

## Application Pack Resident Producer

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### About Magdalen College School and Oxford Playhouse

Magdalen College School, Oxford and Oxford Playhouse established this one year residency opportunity in 2011. Now in its tenth year we are looking for a talented, ambitious theatre maker to gain experience of professional theatre and apply their learning through a variety of school productions and outreach programmes. The post holder will be employed by the school, with extensive opportunities for developing professional skills and experience, through training, mentoring, shadowing and delivery at Oxford Playhouse.

“The combination of time spent at MCS and Oxford Playhouse so far this year has allowed me a very broad range of opportunities to develop my knowledge and experience as a producer. MCS has been a hugely supportive environment in which to gain practical experience very quickly. By the end of this year I will have produced shows including, but my no means limited to, a new adaptation of Peter Pan in the 663-seat Playhouse, a run at the Fringe, a Musical with a cast of 30, a showcase piece for our Theatre Academy of nine, and a Greek play. These shows have brought the opportunity to work with countless talented and genuinely interesting pupils, school staff whose generosity with their time means that that making all of these shows isn’t (quite!) as tiring as it sounds, as well as freelance designers, choreographers and writers; plus, of course, collaborating with three directors. Time spent at the Playhouse has built my knowledge of the workings of a busy professional theatre and I have been particularly grateful for the chance to spend time with many departments within the theatre. In short, the MCS/OP Residency has given me a hugely varied, and surely unique, year as a new producer.”

#### Harry Stockwell – Resident Producer 2017

“Being the Resident Producer is a varied and demanding experience, with many opportunities to learn about theatre and your own role in it. The year is what you make of it and there is so much scope to spread your wings both at the Oxford Playhouse and at the school. You can really tailor the year to develop specific areas of work- which for me has been outreach and participation. As well as producing the shows, you get to be involved in rehearsals and making some very interesting sets which have so far included 8 paper mache boulders and squirtable udders. Having just passed the halfway mark, we are at the busiest point of the school drama calendar with 5 shows in the works and are constantly in awe with the student’s talent around their already hectic school lives. If you’re up for a challenge this job is the way to immerse yourself in theatre and education together.”

#### Katie Walsh – Resident Producer 2018

**Please see the video that accompanies this application pack outlining the role of the Resident Producer (and Director).**

**Magdalen College School**, founded in 1480 by William of Waynflete, is one of the country’s leading independent day schools. Situated in an enviable location at the heart of Oxford beside the river Cherwell the school has an excellent reputation for academic, sporting and artistic success. MCS educates boys from 7-18 and girls as well as boys in the Sixth Form. Further details can be found on the website: [www.mcsoxford.org](http://www.mcsoxford.org)

The school has a long tradition of interest in drama, extending back at least to the 17th century. In recent times, it has been particularly keen to explore and consolidate this tradition. Recent former pupils include directors John Caird and Sam Mendes.

In expanding all aspects of its extra-curricular tradition over the past six years, the school has increasingly involved professional experts. Following the success of two productions directed by Tom Attenborough (one of Chapman's *The Gentleman Usher* and the other of a musical commissioned about the life of former pupil, Ivor Novello), and a production at Blenheim Palace of Sheridan's *The Critic* directed by Adrian Noble and Joanne Pearce Noble, the school finalised with Oxford Playhouse the current ground-breaking agreement. MCS's inaugural performance at Oxford Playhouse took place in July 2012. This was an adaptation of *Aeneid: The Journey* by Joanne Pearce Noble, who continues her close collaboration with Drama at MCS. This production met with great critical acclaim, and was followed by the world premieres of adaptations of William Golding's *Lord of the Flies* in 2013, of Tennyson's *Idylls of the King* in 2014, of Lewis Carroll's *Alice in Wonderland* in 2015, and Kenneth Grahame's *The Wind in the Willows* in 2016.

Drama thrives at the school, with around twelve productions being staged in any year. One production per year transfers to the Edinburgh Fringe. Other regular productions include a large-scale musical (most recently *Guys and Dolls* and *Les Misérables*), an outdoor Shakespeare or equivalent (recently *The Recruiting Officer* and *Much Ado about Nothing*) an annual Greek play (recently *Cyclops* and *Prometheus Bound*) and a school musical (recently *1917* – a new piece written for the school – *Cabaret* and *Beauty and the Beast*).

