

Freelance Producer Wanted

Fee: £10,000 plus travel expenses

(Equates to approximately 50 days work)

Contract dates: between July – December 2024

Location: hybrid (a combination of remote and on-site working at the Lyric, Carmarthen and Ffwrnes, Llanelli).

Key on site dates: 5th October; 30th November; 2nd – 12th December; 29th December (all at the Lyric, Carmarthen).

About the Role

Theatrau Sir Gar are looking for an experienced freelance producer to help us coordinate activities on a number of upcoming projects; the main one being Beauty & The Beast, the Christmas Pantomime at the Lyric Theatre Carmarthen.

The Producer will work alongside the in-house team at Carmarthenshire Theatres, and our partners at Imagine Theatre, to ensure the successful creation of the in-house Pantomime at the Lyric Theatre, whilst also providing support on a handful of other creative and collaborative projects across our three theatres as needed.

Responsibilities & Deliverables

Beauty & The Beast:

- Manage the production budget
- Lead on all production meetings
- In conjunction with Imagine Theatre, ensuring timely casting of all principle roles, professional and junior ensemble roles
- Ensure the timely recruitment of the creative, stage management, and chaperone team
- Manage the child performance licensing processes and management of chaperones, whilst ensuring safeguarding and adherence to licensing requirements
- Manage the production schedule and support the in-house team with production management
- In conjunction with Imagine Theatre, manage contracts for all personnel
- Support and input into the marketing campaign

Other Projects:

- Supporting the logistics, scheduling, contracting, and planning of activities on other creative projects as required

Requirements

- Experience of producing live theatre performances and events (essential)
 - Knowledge and experience of health & safety, child performance licensing, safeguarding, sustainability, and GDPR policies and procedures (essential)
 - Experience of managing budgets (essential)
 - Strong communication and writing abilities (essential)
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- Experience of producing pantomime (desirable)
 - Ability to speak Welsh (desirable)
 - Experience of contract negotiation (desirable)

To apply

Please send us your written CV and either:

- 1) A cover letter telling us who you are and how your experience relates to the opportunity.

OR

- 2) A video or audio file of up to 3 minutes long with the smallest file size possible (Private YouTube link is preferable) addressing the same points as above.

By email to: Producing@carmarthenshire.gov.uk by Monday 15th July 5pm