

# MERCURY

**Production Assistant**

**April 2024**





## Welcome from the Executive Director

Thank you for your interest in the Mercury in Colchester and the role of Production Assistant.

As one of the most ambitious producing houses in the East, we pride ourselves on the high-quality, relevant and inclusive nature of all of our work. We have an ambitious programme of productions and activities with our local community, schools and creative talent in the region.

We are looking for a Production Assistant who is excited about producing outstanding productions and creating a welcoming environment for inhouse and visiting creatives.

In this pack you will find:

- Background information on the Mercury Theatre, Colchester
- Job description and person specification
- Information about how to apply.

Further information about the Mercury can be found on [www.mercurytheatre.co.uk](http://www.mercurytheatre.co.uk).

We are a family friendly organisation and were named as Colchester's Employer of the Year 2022. Come and join us. We are committed to maintaining and building our audiences, delivering artistic excellence, and growing the Mercury's reputation as a launchpad for talent and innovation in the East of England and on tour across the UK.

We look forward to receiving your application.

**Steve Mannix**  
Executive Director



## **Introduction**

The Mercury Theatre, designed by Norman Downie, was opened on 10th May in 1972. Since its foundation the Mercury has become one of the main centres of artistic excellence in the East of England, having built a large and diverse audience for its critically acclaimed programme of drama, musical theatre, family theatre, music and dance at home and on tour.

The Mercury reopened in June 2021 following capital investment of £14.2m with state of the art facilities including a 532 seat theatre, a 98 seat studio, full on-site workshop and wardrobe facilities, rehearsal rooms, dance studio, dedicated creative learning space and a fully renovated café bar and front of house.

The theatre plays a key leadership and strategic role in the cultural life of Essex and the wider geographical area of East Anglia. It is the only full-time producing venue in Essex and one of only three in the eastern region. We connect with and support artists, freelancers, performers and industry professionals across the region to ensure our work remains as accessible and inclusive as possible, reaching as many people as we can.

## **Mission**

The Mercury creates and shares stories that are exhilarating, revelatory and relevant. Through the reinvention of classic texts and the creation of bold, new writing, we believe that the transformative power of theatre can enrich the lives of our community.

The Mercury is a significant regional developer of new talent, working with a range of partners across the arts, education and creative industries to deliver a studio programme and a learning, participation and professional development programme aimed at nurturing the next generation of theatre makers.

Everything we do is driven by our values of quality, innovation, diversity, and connection.

We are Colchester. We are for everyone.

## **Producing Department**

We believe that our vibrant and diverse programme and artistic delivery is the heart and centre of the Mercury. We are steadfast in our ability to be able to span both popular, new and classical work within our programme. As a regional theatre, we fundamentally believe that we should present 'something for everyone'. Our audiences are able to access a 'good night out' of popular titles, comedy, music through to new writing, non-professional work and contemporary forms.

We are proud to be a full time producing mid-scale regional venue presenting at least 7 Mercury Productions annually. This is possible due our dedicated in-house full-time professional teams across producing, workshop, stage management, wardrobe, admin, finance and marketing. Their energy, professionalism, enthusiasm and creativity ensure all our productions have high production values.

## Living in Colchester

Boasting strong commuter links, a world class arts and cultural scene and charming old rustic pubs serving up gastro delights, the list of reasons to move to Colchester is endless.

Renowned for being Britain's first city and former capital of Roman Britain, its rich history dates back over 2000 years and is ripe for exploring. Colchester Castle is one of the standout attractions as one of England's most significant heritage sites.

For a city steeped in so much history, it is surprisingly contemporary in its outlook, providing residents with all the amenities we've come to appreciate from modern living. Foodies will rejoice at the plethora of food options available - these range from budget dining to world class Michelin star restaurants - and shoppers are presented with a mixture niche independent shops neighbouring the usual big name retail giants.

Colchester is home to an enviable range of attractions which provide a wide selection of things to do. Colchester Zoo is listed in the top 2 zoos in the UK and the 11th best globally. Alongside the Mercury, there's also Colchester Castle, the Firstsite gallery, Colchester Arts Centre, new and emerging music venues the Curzon cinema and a wide range of festivals and events.