There is a diversity of other productions, for pupils of all age groups, including plenty of opportunities for pupils to take a lead with directing, producing or managing technical aspects of productions. Recent additions to the annual drama programme have included a site-specific production in Oxford's university church based on the trials of the Oxford Martyrs and a 'strolling players' tour of Tuscany. Two productions a year take place in the Burton Taylor studio at the Playhouse, one of which transfers to Edinburgh. The school has recently entered a relationship with the Pegasus Theatre, which provides a professional space for our Theatre Academy (including both performance and technical groups). LAMDA lessons are delivered to about 60 pupils.

During the lock-downs much innovative work was undertaken with audio and film-based productions. An 8-part radio play (When we meet again) was written and recorded from scratch by a team of over forty pupils. A socially-distanced live production of *Romeo and Juliet* was filmed and released to a large online audience, along with films of *Gulliver's Travels* and *The last days of Judas Iscariot*. Work is currently underway on a major film version of *Les Misérables*.

The school is committed to fostering creative and cultural opportunities within the wider community, and hosts an annual Arts Festival in June-July each year which forms a particular focus for its partnership work. Recent community engagement projects with a theatrical focus have included workshops for primary school children in connection with the Oxford Playhouse productions and involvement in the National Theatre Connections project.

Further details about Magdalen College School's partnership work can be found [here](#).

## Oxford Playhouse: A Playhouse for Everyone

Positioned in the cultural heart of Oxfordshire, **Oxford Playhouse** inspires, engages and entertains a wide-reaching and diverse audience. It presents, produces and tours the highest quality middle-scale, small-scale and off-site theatre; supports and nurtures artists and delivers an imaginative community and participation programme delivering exceptional cultural experiences for all. In 2019-20 248,000 people attended performances at the Playhouse and on tour, 13,647 took part in activities and we worked with 58 schools in 13 postcodes.

**Oxford Playhouse** has an outstanding record of success presenting and producing an ambitious programme which includes the finest national and international touring drama, family shows, contemporary dance, music, circus, comedy and spoken word, in its main auditorium (663) and **Burton Taylor Studio** (50). Our **Playhouse Plays Out** programme is designed to reach new audiences giving people the chance to see unexpected theatre in unexpected places; last year our **Plays Out Tent** reached 6,475 children/families in deprived areas with limited cultural provision. We present regular **student and community group productions** on its main stage and 40 student drama productions each academic year in the BT studio alongside a diverse professional programme.

Oxford Playhouse has a **commitment to co-producing new productions on the midscale**, touring nationally and internationally: reimagining classics and creating new ones of our own. Co-productions have included *Wise Children* (with Emma Rice's eponymous new company), *The Remains of the Day* (with Royal & Derngate Northampton and Out of Joint) and *Pride & Prejudice Sort Of* (with Lyceum Theatre Edinburgh).

**Oxford Playhouse's participation programme** encourages lifelong creativity from Early Years to Seniors. We produce an annual **Young Players Festival**, platforming creativity by, for and with young people, and work in partnerships with organisations like AGE UK, KEEN, BeFree Young Carers and Oxford Association for the Blind.

Oxford Playhouse's **artist development scheme Evolve** provides support for artists including funding, space and mentoring. **Playhouse Playmaker** supports play writers at all stages of their career, with specific strands for primary school pupils and young writers. In 2019 Oxford Playhouse supported three companies/artists from these programmes take work to the Edinburgh Fringe Festival. We also produce an annual festival of new work **Offbeat**, in partnership with Arts at the Old Fire Station.

In 2020-21 we increased our engagement with audiences creatively online, via our **digital-stage, streaming and on-demand events**: we are committed to continuing this work when we reopen in Spring 2020.

Oxford Playhouse is an Arts Council England National Portfolio Organisation, and receives core funding from The University of Oxford, Oxford City Council and St John's College. The Playhouse has 29 full-time equivalents, supported by a team of freelancers and volunteers. We are committed to ensuring our workforce reflects Oxfordshire's diverse communities and that we fulfil our aspiration to be a Playhouse for Everyone.

## **Applying for Resident Producer:**

**Terms:** Although the post will reflect the school's academic year of 1st September 2021 through to 31st August 2022, it will, as part of the contracted period, include additional handover periods with the current post holders, consisting of about 10 days throughout July and August 2021. Given the nature of the role, it is likely that the post-holder will be required to work during weekends and evenings during, and in the run-up to, productions.

**Salary:** £20,000 pa (full time)

**Probationary Period:** Six months

**Holiday:** 30 days pro rata paid holiday each year, plus normal UK public holidays, reflects the occasional anti-social hours necessarily required in drama production and performances. Holidays may only be taken during the school's published holiday dates and by prior consent of his/her line manager.

