

Job Application Pack



About Reading Rep Theatre

'At last Reading has it's own producing theatre' The Stage

In 2012, Paul Stacey founded Reading Rep with a vision to help revitalise Reading's cultural landscape by making and creating the highest quality theatre – with, by and for the town.

Reading Rep's work sits at the heart of the community, and continues offstage with our award-winning flagship community outreach programme ENGAGE, which exists to provide access to the arts no matter your circumstances.

Starting from a small studio venue, Reading Rep Theatre has grown into a 160 seat, state of the art venue, creating world class work. Reading Rep's award-winning productions reach far beyond the venue itself, with productions touring both regionally and nationally, as well as our ENGAGE department delivering workshops and performances in the community.

From these humble beginnings the company have gone on to produce productions with many of the UK's leading emerging theatre makers, including Barney Norris, Roy Alexander Weise, Cathal Cleary, Mike Fentimen, Audrey Brisson, Anna Poppelwell and Phoebe Eclair- Powell.





JOB DESCRIPTION

Producer

Reading Repertory Theatre · Permanent, full-time ·

Reading Rep Theatre · Kings Road, Reading, RG1 4LY · readingrep.com

ABOUT THE ROLE

This is an exciting time to join Reading Rep. We are a young and ambitious producing theatre with a fast-growing body of our own work and a pipeline full of bold projects, from co-productions of major titles with leading partner theatres through to new writing, festive shows and visiting work. We are building a producing programme with real range and ambition, and we are looking for a Producer to take the lead on delivering it.

We want someone who can work independently and with confidence. Someone who can take a project, run with it, keep hold of both the detail and the bigger picture, and bring shows in on time, on budget and to a high standard. Above all, we want someone who wants to help us build. This is a chance to grow Reading Rep's produced programme for the future, to deepen our relationships with co-producing and touring partners, and to raise the scale and ambition of the work we make. We are actively looking for people who are engaged with our goals and objectives, who can grow with the organisation, and who are natural leaders able to support our growth, and we believe that takes a particular kind of person.

We are also actively looking to bring complementary work into the theatre, including touring productions that would add to Reading Rep's programme, so some programming instinct and an eye for the kind of work that fits us would be a real asset.

This is a senior role that works closely under the Executive Director and Artistic Director. The Executive Director leads on our rights and co-production negotiations, and the Producer supports and drives that process, taking strong ownership of bringing each show to the stage.

Access and anti-ableism matter deeply to us, and they sit at the heart of this work rather than to one side of it. We want a Producer who shares that commitment and helps us embed it in everything we produce. We welcome applications from people of all backgrounds, and we are particularly keen to hear from people who self-identify as disabled.

ROLE SUMMARY

Title	Producer
Reports to	Executive Director and Artistic Director
Works closely with	General Manager (Productions), Head of Finance and Administration, Head of ENGAGE, Marketing, and freelance company and creative teams
Contract	Permanent, full-time
Salary	£40,000 to £45,000 per annum, depending on experience
Hours	35 hours per week (excluding lunch). Some evening and weekend work will be required in line with the production schedule. As this is a salaried role, overtime payments do not apply; however, working patterns will be managed flexibly wherever possible to reflect production needs.
Location	Reading Rep Theatre, Kings Road, Reading, RG1 4LY. We also have an admin office in the adjoining Reading College campus.
Holiday	20 days plus bank holidays per annum, rising by one day per year of service to a maximum of 25.
Pension	Reading Rep operates a NEST pension scheme with a 3% employer contribution.
Probation period	3 months. Notice period: 3 months.

PURPOSE

To lead the delivery of Reading Rep's producing slate: our in-house productions, our co-productions, and our visiting and touring work, with the ambition to deliver shows up to midscale touring level. The Producer takes a project from its earliest planning through to delivery, supporting the Executive Director on the rights, co-production and touring arrangements that make it possible, and taking ownership of bringing each show to the stage on time, on budget, and to Reading Rep's artistic and access standards.

KEY RESPONSIBILITIES

Producing and delivery

- Lead the delivery of mainstage productions, co-productions and visiting and touring work, with the capacity to take on projects up to midscale touring scale.
- Drive production planning, scheduling, logistics and delivery, keeping everyone aligned and on track from first planning through to get-out and reconciliation.
- Take strong day-to-day ownership of moving projects forward, anticipating problems and resolving them, while keeping the Executive and Artistic Directors well briefed and working closely under the Executive Director throughout.

Programming and incoming work

- Help identify and bring complementary work into the theatre, including touring productions that would add to Reading Rep's programme, working alongside the Artistic and Executive Directors.
- Contribute to artistic programming, working alongside the Artistic and Executive Directors.
- Give feedback on scripts and artistic development where appropriate.
- Help put creative teams together for Reading Rep productions and co-productions.

