

Two Strangers at Kiln Theatre photo credit- Marc Brenner



BRIDGE THE GAP &  
KILN THEATRE

# TRAINEE PRODUCER PLACEMENT

RECRUITMENT PACK

STAGE  
**ONE**  
BRIDGE  
THE GAP

**K** THEATRE **L N**

Supported by

**AZIZ** FOUNDATION

# About Kiln Theatre

Kiln Theatre has a 292 seat theatre alongside a 300 seat cinema, a beautiful bar and café, plus three rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

We want everyone to experience the power of theatre.

Kiln Theatre sits in the heart of Kilburn in Brent, a unique and culturally diverse area of London where over 140 languages are spoken. We are a newly refurbished, welcoming and proudly local venue, with an internationally acclaimed programme of world and UK premieres. Our work presents the world through a variety of lenses, amplifying unheard / ignored voices into the mainstream, exploring and examining the threads of human connection that cross race, culture and identity.

We believe that theatre is for all and want everyone to feel welcome and entitled to call the Kiln their own. Today, with recently appointed Artistic Director/CEO Amit Sharma, Kiln Theatre continues its reputation of world-class British and international work, reflecting the exceptional diversity of its local communities.

## Kiln's Vision

To uncover our shared humanity, illuminating our connection through stories, and deepening our capacity to empathise with the other.

## Kiln's Mission

To make theatre for all by making space for unheard/ignored voices

Kiln Theatre encourages artists of all ages and backgrounds. Our ambitious Creative Engagement programme aims to champion the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre.

## Kiln's Values

Kiln Theatre is Inclusive

Kiln Theatre is Authentic

Kiln Theatre is Heartfelt

Kiln Theatre is Fearless

Our values shape the way we work. They are key to unlocking our ability to ensure our work is accessible and relevant, that we make brave, bold choices, and that we maintain our integrity and empathy. They underpin the way we build and maintain our relationships with the artists, communities and audiences we make work with and for.

# About Stage One

Stage One is a charity that has supported theatre producers and productions through educational and investment schemes for over 40 years through a series of developmental programmes ranging from practical workshops to financial awards.

## Stage One Producer Placements

The Stage One Producer Placements offer aspiring producers the opportunity to work within an established production company or producing theatre. They are employed by the organisation for 12 months, learning the producer role through hand-on training.

Stage One launched the national branch of this scheme in 2013 in order to increased communication and shared knowledge across the subsidised and commercial sectors. The placement not only benefits the producer, but also the host theatre/ organisation as they have further opportunity and support to produce in-house.

### Since 2006 Stage One have facilitated:

- **116 paid placements** in **West End** commercial producing offices to **83 producers**,
- **42 paid placements** in **national theatres** and host venues (launched in 2013),
- and **4 Bridge the Gap placements** at Talawa Theatre Company (2021-22), Gate Theatre (2022-23) and Leeds Playhouse (2023-24), Lyric Hammersmith Theatre (2024-2025)

A large teal circle containing the words 'STAGE ONE' in a bold, black, sans-serif font. The circle is positioned in the bottom left corner of the page, overlapping a red and orange geometric background.

**STAGE  
ONE**





# STAGE ONE BRIDGE THE GAP

## About Bridge the Gap

Stage One created Bridge the Gap to address the lack of diversity in theatre producing. We want to support people from an ethnically diverse background, who identify as working class, are LGBTQIA+ and/or those that have a mental or physical disability who are drastically under-represented across our development programmes.

Through the Producer Programme with Bridge the Gap, we aim to support 10 emerging producers giving them the skills they need to make the next step in their **producing careers through;**

- **workshops,**
- **mentoring,**
- **coaching,**
- and **Kick Start Grants** (up to £5,000).

This placement is part of Stage One's Bridge the Gap development programme and **you will work full-time at the Kiln Theatre** in their building. You will also have a space on the year-long **Bridge the Gap producing programme**, along with 10 other producers attending events and workshops alongside your placement.

# About The Role

## Why have we created this Trainee Producer Placement?

- To provide a unique opportunity for an emerging producer to work in a supportive environment surrounded by a wealth of expertise.
- To grow and build invaluable relationships across a range of departments, develop skills, learn from highly experienced producers and contribute to the output of Kiln Theatre
- To address a lack of development opportunities for producers in the theatre industry.
- The theatre industry is not yet representative of the world we live in, and we are committed to increasing representation within producer roles.

This placement is generously supported by the Aziz Foundation, a charity established to nurture confident, articulate public leaders of Muslim backgrounds. Stage One and Kiln Theatre also recognise the under-representation of Muslim people in the theatre industry. Therefore, we would actively encourage people to apply who identify as Muslim or have experience of working to amplify Muslim voices and communities.

