



ASSISTANT PRODUCER

RECRUITMENT PACK





WHO WE ARE...

The Playhouse is a vibrant theatre and arts organisation in Northern Ireland. We're a national asset: an award-winning producing theatre, an empowering centre for learning and a global leader in arts and peaceful change. We matter locally, regionally and to the international communities we connect with.

We're a space to make meaning and a place that's here for good. We believe in inclusion, inspiring creativity and opening up the imaginative world of theatre, dance, art and music for everyone to enjoy.

We have three strategic areas of endeavour: Producing Art, Empowering People and Making Peaceful Change.

You are connecting with The Playhouse at an exciting phase of growth and renewal. The successful candidate will join a dynamic and innovative team in making bold, high-quality art and engaging programmes that meet the needs of today's world and these powerful times.

The Playhouse is core funded by the Arts Council for Northern Ireland, Derry City and Strabane District Council, and Community Relations Council and is supported by a range of Trusts and Foundations as well as business partners, sponsors, philanthropists and members.

Registered with the Charity Commission for Northern Ireland
No: NIC 100119 | Company Registration: NI 26912

PLAYHOUSE CORE FUNDERS:





THE ROLE

JOB TITLE:	Assistant Producer
CONTRACT:	Part time, Fixed Term (1 year with option to extend)
BASE:	The Playhouse, 5-7 Artillery Street, Derry-Londonderry. Working schedule to be agreed with the successful candidate at contract stage.
REPORTING INTO:	Senior Producer
KEY RELATIONSHIPS:	Senior Producer, Associate Producer, Technical Manager, Visitor Experience Manager and other internal teams (Development, Finance and Marketing), as well as visiting companies, freelance artists and creative teams
HOURS:	22.5 Hours (3 days per week)
SALARY:	£26-£29K pro rata
BENEFITS:	Contribution Pension Flexible working policy 37 days Annual Leave pro rata (including bank holidays) Staff Wellbeing Programme Training and development Discounted tickets to performances

WHO WE ARE LOOKING FOR

The Assistant Producer is a new part-time role at the heart of the Producing Team at The Playhouse. Working directly with the Senior Producer, you will help turn ideas into productions, programmes and projects that champion inclusion, equity and creative ambition, on our stages and across the city.

Your work will span the full breadth of what we make and host: in-house productions, our visiting and touring programme, festivals and funded projects, and our youth and talent development work through the Open Arts Pathway. That includes supporting BRIDGE: Stepping Up, our introductory programme for 14 to 16 year olds, where participants gain an OCN Level 1 Award in Creative Arts and Digital Technologies, and BRIDGE: Standing Out, the progression route for 15 to 17 year olds, alongside the Next Stage Programme for emerging artists.

We are looking for someone who is highly organised, calm under pressure and excited by how theatre gets made. You will be comfortable keeping contracts, schedules and budgets on track while looking after people: artists, visiting companies, young participants and colleagues across the building. You will understand the value of good systems to support delivery and best practice, and be competent and familiar with Child Protection, Health & Safety, GDPR and Safeguarding procedures and legislation.

The Assistant Producer reports to the Senior Producer, who leads the Producing Team at The Playhouse, and will also work closely with the Associate Producer.

As a role contributing across the breadth of outputs: in-house productions, visiting work, festivals, funded projects and working with young people and partners from a diverse range of circumstances, we are open to welcoming a candidate with the relevant key skills, ability and desire to learn the full scope of the position as necessary.



KEY RESPONSIBILITIES

JOB PURPOSE: Working directly with the Senior Producer, you'll support the planning, delivery and administration of The Playhouse's producing programme, from in-house productions and visiting companies to festivals, funded projects and our youth engagement work, including BRIDGE: Stepping Up and BRIDGE: Standing Out. You'll keep contracts, schedules, budgets and diaries moving, look after the artists and companies we work with, and help make sure every project is delivered safely, on time and to a high standard.

Producing & Programming

- Support the Senior Producer to plan and deliver in-house productions, from early development through rehearsals to closing night.
- Act as a day-to-day point of contact for casts, creative teams and freelancers during rehearsals and runs.
- Advance visiting and touring companies, including technical riders, schedules, hospitality, get-ins and settlement paperwork.
- Support the delivery of festivals and funded projects, coordinating artists, partners, spaces and logistics.
- Organise auditions, open calls and casting paperwork, including BRIDGE and Next Stage intakes.

Contracts, Scheduling & Budgets

- Draft and issue contracts for artists, freelancers and visiting companies, keeping accurate records.
- Create and maintain rehearsal, production and project schedules.
- Keep the programming diary and space bookings up to date.
- Track production and project budgets under the Senior Producer's sign-off, raising purchase orders and reconciling spend with Finance.

Youth & Talent Development

- With support from the Associate Producer, lead and deliver 2 elements of BRIDGE (Stepping Up and Standing Out) including recruitment, registration, scheduling, tutor contracts, showcases and OCN administration.
- Support the Associate Producer with the BRIDGE: Springboard Programme, helping emerging artists gain professional experience on Playhouse productions.
- Support the Senior Producer with the Next Stage Programme, helping emerging artists gain professional experience on Playhouse productions.
- Ensure all work with children, young people and vulnerable adults follows our safeguarding, child protection and health and safety procedures.