## **Applications:**

The application form is an important part of the selection process. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely on the information you supply on your application form. Ensure you read the job description and person specification before you start to complete the form. It is important you give as much information as relevant regarding why you wish to apply and what makes you a suitable applicant.

You can download a version of the application form from [www.oxfordplayhouse.com](http://www.oxfordplayhouse.com) or contact Paul Simpson on [participation@oxfordplayhouse.com](mailto:participation@oxfordplayhouse.com) or 01865 305366. Please complete the application form in black type. If you have any difficulty completing this form please do let us know and we will arrange an alternative means of application with you.

Applications in the form of CVs will not be considered: please do not attach CV, references or educational certificates to your application form.

If you need to attach a continuation sheet, please mark your name clearly at the top of the sheet. Please limit continuation sheets to one side of A4.

We welcome applications from all sections of the community – diversity is crucial to our success.

Oxford Playhouse and Magdalen College School are committed to the safeguarding of children and young people, and the successful candidate will be required to undergo statutory safeguarding checks before the commencement of his/her employment. Due to the nature of this post:

- 1) Self Disclosure: all applicants will be required to complete a self-disclosure statement.
- 2) Full DBS enhanced disclosure will be required in the event of an individual being offered the position: the candidate will be required to produce necessary documentation for the processing of a DBS check, details of which will be provided if we invite you to interview.

Completed applications should be **emailed** to [recruitment@oxfordplayhouse.com](mailto:recruitment@oxfordplayhouse.com) using the subject headline **"MCS Resident Producer"** together with the equal opportunities monitoring form.

Applications should arrive no later than **12 noon 30th April 2021.**

**Only short listed candidates will be notified of interview which will be held during week commencing Monday 10<sup>th</sup> May 2021.** If you do not hear from us, (usually within 7 working days of the closing date), unfortunately, on this occasion you have been unsuccessful.

<b>Job Title:</b>	<b>Resident Producer</b>
<b>Based at:</b>	Magdalen College School
<b>Reports to:</b>	The Master

Magdalen College School, Oxford and Oxford Playhouse have created this opportunity to enable a talented, ambitious theatre maker to gain experience of professional theatre and apply their learning through a variety of productions and outreach programmes. The post holder will undertake a wide variety of duties across both organisations, with opportunities for mentoring, training and shadowing from Oxford Playhouse. The role will be working with the Resident Director and the Programme, Participation & Artist Development team at Oxford Playhouse.

#### **Main tasks and responsibilities:**

The Resident Producer will work closely with Director of Drama to maintain and develop the artistic and professional standards of Magdalen College School drama productions.

The Resident Producer will produce the School's main drama productions, working alongside the Director of Drama and Resident Director to plan and develop productions, research titles and investigate rights ownership on prospective productions. The Producer will be required to co-ordinate the delivery of the Director's overall vision and concept for each production, managing and motivating the students, drafting and working within budgets, timetabling rehearsals, and running production meetings, ensuring effective communication is maintained across the School. The Producer is required to maximise attendance at School performances, through marketing and sales initiatives.

The Producer will usually, with the Resident Director, take a school production to the Edinburgh Fringe during August, organising the venue, accommodation and logistics of the trip.

The Resident Producer will play a key role in overseeing pupils interested in Technical Theatre, helping to co-ordinate the Technical Theatre Academy and encouraging pupil engagement in this area. This will also involve helping to maintain the school's theatre space.

The Resident Producer will produce the school's main stage production at Oxford Playhouse as part of the Arts Festival (summer 2022); this will involve co-ordinating a team of professional creatives.

The Resident Producer will also be expected to contribute to our extensive outreach programme by assisting with drama-related activities through the school or the Playhouse. We are looking to evolve the school's Community Service Organisation to include a drama-based option, bringing a piece of theatre to local primary schools.

Opportunities with Oxford Playhouse will be tailored, as best as possible, to the individual interests of the Resident Producer post-holder. The theatre will provide mentoring and advice, throughout the year, including hands-on support with funding applications, budget-writing, contracts, tour booking, marketing & PR, negotiation of deals, TMA/Equity contracts, venue contracts, career development and industry introductions. There will be several opportunities across the year to both shadow and lead on appropriate in-house productions, commissions and artist support, as well as being the lead producer for the Playhouse Young Company main stage production in Spring 2022.

