

THE HANDLEBARDS

Cycling Shakespeare Tour 2018

Call for Assistant Producer

The HandleBards are a four-strong troupe of cycling players, who for the past five years have performed their unique brand of Shakespeare in venues across the world. In 2018 we will be mounting three major tours. From February - March, our all-female troupe will tour their production of *As You Like It* to venues across Asia. From April - September, our all-male troupe will cycle from London to Edinburgh, performing *Twelfth Night* across the UK and our all-female troupe will undertake a driving tour of the UK with a revival of their production of *Romeo and Juliet*.

We are seeking an assistant producer to support the HandleBards 2018 touring season.

The role would suit broadly-skilled producers and project managers with a flair for adventure and some experience in touring theatre. Experience with Wordpress and Adobe Design Suite software are desirable. We actively encourage applications from under-represented groups, including Black, Asian and Minority Ethnic (BAME) applicants.

KEY TASKS

1. To support the producers with day-to-day admin for the HandleBards, including drafting contracts and deal memos.
2. To aid with the running and administration of auditions, rehearsals and interviews.
3. To participate in regular production meetings and update production and creative teams accordingly.
4. To update venue and PR contact databases and undertake research to expand databases where required.
5. To coordinate and update website ticketing systems.
6. To aid the marketing manager with PR strategy and the design and print of publicity materials.
7. To assist the production team in updating social media streams with relevant, topical content throughout rehearsals and the tour.
8. To write and research content for the company blogs.
9. To assist company managers and producers with stock updates for website and on-tour merchandise sales.

The post is for three days per week, with a fee of £210 per week. Some evening and weekend work may be required. The role would be a fixed term contract from mid to late February until the end of June (with the potential for extension).

Please direct all questions about the positions to the producer, Tom Dixon, at tom@handlebards.com.

First-round interviews will be held on 14th and 15th February in central London.

To apply, please send a CV, covering letter and equal opportunities form to tom@handlebards.com by 12pm on Friday 9th February, with the subject line 'HB18 Assistant Producer Application' followed by your name.