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SENIOR PRODUCER

The Senior Producer will play an integral role in the successful delivery of the company's production and programming projects, as well as being crucial to the long-term success and artistic vision of the company. They'll work with the producing and marketing teams, and forge the present and future profile of our activity, in London and across the UK.

The successful candidate will already possess several years' relevant performing arts and/or live comedy producing and programming experience, which will allow them to work productively and cohesively, as a major part of a small, hard-working and dynamic team.

The role requires energy, strategic thinking, diplomacy and a strong attention to detail.

SHOW AND TELL

Show And Tell is an award-winning production company, of live comedy and theatre, with a national and international programme of events. With teams in London and New York, we seek to play an integral role in the careers of many world-class and emerging performing arts talents.

Show And Tell was founded by company co-director Tom Searle in 2008, and since then, has produced and/or developed solo shows by performers including Bridget Christie, Mae Martin, Simon Munnery, Joseph Morpurgo, Adam Riches, Rhys James, Sh!t Theatre, Kieran Hurley, Ross Sutherland, Josie Long, Tom Basden, Jordan Brookes, Diane Chorley and many, many more.

We've taken shows to London's West End and overseas to Australia, Mexico and China. And we've presented off-Broadway New York runs for James Acaster, Nish Kumar, Josie Long and others. And in the UK, we've brought American stand-up talents to London, including Jaboukie Young-White, Chris Redd, Chris Gethard, Rory Scovel and more.

Our long-running, regular mixed-bill stand-up nights include: Live at the Empire (Hackney Empire London), Bush Hall Presents (Bush Hall London), Show And Tell at the Bloomsbury (Bloomsbury Theatre London), Live at the Brighton Dome (Brighton Dome), Live at the Marlowe (Marlowe Theatre Canterbury), The Alternative Comedy Show (Marlowe Theatre Canterbury) and Live at the Alban Arena (Alban Arena St Albans). Acts to have appeared at these, include the likes of Stewart Lee, Simon Amstell, Stephen Merchant, Vic Reeves, Adam Buxton, Daniel Kitson, Dave Gorman, Nina Conti, Mark Thomas, and hundreds more.

Our award-winning projects include Simon Munnery's La Concepta (Chortle Best Innovation Award winner), Laughterinoddplaces (Chortle Best Innovation Award winner) and The Poetry Takeaway (IdeasTap Award winner).

And projects that started life with us onstage, that have gone to the big (and small) screen, include, Mae Martin: Dope (Netflix special worldwide), Ross Sutherland: Standby For Tape Back-Up (multi internationally award-winning film), Kieran Hurley: BEATS (multi award-winning film with UK-wide cinema release).

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JOB DESCRIPTION

Job Title: Senior Producer

Responsible to: Company Director

Purpose of job: To proactively develop and lead on new production and programming projects, which fuel the ongoing growth and success of the company.

DUTIES

- Lead production on the company's existing projects as required
- Liaise with venues and technical teams to aid with smooth running of performances
- Identify new and established artistic talent and grow opportunities for the company
- Artistically programme projects, events and festivals as required
- Provide detailed financial projections and settlements for all projects
- Be aware of and contribute to box office reports and income targets
- Be a regular point-of-contact for artists and provide a high level of personal care
- Assist in the drafting of promotional copy and press releases
- Assist in travel and accommodation booking for our touring artists and crews
- Assist in obtaining necessary work permits and visas for international artists
- Track payments and invoice suppliers, maintaining records and reports
- Support the aims and objectives of Show And Tell internally and externally

Please note this is a non-exhaustive list, to serve purely as a guide and is not wholly comprehensive or restrictive.

CANDIDIDATES SHOULD POSSESS:

- Relevant experience, of at least five years, within the comedy and performing arts industry
- Awareness of the work of Show And Tell and a demonstrable willingness to understand and support the company's long-term vision
- A keen and demonstrable interest in comedy, theatre and live performance
- A working knowledge of basic technical theatre terminology
- A working knowledge of the arts sector and key industry figures
- Excellent written and verbal communication skills
- Excellent interpersonal skills: diplomatic, tactful, respectful, personable
- A flexible, professional and approachable attitude to work and the ability to act as an ambassador for the company and its core values

KEY DETAILS

Terms of Employment: This is a full-time position from March 2020 onwards. Employment will be for a minimum commitment of twelve months (with potential for extension if desired).

Hours: 10am to 6pm, five days per week, in our London office. Maximum of two evening work commitments per week.

Salary: To be discussed.

Equal Opportunities: Show And Tell aims to be an equal opportunities employer.

www.showandtelluk.com | @show_and_tell | @showandtellnyc