

**DONMAR**<sup>®</sup>

**Donmar Warehouse Projects Ltd**  
**Executive Producer**

# ABOUT THE DONMAR

The Donmar Warehouse is a 251-seat subsidised theatre located in the heart of Covent Garden in London's West End. It opened as a producing theatre in 1992 at 41 Earlham Street.

Previously, in 1961, Donald Albery formed Donmar Productions. Between the early 1960s and the early 1990s The Warehouse was used variously as a rehearsal studio and performance space by companies including the London Festival Ballet, the RSC and Cheek by Jowl.

In 1992 Sam Mendes took up residency as Artistic Director of the Donmar Warehouse and established it as a theatre of excellence, presenting the British premiere of Stephen Sondheim's *Assassins* in his first year. The Arts Council granted the Donmar National Portfolio Organisation status in April 2000.

In 2002 Michael Grandage took over as Artistic Director, introducing a touring programme of work as well as a number of successful transfers to the West End, Broadway and internationally and, in 2007, a year-long residency at the Wyndhams' theatre.

In 2012, Josie Rourke succeeded as Artistic Director and with Executive Producer, Kate Pakenham, oversaw the Donmar's purchase, refurbishment and move into Donmar Dryden Street, a warehouse building housing the Donmar's offices, rehearsal and education space. Through its state of the art rehearsal facilities, Dryden Street has enabled the Donmar to invest further in artists and to embark upon our most ambitious education programme to date thanks to a dedicated workshop space, the Clore Studio.

Under the artistic leadership of Josie Rourke, the Donmar has renewed its commitment to sharing its work as widely as possible by embarking upon two West End transfers, transferring six productions to New York, creating a new venue in Kings Cross in 2016 to present Phyllida Lloyd's all-female Shakespeare Trilogy, broadcasting Josie's productions of *Coriolanus*, *Les Liaisons Dangereuses* and *Saint Joan* into cinemas around the world in partnership with NT Live, and partnering with Channel 4 to broadcast *The Vote* to over 650,000 people live on the night of the 2015 Election.

The Donmar also broadened access to productions at its Covent Garden home through the ground-breaking ticket access scheme, Barclays Front Row. This has now been replaced by two, more targeted, schemes: YOUNG+FREE which offers complimentary tickets to under 26s who are new to the Donmar, and KLAXON tickets released weekly across all price-bands.

Michael Longhurst was announced as the Donmar's new Artistic Director in June 2018, beginning his tenure from March 2019, with his first programming to begin in mid-2019.

# CURRENT BUSINESS HEADLINES

- The Donmar currently produces six new productions a year, employing around 200 theatre practitioners (including actors, directors, designers and stage management) in addition to around 40 permanent staff.
- Our programme spans new plays, revivals and classics. Each production aims to have a significant, contemporary cultural impact.
- We regularly play to 90% capacity, attracting nearly 100,000 people through our doors every year.
- We are a registered charity, with a turnover of around £6m/year. The Donmar is funded by a combination of Arts Council investment (7%\*), box office (27%), fundraising from individuals, Trusts and Foundations and corporate sponsorships (50%), and other income (16%). As a percentage of turnover, the Donmar raises more than any other subsidised theatre in the UK and everyone here supports the organisation in achieving this.
- Dryden Street - the company's creative, administrative and education hub - allows us to invest in the development of new work and to broaden access to our programme.
- In January 2017 we successfully took over the operation of the Earlham Street theatre. During the next 3 – 5 year period we plan to completely overhaul the theatre. Doing this will ensure its position as a sustainable creative resource, in the heart of the West End, for future generations of artists and theatre goers. This capital project will require the theatre to be closed for 12-13 months.

\*16/17 Donmar Warehouse Projects Limited Statutory Accounts

# MISSION

**The Donmar Warehouse is the home for leading artists to make world-class theatre that engages, inspires and entertains. We share our work with as broad an audience as possible.**

Our intimate space offers actors and audiences a theatrical experience unlike any other, while our transfers, tours, and digital distribution enable audiences to enjoy our work worldwide.

The theatre we make is always in conversation with the world today. We celebrate variety on our stage, re-energising the canon, reviving modern classics, and commissioning great new work. We always prize diversity and freedom of expression, and with each new production we seek to innovate and spark debate.

