



Producing Assistant, Freelance Commission

Purpose of the Commission

Norwich Theatre is seeking a freelance Producing Assistant to support the Creative Programmes Director in the planning and pre-production of our annual pantomime. This commission will provide additional producing capacity during a key period, ensuring the production is thoroughly planned, coordinated and ready for a successful rehearsal process.

Working Arrangement

This is a freelance Assistant Producer commission reporting to the Creative Programmes Director.

The commission will run between August and October 2026 and comprises approximately 30 days of work, offered for a fixed fee of £7,500.

We offer flexible hybrid working. While much of the work can be undertaken remotely, regular on-site working is encouraged to support collaboration with the team, artists and production partners.

The successful freelancer will work closely with the Creative Programmes Director to support the delivery of productions. An agreed programme of work, key deliverables, milestones and schedule will be established at the outset of the commission.

We're looking for someone who enjoys bringing structure to creative projects and thrives on supporting artists and colleagues to deliver exceptional work. If you're an organised, collaborative producer with experience of live performance, we'd love to hear from you.

Key Objectives

- Provide additional producing capacity during pre-production.
- Coordinate planning, documentation and project delivery.
- Ensure the production is fully prepared for rehearsals.

Scope and Deliverables

Project Planning

- Produce and maintain an agreed master production plan and action tracker.
- Coordinate key milestones and ensure agreed actions are monitored and updated.
- Maintain current producing documentation and shared project files.

Producing Administration

- Prepare meeting agendas, papers and notes.
- Coordinate production documentation, contracts and commissioning paperwork.
- Maintain accurate production records and document control.

Financial Administration

- Raise purchase orders and process invoices.
- Support the monitoring of production budgets by maintaining expenditure records and updating budget tracking documents.

Project Coordination

- Coordinate creative meetings, workshops and development activity.
- Act as a central point of coordination between creative, production and operational teams, ensuring information is shared accurately and actions are followed up.
- Escalate risks, delays or outstanding actions to the Executive Producer.

Handover to Rehearsals

- Ensure producing documentation is complete and up to date before rehearsals commence.
- Provide an organised handover of project documentation and action plans to support the rehearsal period.

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	• Experience supporting the delivery of professional theatre or live performance projects, including coordinating schedules, budgets, contracts and project administration. • Experience building positive working relationships with artists, creative teams and partners.	
Attributes	• Organised, pro-active and collaborative • The ability to work independently while contributing effectively as part of a producing theatre team. • Excellent written communication and a high level of attention to detail.	
Skills	• Strong organisational and project management skills, with the ability to manage multiple tasks, deadlines and priorities. • Confidence using Microsoft 365 and collaborative digital tools. • A practical, solutions-focused approach with excellent communication and interpersonal skills.	