The Resident Producer will contribute to the professional working culture of the theatre, and will be able to volunteer to join OP staff working groups that focus on specific areas such as Equality, Diversity and Inclusion and Environmental Sustainability.

For the duration of the residency the producer will be expected to work within the policies and procedures of both organisation and ensure safe, legal, and supportive working practices are maintained and undertake any other duties reasonably requested or required to fulfil the objectives of the role.

### **Skills and Experience**

- Proven previous producing experience.
- Understanding of the current theatre landscape.
- Previous experience of working with young people.
- Excellent communication skills
- Ability to keep calm under pressure
- Organised and efficient, able to prioritise and take initiative

### **Personal Attributes**

- Passionate and inquisitive about producing theatre
- A genuine desire to further develop your producing skills
- Proactive, hard-working individual
- A team player who is sensitive to colleagues' pressures and instinctively supportive
- Ability to work long and unsociable hours

## Application Form

**(Private and Confidential)**

### Title of Post applied for: Resident Producer 2021/22

#### Personal Details

Name:

Email:

Address:

Phone Day:

Mobile:

Postcode:

**All Applicants must read and sign the following declaration. It will be considered a formal document.**

MCS Appointments Procedures conform to the provisions of this Act as well as to Guidelines recommended by the Disclosure & Barring Service. Further details of these procedures are available on the school website and applicants should note that a criminal record is not necessarily a bar to obtaining a position at the school. In order to secure the safest possible environment for children in the school's care all employees are required to receive Enhanced Disclosure and random checks may be made with previous employers in order to verify the details provided on this form. If you know of any reason why you should not be successful in securing such a disclosure, you should declare it in the box below.

#### Supplementary Details Box

#### Declaration

I declare that

- All details provided by me as any part of this application are true and correct.
- I have not been disqualified from working with children, nor am I disqualified by association by means of living in the same household where another person who is so disqualified lives or is employed.
- I am not on DFES List 99 or the Protection of Children Act List
- I know of no reason why I should not be eligible for this post and able to carry out my duties if appointed.

**Signed and submitted:**

(Electronic signature acceptable)

**Date:**

**Theatre Work:**

**1. Please detail examples of projects you have most recently worked on that you consider most relevant.**  
*Ensure in your detail you specify: the title, role, professional/amateur and where performed.*

**2. Choose one piece of theatre you have seen that has inspired you and write up 300 words about it.**

**3. If you could work as a producer for anything, what would be, and why? Describe how you would make it a success. (Max 500 words)**



**4. Why are you interested in this opportunity? (Max 200 words)**

**5. Education & Training**

Please list education undertaken, qualifications obtained and training received. Please also include membership of any professional organisations.

**6. References:**

Please give the names, addresses and telephone numbers of two people who may be contacted in respect of your application. One should be your current employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. We do not accept references from relatives or referees writing solely in the capacity of friends.

## EQUAL OPPORTUNITIES RECRUITMENT MONITORING FORM

Oxford Playhouse is committed to ensuring our workforce, audience and artists truly reflect the city and region we live in. We believe diversity in our workforce is vital for our continued success and ability to attract artists, collaborators, and audiences from diverse backgrounds, with a range of experience. We are committed to being an equal opportunities employer, ensuring that all job applicants and staff are treated equally, within an inclusive organisational culture.

By responding to the questions below you will help us monitor the effectiveness of our recruitment process and our ability to attract applicants from a diverse candidate pool, to help us achieve much needed parity in the arts and cultural sector. We are also required to collate and report equality, inclusion and representation metrics, as part of funding agreements with our core funders (including Arts Council England).

We understand that information disclosed in this form is sensitive. This form will be detached from your application, remain anonymous and treated as confidential, for monitoring purposes only. It will not form part of this selection process. All data will be used and stored in accordance with the General Data Protection Regulation 2018. For further information regarding Oxford Playhouse's Privacy Policy, please contact [recruitment@oxfordplayhouse.com](mailto:recruitment@oxfordplayhouse.com)

For speed and simplicity, we have used a tick box form. We have also left space for you to self-identify and type your own response. If you do not wish to answer one or more questions, please select "prefer not to say". Thank you for providing this information to help us ensure we live our vision to be a **Playhouse for Everyone**.