Rights, co-productions and partnerships

- Support the Executive Director, who leads on our rights negotiations, by setting up, progressing and managing complex rights arrangements with licensors and rights-holders such as agents, estates and bodies like MTI.
- Support the Executive Director in negotiating co-production agreements and Heads of Terms with partner theatres and producers, and take ownership of the detail once terms are agreed, including budget splits, recharges, running costs and income shares.
- Build and look after relationships with co-producing partners, receiving houses and touring venues, representing Reading Rep with credibility and care.

Budgets and finance

- Build and manage production budgets alongside the Head of Finance and Administration, tracking budget against actuals and flagging risk early.
- Lead production-level reconciliations, settlements and royalties, and support Theatre Tax Relief (TTR) claims and co-production reconciliations.

Contracts and compliance

- Oversee creative, company and freelance contracting, making sure we comply with the relevant industry agreements (such as Equity / UK Theatre), safeguarding and access requirements.

Access and anti-ableist practice

- Put access at the centre of the producing process, in line with Reading Rep's commitment to access and anti-ableism and our disabled-led practice.
- Champion accessible ways of working with creative teams, freelancers and partners.

Team and collaboration

- Coordinate and support freelance company and production teams, and be a welcoming, trusted point of contact during production periods.
- Work closely with the General Manager (Productions), Production Manager, ENGAGE and Marketing so that our artistic ambition and our operational capacity stay in step.
- Contribute to producing, planning and creative development meetings, and represent Reading Rep at key moments including technical rehearsals, previews, press nights and touring dates.

PERSON SPECIFICATION

ESSENTIAL

- Significant producing experience in professional theatre, with a track record of delivering complex projects from first idea to completion.
- Demonstrable experience of delivering work at scale, ideally including co-productions and/or touring.
- Strong production budgeting and financial management, including tracking expenditure and handling reconciliation.
- Sound knowledge of rights and contracting, and the confidence to set up and progress rights, co-production and touring arrangements in support of the Executive Director.
- Excellent organisation, communication and relationship-building skills, and the ability to take ownership of delivery while working closely under senior leadership.
- A genuine commitment to access, inclusion and anti-ableist practice.

DESIRABLE

- Some programming experience, or a strong instinct for the kind of work that would complement and add to our programme.
- Experience supporting complex rights or co-production negotiations with licensors, agents, estates or partner venues.
- Familiarity with Theatre Tax Relief and co-production reconciliation.
- An understanding of the subsidised producing-house model and of the UK regional theatre landscape and talent pipeline.

EQUAL OPPORTUNITIES

We actively encourage people from a variety of backgrounds, with different skills and stories, to join us and to influence and develop our working practice. We are particularly keen to hear from people of colour and from candidates who self-identify as disabled. Reading Rep Theatre is committed to equality of opportunity for all staff, and we welcome applications regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

All staff are expected to take an active part in the artistic life of the organisation.

CONTRACTING AND SAFEGUARDING

The post-holder must be willing to agree for Reading Rep to obtain a valid enhanced DBS check and comply with Reading Rep Theatre's Safeguarding Policy when working with young people.

TO APPLY

To apply, please send a CV and covering letter outlining your interest in the role and how your experience matches the person specification to **HR@readingrep.com**.

Closing date: 3 August 2026 at 10am.

Interviews: Applications will be reviewed and interviews arranged on a rolling basis, so early applications are encouraged.

If you have disability access needs and require this information in another format, or if you require any access support or reasonable adjustments during the recruitment process, please contact: **HR@readingrep.com**.



JOB SPECIFICATION

PLACE PARTNERSHIP PROJECT LEAD

Berkshire Cultural Skills Hub · Freelance

Reading Rep Theatre · Kings Road, Reading, RG1 4LY · readingrep.com

OVERVIEW

Role	Place Partnership Project Lead (freelance)
Fee	£225 per day
Time commitment	Equivalent of 1.5 days per week, with working patterns to be agreed in line with programme and partnership needs
Duration	9-month freelance contract. Any extension would be subject to a separate agreement.
Contract managed by	Reading Rep Theatre's Executive Director and CEO, as grant holder and contracting body, with partnership-facing accountability through the BCSH Steering Committee.
Location	Hybrid: remote, plus regular, meaningful time with all cultural delivery partners across Berkshire.

ABOUT THE ROLE

Reading Rep Theatre is seeking a freelance Project Lead to set up and start delivery of the Berkshire Cultural Skills Hub (BCSH), our Arts Council England Place Partnership.

The BCSH is a creative skills programme bringing Reading Rep together with the University of Reading, Activate Learning, the Cultural Education Partnership and our cultural delivery partners: CultureMix Arts, Readipop, Jelly and RABBLE. Its aim is a joined up pipeline from early cultural engagement into paid work in the creative and cultural industries, helping to address the skills shortages in the Thames Valley's growing film and screen sector, including Shinfield Studios, with a particular focus on underrepresented 14 to 24 year olds.

This is a nine month contract to get the partnership working and the first delivery underway. Above all, the partnership is the project: the post holder's main measure of success is a functioning, trusting and equitable partnership in which every cultural partner feels genuinely involved.

