

RECRUITMENT PACK

**TRAVERSE
THEATRE**

**SENIOR PRODUCER
TRAVERSE THEATRE**





THE ORGANISATION

The Traverse is seeking an inspirational individual to join its team in the position of Senior Producer, heralding an ambitious new phase as we enter our seventh decade as a leading force for the arts.

ABOUT US

The Traverse is a champion of performance, experience and discovery. Enabling people to access and engage with theatre is our fundamental mission, and we want our work to represent, speak to and be seen by the broadest cross section of society.

We are specialists in revealing untold perspectives in innovative ways. This is our role as Scotland's premier new work theatre, and a commitment that drives each strand of our work.



Our year round programme bursts with new stories, live and digital performances that challenge, inform and entertain our audiences. We empower artists and audiences to make sense of the world today, providing a safe space to question, learn, empathise and – crucially – encounter different people and experiences. Conversation and the coming together of groups are central to a democratic society, and we champion equal expression and understanding for the future of a healthy national and international community.

We empower artists and audiences to make sense of the world today.

We commission, produce and programme for existing and future audiences to offer new and exciting experiences for everyone, and our partnerships with fellow theatre companies and festivals enable us to present a wide range of innovative performances.

The Traverse would not exist without our over-arching passion for developing new stories and embracing the unexplored. We work with bold voices and raw talent – with an emphasis on the Scottish-based – to create the art, artists, and performances that can be seen on our platforms year round.

We invest in ideas and support individuals to push boundaries by placing them at the centre of their own practice, and through projects like Class Act, Traverse Young Writers, and First Stages the continual relationship between artist development and performance can be seen in powerful action.



We aim for the timely stories and creative programmes that start life on our stages to have a global impact, through tours, co-productions, digital life, and translations. We are critically acclaimed and recognised the world over for our originality and artistic risk, which we hope will create some of the most talked-about plays, productions, directors, writers and actors for years to come.



The Traverse's commitment to bringing new and bold storytelling to global audiences is amplified in Edinburgh each August, when international audiences make the Traverse programme – often referred to as the 'beating heart of the Fringe' – their first port of call in a city overflowing with entertainment offerings.

We are critically acclaimed and recognised the world over for our originality and artistic risk.

Our past successes drive our present and future direction, in the knowledge that our unique ability to nurture new talent and engage audiences through ambitious storytelling has never been more crucial in creating and sustaining a vibrant theatre landscape that reflects and challenges the world today.

OUR VISION, MISSION & VALUES



OUR VISION

We believe that theatre is central to democracy so seek to produce essential and exciting new work by fresh voices that speak truth to power in our city, country and around the world.

OUR MISSION

To be an award winning, new work theatre company that produces and presents brand new work from, and for, Scotland and cross the world – in communities, on the road and online. To produce and present work that challenges expectation, form and convention to create bold theatre with the power to change lives.

For our storytelling platforms and theatre spaces to be exciting and democratic areas where audiences and artists meet as equals to explore the world around them, experience the lives of others, discuss and debate what our future could – or should – look like, and lose themselves in the most engaging entertainment around.

Bold theatre with the power to change lives.



OUR VALUES

The Traverse is guided by six central pillars. These values express the way we will work to deliver our vision. They are the qualities that outline the character of the company for staff, artists with whom we work with, and audiences.

CREATIVITY

We celebrate and champion imaginative thinking, and believe in the creative potential of everyone. We seek to discover and nurture fresh voices by providing a platform for breakthrough directors, writers and theatre makers.

We aim to push boundaries, think out of 'our' box, stretch possibility, drive new developments and be bold in our practice.



INNOVATION

We embrace change and champion enterprising thinking within the cultural sector. We aim to push boundaries, think out of 'our' box, stretch possibility, drive new developments and be bold in our practice.

INCLUSIVITY

We welcome everyone to be part of the Traverse experience, to hear and value their opinions and inform our decisions. We provide safe spaces to enable artists, theatre-makers and audiences to ask questions and seek answers.

ENGAGEMENT

We tell stories for, with and by the communities of Edinburgh, Scotland, and beyond. Our support of talent from across society inspires audiences, hungry for new and bold theatre experiences.

RESILIENCE

We work with integrity and respect, are business-like and professional.

We are a charity and public benefit is our business. We exercise a duty of care for the artists we work with, our audiences, in our business and our building.

COLLABORATION

The Traverse team works in collaboration with one another, and all of our external partners, to create and deliver the best possible programme and experience for audiences and artists alike.

KEY FACTS & FIGURES

Multi-platform Theatre

In 2020 we presented our first digital festival with the **launch of year round online venue Traverse 3** – a permanent addition alongside our physical Traverse 1 and Traverse 2 spaces.

