



## JOB DESCRIPTION

### Assistant Producer

#### PRODUCTION

**Biscuits for Breakfast R&D**

#### REPORTING TO

**Producer**

#### LOCATION

**Theatre Royal Plymouth**

#### DATES

**24 - 29 Apr 2022**

#### FEE

**£100/day (£500 total), travel, accommodation and per diems (£25/day) included**

---

### The Role

We are looking for an Assistant Producer to support the company during a 1 week R&D at Theatre Royal Plymouth in April 2022. The R&D is for a brand new play about food poverty in Cornwall and the South West and will tour the UK in 2023. We see this opportunity as a precursor to the tour and would give the successful candidate first refusal to take the role up again in 2023.

The R&D will take place in Plymouth, in one of Theatre Royal Plymouth's studios, and include a showing/reading to invited industry members of the Friday.

You will need to be available from 24 - 29 Apr 2022 (Sun-Fri), using the Sunday to travel to Plymouth if you are not already based there, and begin the R&D on Monday morning. We also expect you to attend 2 pre-production meetings that will last no longer than 30 mins the weeks preceding R&D week.

You will support the Producer in the organisation and preparation of the R&D through: building a clear and precise R&D schedule for cast and creatives, making Covid-safe rehearsal space for the team through writing a Covid protocol and actioning this during the R&D week, liaising with videography and photography freelancers for the final showing day, organising and distributing the showing video to the team and directing the edit process if needed, supporting the cast and creatives in rehearsal as requested (I.E. printing and being on-book if needed), assist the Producer inviting industry members to the showing, supporting the Producer with the Arts



Council England (ACE) project evaluation, liaise with TRP to confirm rehearsal space schedule and any other appropriate tasks during the project.

We are specifically looking for someone who will be interested in working with the company beyond the R&D as part of the future tour of the play and someone who is interested in touring work for a mid-scale company.

Finally, we want to work with someone who can buy into the work of the company, our ethos and become an invaluable part of the team. This is a role to turn into your own and is not limited to the tasks listed above. Ideally, the candidate will be interested in professional development in areas such as Arts Council England (ACE) funding bid-writing - we pride ourselves on supporting and developing emerging talent.

*You must be based in the UK and have the right to work in the UK to apply for this role.*

---

## **The Candidate**

We're looking for someone who wants to develop their producing skills, create new connections and be a part of a long-term project - the future tour.

### Essential Skills:

- Previous producing experience, preferably theatre
- Ability to think on the spot and problem solve
- Proficient with Google Sheets/Docs/Drive
- Excellent organisational skills
- Excellent communication skills and punctuality
- A genuine interest in pursuing a career as a Producer

---

## **The Project**

The R&D will support a brand new play about food poverty in Cornwall and the South West. Written by a Bruntwood Prize for Playwriting winner, the play will tour top-tier UK theatres in 2023 and be the company's biggest project to date.



## The Company

Just Add Milk Theatre Company Ltd makes the industry more accessible for actors. We produce: new writing plays that give unheard voices a platform; affordable Casting Director and Agent workshops and courses for actors and an annual scholarship for working class actors-in-training worth over £4000.

Since 2019, we have produced 2 sell-out, five-star productions at VAULT Festival 2019 and 2020, respectively, with Lyn Gardner calling our work 'crucial theatre'.

In 2021, Creative Directors of the company, Liam McLaughlin and Kristian Wall, became Stage One Bursary recipients as part of the commercial producing cohort.

You can read more about our work at [www.justaddmilkjam.com](http://www.justaddmilkjam.com)

---

## How to Apply

Send a CV and covering letter, no longer than 1 page, to [liam@justaddmilkjam.com](mailto:liam@justaddmilkjam.com).

Alternatively, you can send a video or voice note/recording application in place of your covering letter.

**Deadline: 31st December**