



Producer, Freelance Commission

Purpose of the Commission

Norwich Theatre is seeking an experienced freelance Producer to provide additional producing capacity across new productions and creative projects. Working alongside the Creative Programmes Director, the Producer will take responsibility for the commercial producing and delivery of allocated productions, managing relationships with artists, creative teams, co-producing partners and suppliers to ensure projects are delivered to a high artistic, operational and financial standard.

Working Arrangement

This is a freelance commission led by the Creative Programmes Director, with flexible remote/hybrid working. The Producer will collaborate with colleagues across Creative Programmes, including the Head of Programming & Producing, Production and Technical teams, as required by each production. The initial commission will run between **August and October 2026** and is expected to comprise **30 days of work**, with a fixed fee of **£13,500**. Specific productions, deliverables, milestones and the proposed schedule of work will be agreed at the outset of the commission.

Scope of the Commission

Producing

- Lead the producing of allocated productions from planning through to delivery.
- Develop production schedules, budgets and delivery plans.
- Negotiate and manage contracts with artists, creative teams, companies and suppliers.
- Manage production budgets and monitor financial performance.
- Coordinate production timelines and key milestones.
- Identify production risks and implement mitigation plans.
- Work closely with Production Management and technical teams to ensure successful delivery.

Commercial Producing

- Develop producing models for new productions.
- Support co-production and partnership negotiations.
- Manage producing agreements and commercial arrangements.
- Ensure productions are financially and operationally viable.
- Work with colleagues to maximise income and touring opportunities where appropriate.

Production Development

- Work with the Creative Programmes Director to develop agreed productions.
- Support production planning from concept through to delivery.
- Advise on practical producing and delivery models.
- Provide producing expertise throughout project development.

Partnerships & Stakeholder Management

- Build and maintain productive relationships with artists, venues, community organisations and partners.
- Produce regular budget forecasts and financial reports.
- Represent Norwich Theatre in project meetings and external partnerships.
- Work collaboratively with colleagues across the organisation to ensure successful project delivery.

Project & Financial Management

- Manage agreed production budgets, contracts and project documentation.
- Monitor progress against agreed milestones and provide regular updates.
- Prepare reports, evaluations and project handovers as required.

Organisational Wide Responsibilities

- To demonstrate and promote our core values of Creativity, Impactfulness, Honesty, Kindness, Inclusivity and Bravery.
- To seek to advance Norwich Theatre's vision "To make all of our Creative Experiences have wide reaching positive impact".
- To ensure you are always an ambassador for Norwich Theatre's mission: "To provide creative experiences, rooted in the art of Performance and secure in our sense of Place, which generate positive impact for all People and inspire Prosperity in all its forms".
- To comply with all Norwich Theatre policies including Safeguarding, Equal Opportunities, Health and Safety, IT, Data Security and Protection.
- To undergo any training necessary to fulfil the duties of this role and to develop its contribution to the organisation.

PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge	• Significant experience as a Producer within a producing theatre, touring company or independent producing environment. • Demonstrable experience producing professional theatre productions, including managing budgets, contracts, production schedules and delivery. • Experience delivering productions from concept through to completion. • Experience of co-productions, touring or commercially funded theatre projects. • Experience negotiating with artists, companies and producing partners.	
Attributes	• A practical, solutions-focused approach with excellent communication skills. • Ability to work independently while collaborating effectively within a producing theatre.	
Skills	• Excellent project management, organisational and budgeting skills. • Strong relationship-building skills and experience working with artists and creative teams. • Strong commercial awareness and financial management skills.	