

THE HANDLEBARDS

Cycle Tour 2020

Call for Assistant Producer

The HandleBards are a four-strong troupe of cycling players, who for the past seven years have performed their unique brand of Shakespeare in venues across the world. In the summer of 2020 we will be mounting two UK tours. Our all-male and all-female troupes will cycle 1500 miles across the UK, starting in London, carrying on their bikes all of the set, props and costumes they require for nightly performances of *The Comedy of Errors* and *Macbeth* in castles, gardens, bicycle shops, theatres and stately homes throughout the UK.

We are looking for a creative, organised and experienced assistant producer to work closely with the producers to support the HandleBards 2020 summer season.

The role would suit broadly-skilled producers and general managers with a flair for adventure and some experience in touring theatre.

There will be regular weekly meetings with the producers in London and occasional travel outside of Greater London to visit the touring troupes.

We actively encourage applications from under-represented groups.

Essential

- Excellent organisational skills as well as written and verbal communication skills.
- Computer literate and have a good knowledge of Google Drive, particularly Google Sheets.
- Good time management skills and the ability to deal with multiple priorities successfully.
- Ability to work under pressure to deadlines.
- Commitment to achieving high standards.
- Ability to work remotely and of own your own volition.

Desired skills and experience:

- Experience in the process of theatre, as a producer, stage manager, or general manager.
- Experience with Wordpress and Adobe Design Suite software.
- A valid UK drivers licence and experience driving a crew van.

KEY TASKS

1. To lead on key administration, including creation of contact sheets, booking accommodation, contacting venue managers, creating day sheets for tour managers and responding to customer emails and calls.

2. To be the first port of call for venue managers and company managers throughout the summer tour, providing guidance and support for the cycling troupes and giving regular ticket updates to venue managers.
3. To assist the producers in updating social media streams with relevant, topical content as well as researching and creating content for the HandleBards blog.
4. To organise PR for The HandleBards shows, emailing and calling local, regional and national press and radio contacts.
5. To participate in and minute regular production meetings and update production and creative teams accordingly.
6. Under the guidance of the producer ensure that all budgets are kept up to date and accurate, collating invoices and leading the day to day management of the production budget.
7. To coordinate and update website ticketing systems, and merchandise stock for website and on-tour sales.
8. To manage the gala show invitation list and work with the Producer and Company Managers to ensure the smooth running of galas.
9. To actively develop, implement and enforce The HandleBards green policies and practices.

The post is for 40 hours a week, some evening and weekend work will be required. Salary will be pro rata £20,800 per annum (£400 per week). Fixed term contract from mid April - Sunday 20 September 2020.

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

First-round interviews will be held on 23rd and 24th March 2020 in central London.

To apply, please send a CV, covering letter and equal opportunities form to tom@handlebards.com by 3pm on Wednesday 18th March, with the subject line 'HB20 Assistant Producer Application' followed by your name.