Although contracted by Reading Rep Theatre as grant holder, the role is explicitly partnership-facing and will be expected to work within, report to, and be guided by the agreed

governance structures of the Berkshire Cultural Skills Hub. We are looking for someone who will be a visible and trusted presence inside the partner organisations rather than a remote coordinator. That means spending real time in each partner's building and community, understanding how they work, and making sure smaller organisations have as much of a voice as larger ones.

KEY RESPONSIBILITIES

Engaging with the cultural partners

- Build deep and trusting relationships across the cultural delivery partnership, including Reading Rep Theatre, CultureMix Arts, Readipop, Jelly and RABBLE.
- Be a genuine and visible presence within each partner organisation rather than a remote coordinator, spending meaningful and regular time on site with each one.
- Develop a first-hand understanding of each partner's work, their communities and the specific contribution they make to the skills pipeline.
- Support partners through the co-design phase so their voice genuinely shapes the programme, and ensure smaller organisations are not steamrolled by larger ones.
- Map each partner's strengths and offer against the programme's aims, with particular attention to film and screen skills shortages across the Thames Valley, and make sure that offer is reflected in the developing programme and Heads of Terms.
- Identify links, overlaps and progression routes between partners' existing work, helping the partnership build a coherent pipeline rather than creating new delivery for its own sake.
- Act as the connective tissue of the partnership, joining up partners' existing work and joining up training with routes into employment.

Education partners

- Work with the education partners, Activate Learning and the University of Reading, to clarify how FE and HE routes connect into the wider BCSH partnership and pipeline.
- Build strong relationships with university and college staff and students.
- Deliver and oversee programme activity in line with the existing partnership agreements and any associated reporting requirements.
- Identify and develop opportunities to deepen the partnership and extend its reach across the education partners.

Coordinating the programme and grant

- Lead clear and regular communication across all partners, including the University of Reading, Activate Learning and the Cultural Education Partnership.
- Manage the administration and reporting of the Arts Council England grant, meeting all deadlines and compliance requirements.
- Convene and facilitate partnership meetings and working groups, preparing agendas and circulating notes.
- Plan, coordinate and support the practical delivery of early programme activity.
- Keep accurate records of activity, expenditure and outcomes to support evaluation and impact reporting.

WHAT THE CONTRACT WILL DELIVER

- Partner mapping completed, capturing each partner's strengths, offer and role in the pipeline.
- Regular partnership meetings and clear decision-making processes established and running.
- Heads of Terms drafted or agreed across the partnership.
- An activity plan produced and the first delivery underway.
- Reporting systems set up to meet Arts Council England requirements, with an early evaluation framework agreed.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
• Experience of working across education, cultural or skills-development partnerships, with an understanding of how young people progress from engagement into training, paid work or further development. • A relationship led and collaborative approach, comfortable spending time on site with partners and building trust across very different organisations. • A track record of brokering and managing partnerships across multiple organisations. • Strong programme or project coordination experience. • Experience of grant administration and funder reporting, ideally with Arts Council England. • Confident facilitation skills, including the ability to plan and chair inclusive meetings, support constructive discussion, draw out different perspectives, and help partners move from discussion to decision. • An understanding of creative and cultural skills pipelines and routes into the creative and screen industries.	• Experience of working in the Higher Education (HE) and Further Education (FE) sectors, including universities, colleges, or accredited learning providers. • Knowledge of Reading and Berkshire's cultural ecology. • Experience of Arts Council England funded or Place Partnership programmes. • Experience of creative learning or work with underrepresented 14 to 24 year olds. • Networks within the Thames Valley film and screen sector, for example Shinfield Studios.

FREELANCE CONTRACTING BASIS

- This role is offered as a contract for services; it is not an employment contract and does not create an employment relationship with Reading Rep Theatre.
- The contractor will invoice Reading Rep Theatre for agreed days worked at the daily rate.
- The contractor is responsible for their own tax and National Insurance arrangements.

- The contractor may work for other clients during the contract period, provided there is no conflict of interest or impact on delivery.

CONTRACTING AND SAFEGUARDING

The contractor must hold, or be willing to obtain, a valid enhanced DBS check and comply with Reading Rep Theatre's Safeguarding Policy when working with young people.

TO EXPRESS INTEREST

To apply, please send a CV together with a short statement of no more than two pages answering the following questions:

1. What experience do you have of building and managing partnerships across multiple organisations?
2. What relevant experience do you have in creative skills, cultural learning, education partnerships or funder reporting?
3. How would you approach building trust and ensuring all partners have an equal voice in the Berkshire Cultural Skills Hub?

Please send your expression of interest to Jobs@readingrep.com. We will operate a rolling recruitment basis with the role closing 31st August.

We also ask applicants to complete a separate equal opportunities monitoring form. This will not be seen by the shortlisting panel.

Reading Rep Theatre is committed to equality of opportunity. Please let us know if you require any access support or reasonable adjustments during the recruitment process.