

MARLOWE THEATRE

Job Description

POST DETAILS

Organisation	The Marlowe Trust
Job title	Assistant Producer
Reports to	Senior Producer
Grade	£15k for 6 months full-time fixed-term contract

JOB PURPOSE

To assist with the producing of Marlowe Theatre productions of all scales, primarily working on the upcoming touring production of [The Party Girls](#), the Marlowe's inaugural new writing festival and the Christmas Studio show (title TBC).

PRINCIPAL ACCOUNTABILITIES

- To assist the Senior Producer with budget tracking and reconciliation on all productions
- To draft and issue production contracts
- To oversee and administrate press nights, including invites and gifts
- To proofread marketing materials and programmes.
- To manage one-off events as required, including setting and managing budgets and negotiating and issuing agreements.
- To work with the Senior Producer and Production Coordinator to ensure excellent communication with the rest of the organization about every production.
- To attend meet and greets, tech rehearsals, previews and press nights for all productions.
- To assist with any other tasks as required.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES

Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society.</p> <p>In order to live our values, our Assistant Producer should be:</p> <ul style="list-style-type: none"> • Organised, with an eye for detail • A great communicator • A creative thinker and problem solver • Passionate about the purpose and value of theatre
Knowledge	<ul style="list-style-type: none"> • Good knowledge of the theatre industry • Good knowledge of the theatre production process, including UK Theatre commercial agreements •
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent interpersonal skills • Excellent numeracy and budget management skills • Good IT skills • The ability to adapt and problem solve
Experience	<ul style="list-style-type: none"> • Experience of producing theatre • Experience of managing budgets • Experience of working with industry contracts and using best practice in managing actors, creatives and production teams
Qualifications	<ul style="list-style-type: none"> • The Marlowe values education and in this role good numeracy and literacy skills are required

JOB DIMENSIONS	
Annual budgetary amounts	None
Number of staff reporting to the job holder	None
Any other relevant statistics/information	

WORKING ENVIRONMENT
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs. Candidates from outside Kent are welcome to apply, on the basis that, if successful, they may split their time between working in person in Canterbury and working remotely, according to the needs of the productions.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

ORGANISATION CHART
See attached

June 2025