**Please tick the appropriate for yourself:**

### AGE RANGE

**Please tick the appropriate age bracket box**

- |                                |  |                                |                                |
|--------------------------------|--|--------------------------------|--------------------------------|
| <input type="checkbox"/> 16-17 | <input type="checkbox"/> 18-21             | <input type="checkbox"/> 22-30 | <input type="checkbox"/> 31-40 |
| <input type="checkbox"/> 41-50 | <input type="checkbox"/> 51-60             | <input type="checkbox"/> 61-65 | <input type="checkbox"/> 66-70 |
| <input type="checkbox"/> 71+   | <input type="checkbox"/> Prefer not to say |                                |                                |

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### GENDER

**Please select the gender you identify as**

- ☐ Female   ☐ Male   ☐ Non-binary   Self-identify (please type/write):  
☐ Prefer not to say

### GENDER IDENTITY

**Is your gender identity the same as you were assigned at birth?**

- ☐ No  
☐ Yes  
☐ Prefer not to say

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### SEXUAL ORIENTATION

**What sexual orientation do you most identify with?**

- ☐ Bisexual  
☐ Gay man  
☐ Gay woman/lesbian  
☐ Heterosexual

Self-identify (please type/write):

- ☐ Prefer not to say
-

**NATIONALITY & ETHNICITY****How would you describe your legal nationality? (please type/write):****Which ethnicity do you most identify with?**

- |  |  |
|--|--|
| <p>1. Asian or Asian British</p> <p><input type="checkbox"/> Asian Bangladeshi</p> <p><input type="checkbox"/> Asian Indian</p> <p><input type="checkbox"/> Asian Pakistani</p> <p><input type="checkbox"/> Any other Asian background</p> | <p>2. Black or Black British</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black background</p>  |
| <p>3. Chinese or Chinese British</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Chinese and White</p>   | <p>4. Dual Heritage</p> <p><input type="checkbox"/> Asian and White</p> <p><input type="checkbox"/> Black African and White</p> <p><input type="checkbox"/> Black Caribbean and White</p> <p><input type="checkbox"/> Any other background from more than one ethnic group</p> |
| <p>5. Latin American</p> <p><input type="checkbox"/> Latinx</p>  |  |
| <p>6. White</p> <p><input type="checkbox"/> British (English/Scottish/Welsh/Northern Irish)</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background</p>   |  |

Self-identify (please type/write):

☐ Prefer not to say

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**RELIGION OR BELIEF****Please describe your religion or other strongly-held belief:**

I would describe my religion or belief as: \_\_\_\_\_

☐ I have no particular religion or belief

Self-identify (please type/write):

☐ Prefer not to say

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**IMPAIRMENT OR NEURODIVERGENCE****Do you consider yourself to have a disability or Neurodivergence?**

The Equality Act 2010 defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on an individual. An effect is long-term if it has lasted, or is likely to last, more than 12 months. Neurodivergence includes those who live with Dyslexia, Autism, ADHD, Dyspraxia and other neurological conditions.

☐ Yes☐ No

Self-identify (please type/write):

☐ Prefer not to say

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**EDUCATION AND OPPORTUNITY****What type of school did you attend for the most time between ages 11-16?**

- ☐ A state-run or state-funded school – selective on academic, faith or other grounds
- ☐ A state-run or state-funded school – non-selective
- ☐ Independent or fee-paying school – academic, performing arts or other
- ☐ Attended school outside the UK
- ☐ Prefer not to say
- ☐ I don't know

Other: \_\_\_\_\_

**SOCIO-ECONOMIC BACKGROUND**

**Please tick one box to show which best describes the sort of work your primary household earner undertook when you were age 14.**

- ☐ Routine manual and service occupations (e.g. HGV driver, cleaner, porter, laborer, bar staff)
- ☐ Middle or junior managers (e.g. office, retail, bank, warehouse - manager)
- ☐ Modern professional occupations (e.g. teacher, nurse, social worker, police officer, musician)
- ☐ Traditional professional occupations (e.g. accountant, solicitor, scientist, civil engineer)
- ☐ Clerical and intermediate occupations (e.g. secretary, clerical worker, call center agent)
- ☐ Technical and craft occupations (e.g. motor mechanic, plumber, printer, electrician, train driver)
- ☐ Semi-routine manual and service occupations (e.g. postal worker, security guard, caretaker)
- ☐ Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit)
- ☐ Senior managers or administrators (e.g. finance manager, chief executive)
- ☐ Retired
- ☐ This question does not apply to me
- ☐ I don't know
- ☐ Prefer not to say

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**Please let us know where you heard about this role:**

**Thank you for your co-operation in completing this form.**