National & International Impact

The spring 2019 season saw **5 Traverse Theatre productions simultaneously play at theatres and festivals across 4 continents**, to audiences in Adelaide, Auckland, Spoleto, Sao Paolo, Los Angeles, London, Dublin, Belfast and throughout Scotland.

Year Round Programme

During the pandemic – between March 2020 and August 2021 – we produced and presented over **150 unique productions or events in Traverse 3**, a programme that was created with the input of over 1000 artists.

World Premieres & New Works

The Traverse's August 2019 Festival saw a record **5 Traverse Theatre Company produced plays (3 World Premieres) and 4 new short plays**, within a curated programme of carefully selected new works from across the world.

Literary Acclaim & Translations

Our new writing commissions are translated into many languages and produced from Montreal to Istanbul, Mumbai to Seoul.

“

Widely considered to be the top theatre in the UK for new writing, 'The Trav' is the place to go for exciting new productions by the country's best theatrical talent.

FEST

If my Edinburgh Festival consisted of never moving from the Traverse, I'd be quite happy there.

WHAT'S ON STAGE

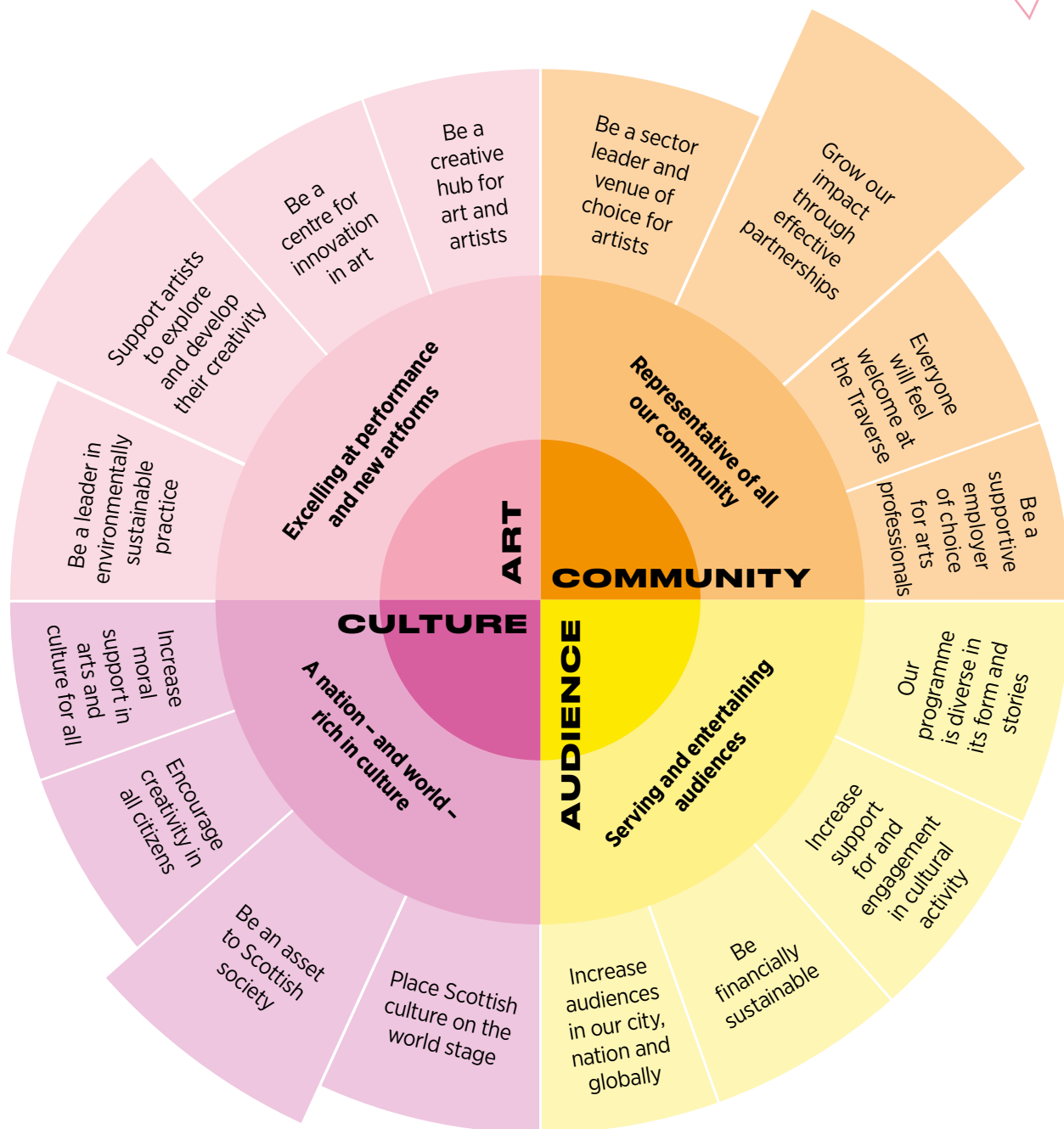
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“

Edinburgh's year-round theater dedicated to new writing and always an important stop on the Fringe circuit.

