

THE
BELGRADE
THEATRE
COVENTRY



Producer

CANDIDATE PACK

HELLO

+ WELCOME!



Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

**BELGRADE
THEATRE**

Our mission and values



NEW VALUES TO INSPIRE

ACTING TOGETHER: We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

COME AS YOU ARE: We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

ALWAYS EVOLVING: We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

OUR STRATEGIC PRIORITIES

REPUTATION: Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

RESILIENCE: Future proof the organisation, securing long-term financial and environmental sustainability.

INCLUSION: Embed diversity, access and inclusion in every aspect of what we do.

A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

**BELGRADE
THEATRE**

Job description



Salary & Band: £33,000-£36,000 depending on experience

Department: Producing and Co-Creation

Hours: Full-Time

Line Manager: Director of Producing and Co-Creation

Reporting to: Artistic Director, CEO

Reports from: Assistant Producer, Programme Co-ordinator

PURPOSE OF ROLE:

To lead the planning, coordination, and delivery of the Belgrade Theatre's home produced and co-produced work, ensuring productions are delivered on time, on budget, and to a high standard. This role works closely with the Artistic Director and wider team, overseeing all logistical, contractual, and administrative aspects of production in line with the Belgrade's co-creation model. The successful candidate will bring strong project management skills, attention to detail, and a collaborative approach to ensure smooth delivery across multiple departments and partners.

WHAT YOU WILL DO:

Producing

- Lead the end-to-end delivery of the Belgrade Theatre's home produced and co-produced productions, including:
- Developing and managing detailed production schedules and timelines across internal departments and external partners.
- Creating, managing, and reporting on production budgets, ensuring financial accuracy and control.
- Negotiating and issuing contracts for casts and creative teams, including writers, directors, actors, and musicians.
- Securing rights agreements and ensuring compliance with contractual terms.
- Coordinating rehearsals, meetings, and performances both at the Belgrade and external venues.
- Overseeing day-to-day logistics, including travel and accommodation, with support from Assistant Producers.
- Supporting the welfare, access, and integration of casts and creative teams into the organisation.
- Ensuring access requirements for performances are delivered in line with organisational practices.
- Act as the main point of contact for all producing-related union agreements (e.g. Equity, MU, BECTU).
- Support with the producing processes for participatory projects that have shown elements to ensure consistent process.

**BELGRADE
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Job description (cont)



Administration

- Maintain accurate and up-to-date records in line with GDPR and internal systems.
- Ensure all administrative processes related to productions are followed effectively.
- Prepare and submit reports to co-producers, partners, and funders as required.

Financial Oversight Management

- Manage all financial aspects of production, including processing invoices, managing timesheets, and liaising with the finance team.
- Monitor income and expenditure to ensure production costs are accurately reflected in management accounts.
- Accurately capture all production details to support Finance Team Maximise eligible claims through Theatre Tax Relief claims and support accurate financial reporting.

Cross-Team Communication

- Act as a key liaison between departments to ensure smooth delivery of all produced and co-produced work.
- Attend and contribute to internal and external meetings to troubleshoot, update, and support the wider programme.
- Improve and implement systems and processes within the producing function where appropriate.

General Responsibilities

- Represent the Belgrade Theatre professionally at internal and external events.
- Support programming activity across produced and presented work as needed.
- Work within all Theatre policies including Equal Opportunities, Safeguarding, and Health & Safety.
- Uphold the Belgrade Theatre's values of inclusion, collaboration, evolution, and authenticity.
- Carry out other reasonable duties as required to support the organisation's work and values

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Job description (cont)



Person Specification

Essential Skills & Experience

- Significant experience in producing or line-producing professional theatre productions.
- Proven experience in producing or line-producing professional theatre productions.
- Strong project management skills, with the ability to manage multiple productions, timelines, and budgets simultaneously.
- Demonstrated experience of budget creation, financial tracking, and cost reporting.
- Excellent organisational skills and attention to detail, with a methodical and proactive approach.
- Ability to lead on contract negotiation and rights agreements with artists, agents, and co-producing partners.
- Experience working within union agreements (e.g. Equity, MU, BECTU) and applying them to contracting and production planning.
- Confident communicator with the ability to liaise effectively across departments and external stakeholders.
- Experience in managing production logistics, including travel, accommodation, and scheduling.
- Ability to respond calmly and flexibly to the challenges of a fast-paced production environment.
- A collaborative, collaborative approach with a strong understanding of artist and company welfare.
- A commitment to inclusivity, accessibility, and the Belgrade's co-creation model.

Desirable Skills & Experience

- Experience working in a producing theatre or touring environment.
- Familiarity with Theatre Tax Relief processes and working with funders.
- Experience supporting or line-managing junior members of a producing or production team.
- Knowledge of GDPR, Safeguarding, and Health & Safety as they apply to creative projects.
- Understanding of access performance requirements and inclusive practice in theatre.

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Job description (cont)



How to Apply

Please send your CV and a short cover letter to recruitment@belgrade.co.uk

with **'Producer'** in the subject line.

In your cover letter, tell us:

- Why you're interested in working at the Belgrade Theatre?
- How your experience and skills make you a great fit for this role?

Our Commitment to Equality

The Belgrade Theatre is proud to be a Disability Confident Employer and is deeply committed to fostering an inclusive, welcoming, and supportive environment for everyone. We actively encourage applications from people of all backgrounds, identities, and experiences—including but not limited to individuals of all races, ethnicities, genders, sexual orientations, ages, faiths or beliefs, disabilities, and neurodiverse conditions.

We believe that a diverse workforce enriches our creative community and strengthens our connection to the audiences we serve. Our commitment to equality, diversity, and inclusion is at the heart of everything we do, and we strive to ensure that all employees and applicants feel valued, respected, and empowered to bring their full selves to work.

If you require any adjustments, accommodations, or assistance at any stage of the recruitment or application process, please do not hesitate to contact us at recruitment@belgrade.co.uk

with the subject line **'Application Assistance'**. We will work with you to provide the support you need to make your application journey as accessible and comfortable as possible.

At the Belgrade Theatre, we are dedicated to creating an environment where everyone has equal opportunity to thrive and contribute to telling powerful, diverse stories that reflect our vibrant community.

Let's welcome, connect, and inspire together.

Apply now and become part of the Belgrade Theatre

**BELGRADE
THEATRE**

BELGRADE PART OF



Supported using public funding by
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ENGLAND**

Belgrade Theatre Trust
Registered Charity Number 219163



Belgrade Theatre,
Belgrade Square,
Coventry, CV1 1GS
belgrade.co.uk

Box Office: 024 7655 3055

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