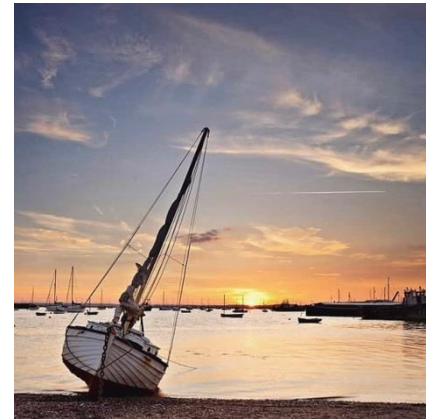
Colchester is surrounded by the green pastures of the picturesque Essex and Suffolk countryside, 135 square miles of coast and countryside. The idyllic villages of Wivenhoe and Dedham, famed as Constable country, are a short drive away, and you're less than 25 minutes away from the Essex Coast and Mersea Island, a postcard perfect seaside resort with a world famous oyster bar.

Situated in the north east of Essex, Colchester has a population of 195,000 and is one of the fastest growing cities in the UK. It is extremely popular with commuters with excellent train links to London Liverpool Street - only 50 minutes away. The A12 takes you straight into London and Stansted airport is only 30 miles away.

It is perhaps stating the obvious but the cost of living in Colchester is substantially cheaper than London. Rent for a one-bedroom apartment is approximately 58% cheaper than the capital.

With a balance of urban city lifestyle and a rural living, there are many reasons why Colchester is so desirable.

For more information about our wonderful city check out <https://www.visitcolchester.com>



## Job Description

Job Title	Production Assistant
Department	Producing
Responsible to	Producer
Key working relationships	Senior Producers Executive Director (CEO) Deputy Executive Director Finance Director Head of Marketing and Communications Production Department Theatre Administrator

### Purpose of the Post

The Production Assistant works closely with the Senior Producers and the Producer in the efficient creation and running of all productions and visiting company productions. By providing administrative and operational support to the Producers, the Production Assistant plays an important role in the programming of the theatre. The role provides day to day support in the running of the Producing and Production departments.

### Principal Responsibilities

The Production Assistant will:

#### Producing Administration and Finance

- Assist the Producers in all matters relating to casting including booking rehearsal and meeting rooms, liaising with actors and agents etc.
- Update Artifax with current production information and updating it as plans and schedules change.
- Liaise with agents, creative teams and actors contracted to appear in Mercury productions and projects as required by the Producers.
- Collate and send production information to all contracted actors and creatives in advance of rehearsals (such as welcome packs, digs lists etc.).
- Assist the Producer in the scheduling of design and production meetings and inform all Directors, Designers and other creatives and the Mercury team of meeting schedules on all productions.
- Process deal memos and contracts for all visiting company productions.
- Provide administrative support to the producers for all visiting company productions.
- Collate and send production details to visiting companies' producers and promoters as required.
- Circulate scripts and musical scores to cast, creatives and production team as appropriate, ensuring an up-to-date copy is saved in Artifax.
- Maintain an organised filing system in the Producing department.
- Assist the Producers in the maintenance of accurate financial records for the department.
- Provide finance administration support to the Wardrobe department.
- Take and disseminate minutes of Production and Programme Ops meetings and any other meetings as and when required distributing them as appropriate.
- Assist with booking all chaperones used to support the appearance of children and young people to appear in productions and projects.

- Obtain licenses for all child actors involved in Mercury productions and liaise with the relevant license authorities and Stage Management.
- Process all DBS checks for relevant production freelancers engaged to work at the Mercury if required.

### **Producing Event Duties**

- Manage the day to day running of R & Ds at the Mercury.
- Assist with the facilitation of castings.
- Assist with updating resource bookings for events / hospitality recharges etc
- Attendance at all planning, staff and company meetings as appropriate.
- Attend various committees and workshops as instructed by Senior Management.
- With the Creative Engagement Administrator support the administration of talent development activities as required.
- Work on other Mercury projects as required.

