

Assistant Producer - Breach



It's True, It's True, It's True (Photo by The Other Richard)

Post Title: Assistant Producer
Reports to: Producer
Fee: £3900 (£100 per day)
Hours: 1.5 days per week (39 days total)
Term: 6 months (mid May 2021 - mid November 2021)
Deadline: Wednesday 28th April 2021 at 6pm

ABOUT BREACH

Breach is an award-winning devised theatre company founded by theatre-makers Billy Barrett and Ellice Stevens with video artist Dorothy Allen-Pickard, produced by Ellie Cloughton. The core team collaborates with performers and other creatives to make socially engaged, formally innovative live shows that blend humour with a sharp political edge. We combine documentary and verbatim theatre techniques with devising and new writing to create a layered performance style.

“Constantly pushing at the boundaries of theatre ... in a short career [Breach] have reinvented what we mean by verbatim and documentary theatre” - Lyn Gardner, *StageDoor*

“Consistently exciting” - Alice Saville, *Financial Times*

THE ROLE

2021 will be a busy period for Breach, we will be developing and delivering a number of projects throughout the year. We are looking for an enthusiastic Assistant Producer to join our small team on a 1.5 day per week basis for a 6 month period. This is an essential role in which you will support the Producer with all aspects of producing Breach's artistic programme. This is both an administrative role and a creative role, for someone who is looking for an experience of the inner workings of a touring theatre company.

BREACH

We're keen to encourage applications from people who are underrepresented in the arts, including people of colour and disabled people.

ESSENTIAL SKILLS

A minimum of 2 years experience in a producing role
Excellent administration and organisational skills
Strong written and communication skills
Strong IT skills, including Zoom and Google Drive
Accuracy and attention to detail

DESIRABLE SKILLS & INTERESTS

A passion for and knowledge of touring theatre
A knowledge of devising and / or documentary theatre
Experience of funding applications and budgeting

KEY AREAS OF RESPONSIBILITY:

General

To ensure Breach's schedules are kept up to date as projects develop.
To attend and contribute to company meetings where appropriate. To take minutes and distribute with clear actionables to all team members.
To assist in the collection of evaluation and monitoring data.

Project based

To support the Producer with all aspects of producing Breach's artistic programme.
To lead on the key administration including drafting contracts, creation of contact sheets, scheduling and other admin tasks.
To support castings where necessary including AV checks, scheduling and contracting.
To secure accommodation, travel and flights for company members and artists working on projects where required.
To undertake project specific research tasks.
To support the development and delivery of all outreach and participation activities.
To support the creation and implementation of marketing and distribution plans.
To act in place of the Producer where applicable.
Any other tasks reasonably requested by the Producer.



BREACH

Joan of Leeds (Photo by The Other Richard)

HOW TO APPLY

- Applications will be open until Wednesday 28th April 2021 at 6pm
- Send us an email with: a cover letter (500 words max or 2 minute video) and a CV of your relevant experience (2 pages maximum).
- Please title your email: Producer Application and send to ellie@breachtheatre.com.
- In your cover letter, we'd love to hear about you, your experience and why you think the job description reflects your experience.
- Please fill out our Equal Opportunities monitoring form [here](#).
- We promise to respond to all applicants, and those who are shortlisted to interview will be told by Friday 30th April