifax

We recognise that the individual may have a portfolio career and would aim to work collaboratively and flexibly with the successful candidate to allow them to take on other freelance or contracted commitments.

The role would be hybrid, with monthly attendance at the office in Halifax and other meetings online and in person as required.

We would look to confirm the exact breakdown of days in discussion with the successful candidate, but a working schedule would look something like:

- **September 2026 - January 2027:** 24 days (production planning and R&D, organisational and strategic support, project delivery as required)
- **February - March 2027:** 27 days (production rehearsal, tech and previews, tour)
- **April - June 2027:** 22 days (tour and wrap up, organisational and strategic support, project delivery as required)

Role Responsibilities

Strategic

- Support the Artistic Director and Executive Director in the strategic and future planning for the organisation
- Explore different models of touring, including financial models, partnerships and delivery models
- Develop co-producing and project partnerships
- Work with the Artistic Director on a creative pipeline of titles and projects in development, including identifying artists, developing timelines, setting/negotiating commission fees, coordinating research & development phases
- Contribute to the application to ACE's next NPO round
- Explore commercial opportunities for productions and partnerships
- Deputise for the Artistic Director or Executive Director as appropriate



Photo by Andrew Billington

Production

- Oversee recruitment and induction of Creative, Production, Stage Management and Technical teams
- Ensure access riders are completed by all team members and any requirements are met
- Line Management of the production, technical and stage management teams
- Working with the Director, Production Manager and Creative team to ensure delivery of the artistic vision for the production, including convening production meetings
- Setting deadlines across the project to ensure work is delivered on time
- Ensuring effective communication across the production
- Budget oversight and management, in consultation with the Production Manager and Finance Administrator
- Reconciliation of the budget against expenditure on a regular basis and at the end of the project
- Working with the Company Stage Manager to look after the welfare of acting companies and/or project participants
- Oversee rehearsal and tour schedules, produced by the Company Stage Manager
- Oversee travel and accommodation bookings, arranged by the Production and Administration Assistant
- Troubleshoot any issues that arise from the rehearsal room and tour
- Working with the Communications Manager on audience development and communications to maximise ticket and merchandise sales

- Lead on tour venue liaison, including but not limited to targets, schedules, contracts and engagement activity
- Ensure all contractual agreements with venues are adhered to and communicated to the rest of the team
- Work with the Engagement Lead to confirm the engagement offer and communicate to the delivery team and venues
- Overseeing any press night activity, alongside the Communications Manager
- Working with the Executive Director on financial settlements
- Working with the Production Manager to ensure productions meet Theatre Green Book Basic standards and data is collected for evidence
- Working with the Production Manager to plan and manage returns at the end of the tour
- Attend a debrief meeting at the end of the project and contribute to evaluation

Projects

- Support the project management of Park Youth Theatre, Life in a Northern Town, The Writer's Refuge and other projects as required
- Contribute to project budget development and reporting



Photo of Park Youth Theatre by Robling Photography

Organisational

- Support development and fundraising activities including identifying opportunities, contributing to applications and building relationships
- Attend weekly Full Company Meetings and other meetings as required, including joining one Board subcommittee group
- Represent Northern Broadsides at industry events, press nights etc as required
- Keep up to date with developments in the performing arts locally, nationally and internationally and seeing shows as discussed with the wider team

General

- To promote and comply with all current legislation and the Company's policies, including Equality and Diversity and Health & Safety
- Actively promote and support Northern Broadsides' commitment to reducing our carbon footprint and championing environmental sustainability
- The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulation
- Confidentiality must be maintained at all times
- Attend internal and external training as required
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level or responsibility. The post holder agrees to 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

Person Specification

Essential	How Identified
Existing networks and connections within the subsidised and/or commercial theatre industry	Application & Interview
Excellent networking, relationship building and collaboration skills	Application & Interview
Excellent written and verbal communication skills	Application & Interview
Excellent budget management skills	Application & Interview
Experience of producing theatre at midscale	Application
Experience of managing teams	Application
Excellent organisational skills and ability to manage multiple priorities	Application & Interview
Demonstrable commitment to equality, diversity and inclusion	Application
Be a pro-active self-starter able to work independently and as part of a team	Interview
Desirable	
Experience of producing touring theatre	Application & Interview
Strong working knowledge of Microsoft Office and Teams	Application
Experience of working with Arts Council England	Application
Experience commissioning and developing new work	Application & Interview
Experience contributing to successful applications for support to Trusts and Foundations	Application
Knowledge of the cultural and community sector in Calderdale	Application

Terms & Conditions

- The salary is £40,000, pro rata
- This is a part-time post working 73 days Sept 26 – Jun 27
- Days each month will flex based on activity and monthly payments will be made based on number of days worked rather than split equally across the fixed term
- 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). During production periods hours may include evenings, weekends and bank holidays. Other evening hours may be required, for example for Board meetings
- No overtime is payable although Time Off in Lieu will be given if approved in advance with the Executive Director
- We support flexible working and envisage the role being delivered hybrid with home-working as standard, but with regular workdays (minimum 1 day per month) in our office in Halifax
- The role is subject to a one month probationary period, during which time the notice period for both employer and employee is two weeks. Following successful completion of the probationary period, the notice period for both parties increases to one month
- Northern BroadSides operates an auto-enrolment pension scheme, through Nest pensions, with 3% employer contributions made weekly. The company will provide an additional 5% contribution following the one month probationary period

- 28 days holiday entitlement, including bank holiday entitlement, pro rata to 8.8 days for part-time working. Holiday entitlement increases by 1 day per annum for each complete year worked, up to a maximum of 33 days including bank holiday entitlement
- On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK

Deadline for applications: Monday 3 August 2026

Interviews will take place: w/c 17 August 2026

Please send your CV and covering letter to Ruth Cooke, Executive Director, ruth@northern-broadsides.co.uk

Complete your anonymous Equality and Diversity Monitoring form [HERE](#)





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