Our exceptional education work empowers young people and cultivates a new generation of artists and audiences, while our creative development programme invites great theatre artists to push themselves and the boundaries of theatre-making.

The Donmar Warehouse is a registered charity number 284262.

# VALUES

- Excellence
- Innovation, curiosity and creative bravery
- Access and community
- Equality, diversity and social justice
- Finding and using your voice, with freedom of expression
- Well-being and sustainability: of people and planet
- Responsibility towards public and private funding

The Donmar is committed to equality of opportunity for everyone who works here and recognises the value of diversity within our workforce. We are an active member of PIPA (Parents & Carers in Performing Arts).

# GOVERNANCE

A list of our Trustees can be found at [www.donmarwarehouse.com/about/staff](http://www.donmarwarehouse.com/about/staff)

In addition to regular Board meetings, there are a number of committees in place that report to the Board on specific areas of the Donmar's activities. These are: the Audit, Finance and Operations Committee; the Development and Education Committee; the Ethics and Reputation Committee; the Future Audiences Committee; the Governance, Nominations and Remuneration Committee; and the Property Committee.

# THE ROLE

**Role title:** Executive Producer

**Reporting to:** Artistic Director (CEO)

**Location:** Donmar Warehouse Projects Ltd, 3 Dryden Street, London WC2E 9NA

## Purpose of the role

The Executive Producer will be part of the executive team and will report to the Artistic Director (CEO). With the Artistic Director, the Executive Producer will be responsible for the creative and managerial success of the Company.

## Duties and Responsibilities

Principal responsibilities working in partnership and close collaboration with the Artistic Director:

### **Leadership & Management**

- Overall management of the activities of the Donmar Warehouse as a producer of theatre productions.
- Ambitious, confident and inspirational artistic and strategic leadership that motivates and enthuses staff and artists. Promotion of best practice, equality of opportunity and professional development, creating a safe and supportive environment where everyone can give of their best.
- Support and deliver the company's artistic vision, five year strategic and financial plan and policies, working closely with the Artistic Director, Chief Operating Officer and Senior Management Team in their specific areas, and recommending to the Board for approval.
- Work with the Artistic Director to support the Donmar's financial sustainability and long term resilience. This is supported by the Chief Operating Officer and Head of Finance, including development of annual budgets and regular financial reporting.
- Provide active leadership in the fundraising strategies of the Donmar, working closely with the Director of Development and Artistic Director. Champion, support and participate, where appropriate, in all fundraising activities. Develop and maintain excellent relations with the Donmar's key sponsors, donors and members.

- Together with the Chief Operating Officer, ensure effective management of the Donmar estate and all other aspects of operations, with ultimate oversight of the planned major capital upgrade of the Earlham Street theatre to budget and in line with the agreed schedule.
- Overall management of all employees with the Artistic Director, both permanent and production staff together with freelance artists (writers, actors, creative teams and any associates who may be appointed).

### ***Producing***

- Development of the potential for the Donmar's programme to transfer to other theatres, including touring nationally and internationally.
- Oversight and implementation of the Donmar's transfers to other theatres: negotiating transfers to other theatres: negotiating financial positions, negotiating deals with theatre owners, managements, producers, creative teams, performers and production staff.
- Oversight and implementation of the Donmar's work in other media including on-screen collaborations.
- Oversight and negotiation of the rights to plays and musicals for use at the Donmar, in the West End and abroad (specifically Broadway), and establishing potential for development of these rights for use on the Donmar's behalf in other media.
- Oversight and negotiation of author deals, co-production arrangements and any legal arrangements pertaining to the work and/or development of the Donmar.

### ***Internal and external representation***

- Responsible for overseeing audience development with the marketing department, including educational outreach, access and enhancing cultural diversity within the core Donmar audience.
- Along with the Artistic Director, responsible for relations with key artistic personnel .
- Representation of the Donmar with the Artistic Director to the industry in the UK and globally: theatre managers, theatre owners, producers, investors, potential collaborators.
- Representation of the Donmar with the Artistic Director as spokesperson to the press on subjects of policy, sensitive or controversial matters concerning productions, artists, the Donmar's position in the national and regional landscape.