Relationship Management & Funding

- Build strong relationships with artists, companies, partners and funders locally, nationally and internationally.
- Work with the Development team to gather monitoring and evaluation data, draft funder reports and support funding applications.

General

- Develop knowledge of The Playhouse projects, policies and activities to enable you to respond to queries confidently and accurately.
- Maintain ethical and responsible processes and behaviours across all producing activity at all times and ensure all activities are safe and compliant.
- Work within and support the vision of The Playhouse To Create Community,

- Celebrate Diversity and Empower People through the Arts and its values.
- Work creatively and collaboratively with colleagues across The Playhouse, supporting finance, marketing, development, visitor experience and other producing requirements and contributing to the difference we make for the people and communities that we serve.

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience

- Experience in a producing, programming, project management or arts administration role in theatre or the performing arts.
- Experience of tracking budgets and working within financial procedures
- Excellent organisational skills and a proven ability to manage multiple, varied projects and deadlines
- Experience of working with young people in a performing arts setting
- Proven ability to work collaboratively and build effective relationships with artists, companies, partners and colleagues
- Sound understanding and experience of children and vulnerable adult safeguarding, GDPR procedures and legislation
- Experience implementing best practice in health and safety and writing robust risk assessments
- Strong written and verbal communication skills
- Confident and competent with MS Office systems
- Proven ability to work with people from diverse backgrounds and a real commitment to championing equity, diversity and inclusion
- Flexibility to work regular evenings and some weekends as needed, with time off in lieu provided

Desirable Skills, Knowledge and Experience

- A love of theatre and the arts, and an understanding of how they impact society and change lives
- Experience of drafting contracts, schedules and production paperwork with accuracy and attention to detail
- Experience of advancing or hosting visiting and touring companies
- Experience of organising auditions or casting processes
- Experience of funding applications, monitoring, evaluation and funder reporting
- Experience with OCN (Open College Network) qualifications and administration

EQUAL OPPORTUNITIES

The Playhouse is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.

Applicants must have work authorisation for the UK.

Data Protection

The Playhouse is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit [Playhouse Data Protection Policy.pdf](#) which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.

TO APPLY

Submit:

- your up-to-date CV, inclusive of two references
- an A4 Cover letter outlining your suitability for the role in particular paying attention to address the essential and (if applicable) desirable experience, skills and attributes, and
- a monitoring form (see link below)

Send your CV and Cover Letter to Gary Crossan, Senior Producer, to whom you can also send any queries about the role or the application process. **Please note** that the deadline for queries is 12 noon on Wednesday 7 October 2026.

BY E-MAIL: gary.crossan@derryplayhouse.com

SUBJECT HEADING: 'Assistant Producer'

MONITORING FORM

Please fill in the following monitoring form which is available at this link

LINK: <https://forms.gle/8AMsbTmd9dBKH5t78>

DEADLINE

Thursday 8 October 2026 at 12 noon

Interviews scheduled for Monday 12 and Tuesday 13 October 2026

WORKING AT THE PLAYHOUSE

We are an open, creative and enthusiastic organisation, committed to producing excellent work.

As well as producing highly regarded new and reimagined work in Music and Theatre (“Profoundly affecting” ***** The Observer, HUME - Beyond Belief, “This chronicle of the events...with all the tragic inevitability of a passion play” **** The Times, The White Handkerchief, “A vivacious, complex and above all human take on a true classic...” Si Arts, Little Shop of Horrors) and a diverse visiting and co-producing programme, we’re supporting emerging talent through the Open Arts Pathway, from BRIDGE: Stepping Up and BRIDGE: Standing Out for young performers to our now established Next Stage Programme, which gives emerging artists and creatives paid, professional experience working alongside industry professionals on full productions.

As citizen artists we’re also Making Peaceful Change through groundbreaking and inclusive work on climate action via programmes such as Artitude and That’s Powerful, enabling creativity and civic discourse through co-design.

We develop work with roots and with wings, connecting with audiences, participants and partners locally, nationally and internationally. We’re based in a historic listed building at the heart of the vibrant and distinctive walled city Derry-Londonderry.

If The Playhouse sounds like something you want to be a part of, come join us and we look forward to working with you.





ABOUT DERRY-LONDONDERRY

On the western landscapes of NI, astride the flowing waters of the Foyle, sits the historic walled city of Derry~Londonderry. With its unparalleled setting, wealth of history and thriving arts, music and cultural scene, it is the place to be.

The city is one of the finest examples of walled cities in Europe today- the backdrop to a unique history of a wider story. Stroll along its 17th Century walls and marvel at the ever-changing skyline of a city which is only constant in the warmth of its welcome.

Vibrant and cosmopolitan, Derry~Londonderry is known for its delicious food and hospitality, with annual festivals and excellent value for money. The city welcomes thousands of international visitors every year and the people of Derry~Londonderry are some of the friendliest in Europe.

For nature lovers, adventure awaits as 'The Walled City' is where the Wild Atlantic Way meets the Causeway Coastal Route. A joyful central location filled with celebration and inspiration; this is truly a city for all seasons





WWW.DERRYPLAYHOUSE.COM

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