



MAGDALEN COLLEGE SCHOOL



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 thirteenth 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 Resident Producer position offers a fantastic opportunity to work with a group of passionate and dedicated young people while getting one’s foot in the door of the industry. This year has been an incredible learning curve for me; having previously worked in student theatre. The Playhouse have equipped me with the tools needed by a professional producer, including an understanding of contracts and an ability to select a team of professional creatives. With the resources and team available, the year feels like a playground for a producer. It’s also an opportunity to lead on projects of a larger scale than I have ever been able to work on before. There is ample opportunity to create one’s own processes and projects, building on the work of producers before you. The producer is the only member of the MCS Drama team that is fortunate enough to work directly with everyone else in the department, and work across every senior school project across the year. I am immensely grateful to the whole team at both the Playhouse and MCS, and I’m very proud of the work we have created so far, from a Brechtian *Animal Farm*, to *Oklahoma* in the round, to a 70’s rock Pantomime of *Jack and the Beanstalk*.”

Leah O’Grady - Resident Producer 2023-4

“The Resident Producer position is a unique and exciting opportunity rarely offered to early-career theatre makers, particularly in the quantity and scale which defines it. The level, range and ambition of work at MCS is a real treat for a producer, starting in September as a chance to create new partnerships with multiple directors, and then building towards larger, more public-facing productions as the year - and the Residents’ experience - develops. Production choices and processes are moulded around the interests of the residents, and in the role I have had the opportunity to produce shows ranging from a double-bill of two new musicals, an outdoor Shakespeare play as part of Oxford Festival of the Arts, and two different regional tours. The high-challenge environment is equally matched by the energy and talent of the students, who continually impress. Moreover, working as part of the Oxford Playhouse allows for the development of industry connections with venues, artists and mentors. Being Resident Producer has been the steepest and most rewarding learning curve I have had the privilege to experience in my career so far.”

Natasha Prince - Resident Producer 2021-3

“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. The 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

Please see the video that accompanies this application pack outlining the role of the Resident Producer (and Director), including an interview with Alex Lui, Resident Producer 2019-21.

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

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, *Aeneid: The Journey*, took place in July 2012. This 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 usually transfers to the Edinburgh Fringe. Other regular productions include a large-scale musical (most recently *Oklahoma!*, *Anything Goes*, and *The Pirates of Penzance*), an outdoor Shakespeare or equivalent (recently *Love's Labour's Lost* and *As you like it*) an annual Classical play (recently *Tales from Ovid* and *Medea*). The summer production in Oxford Playhouse is the most ambitious project in the year, with a large cast drawn from all age groups and a professional creative team. Recent projects have included the world premiere of *Birdland*, a new musical by renowned composer Bob Chilcott, and an acclaimed new adaptation of *The Hobbit* in 2023.

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 the West Country. Two productions a year take place in the Burton Taylor studio at the Playhouse, one of which transfers to Edinburgh. The school also has a partnership with the Pegasus Theatre, which provides a professional space for our Theatre Academy (including both performance and technical groups).

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

Oxford Playhouse is a registered charity, positioned in the cultural heart of Oxfordshire. The Playhouse has been inspiring, engaging and entertaining a wide-reaching and diverse audience since 1938. We deliver exceptional cultural experiences for all by presenting, producing, and touring the highest quality middle-scale, small-scale and off-site theatre, supporting and nurturing artists and through our imaginative community and participation programme.

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 (640) 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. Our last **Plays Out Tent** tour in Summer 2022 reached 2,933 children/families in deprived areas in Oxfordshire. We present regular **student and community group productions** on the main stage, and the BT studio houses over 40 student drama productions during the academic year, alongside a professional programme of original work by diverse artists. We continue to develop our digital-stage, streaming and on-demand events.

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. Our most recent co-productions include *Wuthering Heights* (with China Plate, Inspector Sands and Royal & Derngate), *Persuasion* (with the Rose Theatre and Alexandra Palace) and *George Sand's Gabriel* (the Cameron Mackintosh Fund with University College).

Oxford Playhouse's creative learning programme encourages lifelong creativity from Early Years to Older People. We work with many Cultural Partners, and with organisations such as AGE UK, KEEN, BeFree Young Carers and Oxford Association for the Blind on bespoke participation projects.

Oxford Playhouse's **artist development scheme *Evolve*** provides support for artists including funding, space, and mentoring. ***Playhouse Playmaker*** supports playwrights at all stages of their career, with specific strands for primary school pupils and young writers. We also produce **Offbeat**, an annual festival of new work in partnership with Arts at the Old Fire Station.

Applying for Resident Producer:

Terms: Although the post will reflect the school's academic year of 1st September 2024 through to 31st August 2025 it will, as part of the contracted period, include school induction days and additional handover periods with the current post holders through the summer of 2024. Given the nature of the role the post-holder will be required to work during weekends and evenings during, and in the run-up to, productions.

Salary: £26,425 pa (full time)

Probationary Period: Three 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 be taken, in consultation with line managers, at any point during the school year, but it is usual for this to be within published school holidays.

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.mcsoxford.org or www.oxfordplayhouse.com or contact Gail Workman on recruitment@mcsoxford.org or 01865 242191. 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 their 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@mcsoxford.org using the subject headline “**MCS Resident Director**” together with the equal opportunities monitoring form.

Applications should arrive no later than 12 noon Friday 3 May 2024.

Only short listed candidates will be notified of interview which will be held on Friday 17 May 2024. If you do not hear from us, (usually within 7 working days of the closing date), unfortunately, on this occasion you have been unsuccessful.

Job Title:	Resident Producer
Based at:	Magdalen College School (Working from Oxford Playhouse on 1 day each week)
Reports to:	Head of Drama and Deputy Head (Education Development) – MCS Head of Participation & Artist Development – Oxford Playhouse

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 the Head 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 Head 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 or equivalent during the summer holiday, 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 2025); 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 have recently evolved 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 budget-writing, contracts, tour booking, marketing & PR, negotiation of deals, ITC/Equity contracts, venue contracts, funding applications, 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 2025.

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 Resident 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