NEW YORK TIMES

STRATEGIC PRIORITIES SCORECARD



- Strategic Priority
- Strategic Objective
- High-level Outcome



SENIOR PRODUCER **OUR TEAM**

The Traverse operates as a team across its multiple operations, with collaboration being key to the success of the organisation. The Senior Producer will report to the Chief Executive/Executive Producer and shall be a member of the Senior Management Team – currently comprising the Executive Producer, Artistic Director, Head of Finance & Operations, Head of Production, Head of Brand & Audience, Head of Business Development, and Creative Engagement Producer. The Senior Management Team jointly contributes to the direction, strategy and success of the organisation.

THE ROLE WILL...

- Be responsible for facilitating the successful programming and planning processes of the Traverse Theatre's year-round programme as a producing theatre, a home for creative development and presenting partner for professional partner companies and artists.



- Work closely and continuously with the Senior Management Team, ensuring the long-term strategic planning for the Traverse.



- Help deliver an ambitious and connected programme for the benefit of the company, artists and audiences.
- Identify potential partners, co-commissioners and co-producers to extend the reach of the Traverse and the range of work on our platforms.

- Collaborate with the Senior Management Team to ensure the efficient and solvent financial management of the Company and to consider appropriate opportunities for income generation, fundraising, audience development and sponsorship.



YOU WILL BE...

- Someone who is creative.
- An ideas-driven individual.
- A creative problem solver, capable of achieving maximum impact through resource management and partnership.
- Someone who is confident in managing people and multiple priorities, with extensive experience of producing complex productions with a range of partners.
- Be someone with demonstrable planning skills, including personnel and finance.
- Someone who strives at all times towards all aspects of the Theatre's central value pillars: creativity, inclusivity, resilience, innovation, collaboration and engagement.
- An efficient and powerful communicator.
- Someone who is organised and collaborative.