### **General Duties**

- Field all telephone calls and emails directed to the Producing Department and pass information onto the relevant person/department.
- Answer the main telephone lines as and when required.
- Take and disseminate minutes of Programme Ops, Producing meetings and any other meetings as and when required distributing them as appropriate.
- Maintain an excellent working knowledge of the Mercury's wider artistic programme, including its Creative Engagement and Talent Development activities.
- Attend and contribute to staff meetings and training sessions.
- Maintain positive and effective relationships with colleagues across the organisation.
- Adhere to all Mercury policies including Safeguarding, Health and Safety and environmental policies.
- Maximise income and minimise expenditure whilst ensuring high quality delivery.
- Undertake any further duties as may be reasonably requested.

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required in the future. It does not form part of the contract of employment.*

### **Person Specification**

#### **Personal Qualities**

- Self-disciplined, organised and self-motivating.
- Ability to work in a team, contributing ideas, supporting other team members and taking on a lead role on projects as required.
- Ability to work under pressure and manage competing deadlines.
- Adaptable and receptive to new ideas and initiatives.
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with people in all departments.

#### **Essential Professional Competencies**

- Experience of working directly with creative teams and providing administrative support.
- Excellent project management and administrative skills and the ability to manage multiple priorities.

- Experience of managing contracts.
- Experience of financial monitoring.
- Knowledge of current legislation around the use of children and young people in the arts and theatre.
- Excellent IT and computer skills relevant to the post's requirements.
- An informed interest in the work of the Mercury and a commitment to our core values.
- Prepared to live within commutable distance from the theatre in order to fulfil the role.

### **Desirable**

- Experience of the subsidised theatre sector.
- Experience of the commercial theatre sector.
- Experience of international touring and co-productions.
- Experience of contract negotiation with agents and artists and a good working knowledge of the relevant industry contracts.
- Experience of Artifax software.

### **Outline of Terms and Conditions**

<b>Salary:</b>	£23,800 - £26,500 (pro rata) per annum depending on experience.
<b>Period:</b>	This is initially a fixed term contract to the end of January 2025.
<b>Hours:</b>	37.5 hours per week, although additional hours may be necessary in order to fulfil the post's requirements for which time off in lieu is available.  This post may require the successful candidate to work unsocial hours on occasion.
<b>Annual Leave:</b>	Annual leave entitlement is 20 days for each holiday year plus statutory Bank Holidays. When you complete one year's service, your holiday entitlement will increase by one day and each year thereafter to a maximum of 25 days per annum.
<b>Probationary Period:</b>	Three months
<b>Notice Period:</b>	Two months by either party in writing after an initial probationary period during which time the notice period is one month by either party.
<b>DBS Check:</b>	An DBS will be required for this role.
<b>Pension:</b>	Colchester Mercury Theatre Ltd operates a Stakeholder Pension scheme. Full details of the scheme are available from the Finance Department
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>- The company offers an interest free season ticket loan.</li> <li>- Discount on food and drink in our café bar.</li> <li>- Access to the discounted staff menu in the café bar.</li> <li>- The company encourages attendance at performances with an allocation of tickets to employees (subject to availability and the Mercury's ticket policy)</li> <li>- A discount on specific Creative Engagement activities.</li> </ul>

## How to apply

To apply for this post, please send

- a letter of no more than 2 sides of A4, explaining what attracts you to this position, and evidence of your ability to meet the job description and person specification.
- Your CV
- Names and contact details for two employment/professional referees, however, we shall not take up references until after the interviews.

Applications should be submitted [via Staffology](#) by **10:00am on Monday, 13 May 2024**. Interviews will take place on Thursday, 23 May 2024.

*The Mercury is an equal opportunities employer and actively promotes diversity in the staff team. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*

Please let us know if you need this information in a different format by contacting us by phone on 01206 577006 or by email on: [recruitment@mercurytheatre.co.uk](mailto:recruitment@mercurytheatre.co.uk).

