

## The Company

The **Royal Lyceum Theatre Edinburgh** is the leading producing theatre in Scotland and one of the United Kingdom's most prolific theatre companies.

Led by Artistic Director David Greig and Executive Director Mike Griffiths, The Lyceum has developed a reputation for innovative, artistically exciting, high-quality theatre, drawing upon the considerable talent in Scotland as well as developing award-winning work with national and international partners. These co-productions and collaborations represent a core strand of the company's strategy to extend the life of The Lyceum's productions and to present the company's work across the UK and abroad. This was recognised by our nomination for Regional Theatre of the Year in The Stage Awards 2020.

The Lyceum is committed to being a truly civic theatre rooted in the community, diversifying voices, entertaining, challenging and inspiring all the people of Edinburgh. Therefore, a very important part of The Lyceum's offering is a well-attended and varied programme of engagement, outreach, youth theatre and schools' projects delivered by our Creative Learning team. As well as excelling creatively, the company has developed deeper links to the community and is expanding its artist development opportunities.

The theatre with its seating capacity of 658, is a magnificent example of late Victorian theatre architecture. Our offices and rehearsal space are directly across the road, and our scenic workshop and wardrobe-making departments are situated at Roseburn, which is a little over a mile away from the theatre.



The Lyceum auditorium from the stage  
Photo by Stephen Dunn

The Royal Lyceum Theatre Company is an equal opportunities employer. The Royal Lyceum Theatre Company Ltd is a Charity registered in Scotland. No. SC010509.

## Job Description, Terms & Conditions:

<b>JOB TITLE:</b>	<b>Producer</b>
<b>LOCATION:</b>	<b>Lyceum Theatre, Edinburgh</b>
<b>SALARY</b>	<b>£28,000 - £33,000 per annum subject to experience, plus pension and benefits</b>
<b>TERMS:</b>	<b>Permanent (35 hours, flexible working</b> - the nature of the work and responsibilities might necessitate longer hours and evening work with Time Off in Lieu (TOIL) being given)
<b>RESPONSIBLE TO:</b>	<b>Director of Producing</b>

## MAIN PURPOSE OF POST:

This role will predominantly look after the producing and delivery of several in-house main stage productions each season. The role will play a vital part in improving communication and information sharing across departments.

## KEY RESPONSIBILITIES:

- Lead on creative team and actor contracts and negotiations, liaising with agents as necessary.
- Ensuring contract templates are kept up to date and relevant.
- Plan collaboratively with co-producing/co-presenting partners, including both other sub-rep buildings and commercial companies.
- Attending production meetings and undertaking general administration as required.
- Support the programming and contracting of any visiting work, to include negotiations and visiting work contracts.
- Manage numerous production budgets at the same time, ensuring they're kept up to date.
- Support the Director of Producing on co-productions with other companies and venues, to include supporting negotiations and drafting co-production agreements,
- Oversee financial reconciliations at the end of each production and the communication of this information to relevant parties in a timely fashion.
- Oversee payments of royalties to creative teams.

- Reading scripts and researching ideas for future productions.
- Seeing work in Scotland and reporting back to the team.
- Supporting research and development work, to include casting where appropriate.
- Working with the Literary Associate on rights enquiries and commissions.
- Staying up to date with changes made to UK Theatre/Equity/MU agreement.
- Staying up to date with matters relating to Scottish, UK and international touring, to include representing The Lyceum at FST and British Council events.
- Attending and supporting Royal Lyceum events such as post-show talks, patrons evenings and Talk Show events.
- Being a point of contact for actors and members of the creative team visiting and working with the Theatre
- To make a positive contribution to the work of the department and to the Royal Lyceum Theatre Company as a whole.

## Person Specification

### Essential

- Producing experience
- Excellent communication skills.
- Experience of managing budgets.
- Experience using Microsoft software.
- Ability to work under own initiative and as part of a team.
- Experience of writing contracts, with strong attention to detail.
- Ability to work calmly under pressure.
- Flexibility and reliability.

### Desirable

- Experience of Equity agreements.
- Experience of producing main stage theatre productions
- Experience of touring theatre in the UK.
- Understanding of Access Requirements in a Theatre setting.
- Previous experience in a professional Theatre company.



**THEATRE  
MADE IN  
EDINBURGH**

## HOW TO APPLY:

Send your application to [jobs@lyceum.org.uk](mailto:jobs@lyceum.org.uk) including **Producer** in the subject line.

### **Please apply in writing with the following information:**

- An up-to-date CV highlighting relevant experience, not more than 2 sides of A4.
- Covering letter setting out how your skills and experience meet the person specification.
- Names and contact details of two referees.

We encourage applications from the global majority, disabled, neurodiverse, the LGBTQIA+ community, and those who feel they are underrepresented in the current Lyceum workforce.

Please note that if you don't feel you fit the essential criteria of the role but would still like to apply, we encourage you to do so with further information about why you're a great fit. If you would like to apply through an alternative means, such as video or audio file, you're welcome to do so. To discuss the roles and interview process further, please contact: [jobs@lyceum.org.uk](mailto:jobs@lyceum.org.uk)

Closing date for applications **Monday 13<sup>th</sup> June 2022 at 5:00pm.**

If you have been selected, we intend to organize interviews **in the week commencing Monday 20<sup>th</sup> June 2022.** First round interviews will be held on Zoom.