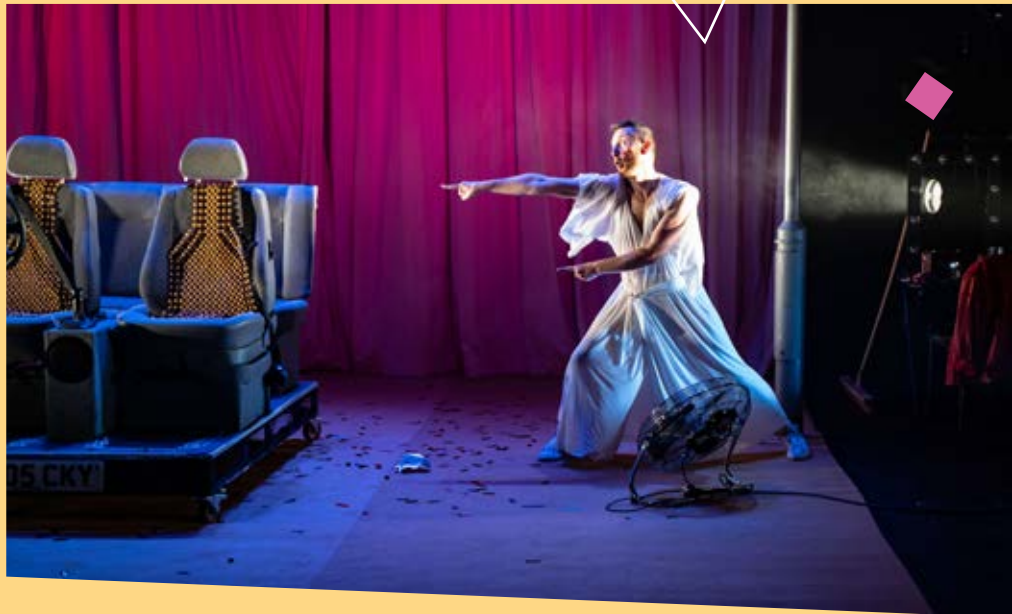


KEY RESPONSIBILITIES

- In consultation with the Artistic Director, Executive Producer, Creative Engagement Producer and senior management team, to be responsible for the programming of the Traverse Theatre, including Traverse Theatre Company productions and project, partner company presentation and festival partner presentations.
- To help deliver the artistic vision in line with the current business plan.
- Working with the, Executive Producer, Artistic Director, and Creative Engagement Producer identify strategic opportunities that further the Traverse's artistic ambitions, nationally, internationally and digitally.
- Prepare detailed running, season wide and production budgets liaising with the relevant team members, providing regular and accurate updates.
- Manage and champion representation, accessibility and inclusion across the producing process including setting frameworks for accountability and monitoring.
- Ensure effective internal production communication between production partners, creative teams, artists, and staff.
- Work closely with the Artistic Director and Creative Engagement Producer to ensure an integrated approach to programming.
- Line manage and oversee the work of the Producing & Programme Coordinator and the Producing Assistant to ensure projects are delivered on time and on budget.
- Develop relationships with relevant project partner organisations and professional artists.
- Contribute to artistic, strategic, and business planning.
- Contribute to funding bids for the artistic programme.
- To attend (and where necessary organise) team meetings, briefings and other related activities as required.
- To oversee the contracting for all writers, creative teams and cast of all Traverse Theatre Company productions and other projects as necessary, ensuring terms are complied with and payments made.
- To oversee the contracting for all partner company productions, throughout initial engagement to end settlement.
- To ensure programme information is communicated to all relevant departments.
- To ensure budgets and performance statistics for Traverse Theatre Company productions are monitored.
- To collaborate with the Head of Finance & Operations on effective financial reporting, including Theatre Tax Credits (TTR).
- To ensure any necessary additional funding applications for Traverse Theatre Company productions are made in a timely manner.
- To be responsible for ensuring the successful and smooth running of all touring carried out by the Traverse Theatre.
- To arrange and attend any planning meetings relevant to the Traverse's year-round programme and touring, ensuring the attendance of any relevant staff members.
- To represent the Traverse Theatre at any relevant external events and meetings necessary, as agreed within the senior management team.
- Undertake training as appropriate and as agreed with Line Manager.
- To adhere to and promote the Equal Opportunities Policy as set out by the Organisation.
- Any other duties as agreed with Line Manager.
- To ensure that all services delivered through the Traverse operate within our outlined Health & Safety Network.

QUALITIES, SKILLS & EXPERIENCE

- Excellent communication skills – verbal and written – which are both persuasive and diplomatic.
- An open and curious attitude to new means of storytelling and digital technologies.
- Experience of producing and co-producing creative work in both subsidised and commercial environments.
- Experience of touring creative work.
- Experience of programming a season of work.
- Experience of programming a festival.
- Knowledge of industry agreements for artists, including intellectual property rights.
- Strong organisational and time management skills with the ability to work under pressure and meet challenging targets with a solution-focused approach.
- Highly organised multi-tasker.
- Energetic and creative approach.
- A passion for promoting equality, diversity and inclusion.
- Significant knowledge of the technical requirements of theatre and experience of working with technical teams to produce shows with the highest possible production values.



- Excellent IT skills including word and excel.
- Experience at senior management level of working in a producing theatre environment.
- Knowledge of contemporary Scottish, UK and international playwrights and their work.
- Knowledge of Scottish, and international UK and contemporary theatre companies.
- Experience of working on an international festival.
- Experience of producing digital work.

- Strong monitoring and evaluation skills.
- Experience of and passion for sustainable theatre making.

OTHER REQUIREMENTS

Applicants must be eligible to work in the UK and if applicable must hold any necessary work permits and/or visas.

TERMS OF EMPLOYMENT

CONTRACT

A permanent contract, subject to a six month probationary period and six months' notice by either side at any time.

SALARY

£40-45k

HOLIDAY

20 days a year, plus 12 bank holidays

PENSION

Traverse Theatre Group Personal Pension Plan

FURTHER INFORMATION

CLOSING DATE

Closing Date **midday on Monday 14th November**

Interviews will be held on the week commencing **21st November**

The Traverse Theatre is an accredited Living Wage Employer and member of the Green Arts Initiative.



The Traverse Theatre is funded by Creative Scotland and The City of Edinburgh Council. We have received additional support from Creative Scotland's Recovery Fund for Creative Organisations.



ALBA | CHRUTHACHAIL



traverse.co.uk

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10 Cambridge Street, Edinburgh EH1 2ED

Traverse Theatre (Scotland) is a Limited Company (Registered Number SC076037) and a Scottish Charity (Registered Number SC002368) with its Registered Office at 10 Cambridge Street, Edinburgh, Scotland, EH1 2ED.