

Job Description

Overall Purpose

The Assistant Producer (Artistic Development) will work under the line management of the Producer (Programme Development) in the Artistic Development department.

The Artistic Development department develops projects (the pipeline) to be considered for inclusion in our annual programme of theatre productions, working in close collaboration with the Producing and Planning team. We also support projects designed to develop theatrical talent, and sector development through the supply of in-kind resources.

The Assistant Producer will realise the successful development journey of a large range of projects in the programme pipeline, in line with the company's strategic priorities and within agreed timeframes and budgets. They will play a pivotal role in ensuring excellent communication with development personnel, internal departments and external partners and supporting departmental administration as required, including taking the lead on the management of the company's free access programme, as well as supporting a number of artist development opportunities including the script reading programme.

Main Duties and Responsibilities

The Assistant Producer will be responsible for:

- Assisting the Producer (Programme Development) in the planning, management and delivery of developments phases of all projects in R&D; from set up, to delivery and evaluation. On occasion the Assistant Producer will lead on the delivery of some development activity.
- Managing and maintaining administrative systems and documents used for delivery of development phases to include project timelines, schedules and trackers.
- Being present for development workshops and being a line of communication between workshop teams.
- Maintaining relationships with development personnel including stage managers, performers, access workers and creative teams, venues and partners, supporting the department in the management of these relationships.
- Working closely with the Casting Associate and Company Manager to secure performers and stage managers for development workshops.
- Attending regular contracts and logistics meetings with members of the producing and planning department, to ensure parity of approach and systems across the administration of all company activity.
- Managing accommodation, travel and logistics bookings for all development team members.
- Ensure that logistics and working environments for development activities are in line with NTS's agreements with the relevant union bodies (e.g. Equity, BECTU).
- Contract all development personnel, ensure all onboarding follows due process, and process payroll for actors and stage managers.
- Monitoring and reporting on spend against budgets on a regular basis, using National Theatre of Scotland's internal systems to process invoices and expenses claims as needed. Developing first drafts of budgets where required.
- Managing the process of acquiring necessary licenses, visas and insurances as required to ensure the Company is delivering its work within appropriate legal frameworks
- Providing regular communication with all development personnel, the team, and relevant colleagues across departments to ensure awareness of activity and any key milestones.
- Liaising with Marketing, Development, Creative Engagement and Finance departments about the requirements and opportunities of the activity and ensuring that effective communication and decision-making in relation to the activity exists at all times
- Input and upkeep of project details into the Company's relevant planning software systems and other departmental/company system documents including budgets and the

- collation of statistical and monitoring information to inform planning
- Administration of open call and public opportunities for artists to work with the company
- Provide administration support as required to the Director of Artistic Development and other Artistic Development team members
- Purchase, logging and updating of plays and other texts for the company library.
- Manage the delivery of artist development activity, including but not limited to free opportunities and networking events, often delivered in partnership with other departments, as required.
- Manage the coordination of new approaches for development or in kind support to the company including: logging approaches, leading the coordination of new ideas meetings - creating agendas, scheduling, distribution of materials, minute taking and responding to artists, liaising with colleagues in other departments for in kind requests.
- Contribute to company-wide strategy and systems (e.g. implementation of the green Book and Access and Equality policy).
- Participate in other National Theatre of Scotland cross-departmental projects and meeting were required.
- Deputising for the Producer (Programme Development) as required, with support from the Director of Artistic Development.
- Attend NTS shows, and external productions and sharings as required.
- On occasion, were required, work as Assistant Producer on a NTS theatre production, working under the line management of the show's producer and Programme Director.
- Any additional duties as required.

Organisational Requirements

- As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times.
- National Theatre of Scotland maintains a 'best practice' policy for all queries and applications relating to visas, Right to Work and Copyright. The post-holder will be expected to consult with external bodies, where needed, to ensure codes of practice are maintained to the highest standard.
- As the post holder may be the first point of contact for many external organisations, and individuals, the post holder is expected to maintain a professional and positive forward-facing demeanor.
- Compliance with National Theatre of Scotland's Health and Safety Policy, Code of Conduct and Sexual Harassment Policy and all other and statutory regulations and policies.

Person Specification

Skills and Experience	Essential	Desirable
Proven experience of assistant producing / project managing theatre productions	√	
Ability to manage relationships with all stakeholders involved in the project and ensure effective communications are maintained at all times	√	
Experience of balancing multiple priorities, meeting deadlines and managing a busy workload	√	
Ability to work independently and take own initiative	√	
Excellent communication skills and the ability to work closely with colleagues to achieve shared goals	√	
Experience of coordinating and managing the logistics for a theatre tour (i.e. schedule, travel, accommodation etc)	√	
Recognition of the value of company care and team ethos in all aspects of producing and touring.	√	
Calm under pressure, positive and collaborative attitude towards team work and problem solving	√	
Strong IT literacy and excellent administrative skills	√	
Experience in drafting and issuing relevant contracts (Equity/UK Theatres/PACT)	√	
Experience of managing budgets and reporting on expenditure		√
Demonstrable experience of working with creative teams and supporting the facilitation of their creative vision within set financial and logistical parameters		√

Terms and Conditions of Employment

Responsible to:	Producer (Programme Development)
Salary:	£29,000 per annum
Contract Term	Permanent Contract
Start Date:	2 March 2026
Probationary Period:	6 months
Notice period:	2 months

Pension:	The Company makes an 8% contribution into the Company's Group Personal Pension on condition that the employee makes a minimum contribution of 3.2%.
Place of Work:	The post will be based in National Theatre of Scotland's office at Rockvilla, 125 Craighall Road, Glasgow, G4 9TL and elsewhere as required.
Hours of work:	35 hours, Monday to Friday, plus evening and weekend work when required.
Additional Hours:	To be agreed in advance including attendance at National Theatre of Scotland performances events and meetings out with normal office hours.