## Key Duties & Responsibilities

### Productions

- Draw up schedules and send out invitations to design and production meetings
- Carry out availability checks for creative teams
- Contract casts and stage management teams
- Set up payroll and assist with weekly payroll runs
- Support budget reconciliations as required
- Issue Green Book Production Agreements and support achievement of Theatre Green Book targets
- Book in access performances including arranging audio description and captioning
- Arrange accommodation and travel if required
- Assist with the management of press nights and other special events around performances

# Key Duties & Responsibilities

- Collate staff lists and biographies for programme texts
- Apply for PRS rights clearance, child licences or other special permits as required
- Assist the Producer with other production-related activity as required
- Support the producing of one-off events or comedy nights as required

## **Creative Engagement**

- Support the Learning, Participation and Kilburn High Road Project Producers with production and event related activity as required, including but not limited to scheduling, availability checking, contracting, liaison with production team and creatives, licensing.
- Support the delivery of Creative Engagement events and productions on event, rehearsal and performance days when required.

## **New Work Development**

- Assist with scheduling and organisation of R&D workshops
- Support casting of R&D workshops and readings
- Issue agreements for participants in workshops and readings

## **General**

- Promote, maintain and work to deliver the mission and values of Kiln Theatre
- Be an active and supportive member of Kiln Theatre's staff team.
- Comply with all statutory requirements, particularly in respect of GDPR, the Equalities Act 2010, Health & Safety regulations and Kiln Theatre's Safeguarding and Environmental Policies
- Where possible, attend Kiln events such as the first day of rehearsals, performances, creative engagement activities, internal and external meetings as appropriate.
- Communicate clearly and constructively with other departments and contribute to the effective scheduling of Kiln Theatre's activities.
- Carry out such other duties as may reasonably be required commensurate with the overall aims of the post.

**This job description is a guide to the nature of the work required of the Bridge the Gap Trainee Producer and does not form part of the contract of employment.**

# Person Specification

## Essential

- Demonstrable commitment to building a career in theatre producing
- A passion for theatre
- Good financial and numerical skills
- Attention to detail
- Clear communication skills and the ability to build strong working relationships with a wide range of people
- Ability to be diplomatic, discreet and tactful – especially when handling sensitive or confidential information
- Interest in Kiln's Mission and Vision
- Understanding of the needs of communities in Brent/Kilburn
- Strong administration and IT skills, including good knowledge of Excel

## Desirable

- Experience in an arts administration or producing role
- Experience in managing budgets
- Experience in project management and complex scheduling

## To apply, you must:

- Be an emerging theatre producer looking to expand your knowledge, experience and craft within a large-scale theatre organisation
- Have the legal right to work in the UK for the entirety of the placement
- Not be in full or part time formal education
- Be over 18 years of age
- Consider yourself to be underrepresented in the industry, as per the aims of Bridge the Gap

# Key Information

**Title:** Bridge the Gap Trainee Producer

**Reports to:** Producer

**Annual Salary:** £27,000 ( plus an additional £1,000 grant for travel and/or relocation)

**Start Date:** TBC – ideally April- May 2025

**Employment Type:** Fixed-term, 12-month contract

**Hours:** 37.5 hours per week, 10am-6pm with a 30min lunch break

**Annual Leave:** 22 days per annum plus bank holidays

**Probationary Period:** 3 months

**Notice Period:** 2 months

**Place of work:** Kiln Theatre, 269 Kilburn High Road, London NW6 7JR

**Access:** Support can be provided for any access requirements you have.

**Pension:** Kiln Theatre operates an auto-enrolment pension scheme for all employees. Kiln's contribution is capped at 4% of basic salary although employees may contribute more

**Additional Benefits:** Employee Assistance Programme. Cycle to work and Season ticket loan schemes. Complimentary tickets for preview performances, subject to availability, £2.50 tickets to Kiln Cinema and 20% staff discount in Kiln Bar/Café

## How To Apply

To apply for this position, **[please click here](#)** to be taken to our website's Members' Portal. You'll need to register as a member to access the portal – this is completely free. You'll find the application form under 'Apply'.

**We're interested in what you say rather than how you say it.** You're welcome to answer in a format that best suits you and enabled you to respond fully to the questions. This could be written English, video (BSL/ spoken English/ SSE), audio recording, bullet points etc

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £75. These should be agreed in advance, please bring receipts for travel expenditure.

If submitting your application via the website form isn't best for you, or you need support in making your application, please email [enquiries@stageone.uk.com](mailto:enquiries@stageone.uk.com) / 020 7557 6737

**Submission Deadline: 12pm on Friday 28th February 2025**





This placement is supported by

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