- Oversight of the Donmar's relationship with The Ambassador Theatre Group (ATG). ATG are engaged by the Donmar for the day to day management of the theatre building.
- With the Artistic Director, representation of the Donmar to government funding bodies: ACE and other funding bodies.
- Representation of the Donmar, with the Artistic Director, to major funders: principal, benefactors, sponsors.
- Representation of the Donmar to industry bodies: SOLT, TMA.

### ***Strategic Leadership***

- Jointly with the Artistic Director to oversee the creation and implementation of the Business Plan. This should also include a focus on increasing reach beyond the Donmar, education and access, audience development, digital, financial/commercial strategy, the Equality and Diversity Action Plan and management, fundraising and all other aspects of the Donmar's output.
- Jointly with the Artistic Director to develop a strategy that produces a successful transition when working off-site during the capital refurbishment of the theatre in 2020 and during the return to Earlham Street in 2021.
- Jointly with the Artistic Director plan and deliver a programme of work off-site during any capital refurbishment work.
- Jointly with the Artistic Director to oversee the development of the Donmar's policies and to maintain its reputation for presenting its work to the highest possible standards.

### ***Governance***

Attend all Board meetings and sub-committee meetings as required. With the Artistic Director and COO, report to the Board on all matters, defining and monitoring the objectives of the company.

### ***Public Relations***

- Oversight of the Donmar's public representation on all printed material in all venues and/or media including negotiating for the Donmar to be represented where it has commissioned or first produced plays and musicals thereafter presented by other companies.
- Representation of the Donmar in public forums and/or conferences.

## **PERSON SPECIFICATION**

### ***Essential qualities, skills and experience:***

- Demonstrable experience in a senior leadership role within an arts organisation for a minimum of five years.
- Proven experience of maximising the impact of work commercially and artistically on a variety of scales and platforms.
- Entrepreneurial spirit and strong commercial instincts.
- Proven experience of negotiating complex arrangements, ability to influence at a high level using persuasive and compelling communication.
- The ability to realise an inspirational and distinctive artistic vision for the Donmar that is ambitious and relevant.
- A proven reputation for producing industry-respected, excellent, ambitious and innovative work, and the ability to inspire excellence in others.
- Experience of working with a diverse range of practitioners to develop their craft.
- An extensive network of wide-ranging contacts in the theatre sector nationally and internationally, alongside an ability to deliver projects in a range of environments internationally and in various media.
- Experience of managing significant budgets and financial systems.
- Experience of managing diverse groups of people with commitment to HR best practice.
- An understanding of the importance of relevance, risk-taking and the ability to successfully push boundaries.
- An interest in the social, cultural and financial context within which the Donmar operates.
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of the Donmar's work.
- The ability to inspire and motivate stakeholders, staff and creative personnel.
- Proven ability for leading on fundraising, which is at the core of the Donmar's success.
- The ability and ambition to work with a range of stakeholders at the highest level to position the Donmar as a cultural leader in all areas of its work.
- Open to new technology and digital trends and their potential for integration into future Donmar activities.
- The ability to work collaboratively and form effective partnerships internally and externally.

***Desirable (but not essential) qualities, skills and experience:***

- Experience of working in a theatre building or arts venue.
- Experience of significant capital projects.

**Holiday**

20 days a year (rising a day per year, up to 5 years) plus an additional five days in lieu of evenings worked during the year

**Benefits (post-probation)**

- Travel season ticket loan
- Subsidised gym membership
- Monthly theatre ticket allowance
- Free annual eye tests
- Cycle to work bike loan scheme
- 'Kiddi Vouchers' childcare scheme
- Free Hospital Club membership
- 3% pension contribution in Donmar's stakeholder pension scheme and entitled to contribute any amount in full % increments

# **FURTHER INFORMATION AND HOW TO APPLY**

For an initial confidential conversation please contact Heather Newill at AEM International on [hnewill@aeminternational.co.uk](mailto:hnewill@aeminternational.co.uk) or +44 (0) 1728 660 026

To apply, please send a CV together with a letter of application (no more than 3 sides of A4) stating why you believe you are suitable for the job to Heather Newill, Director, AEM International Ltd, either electronically to [hnewill@aeminternational.co.uk](mailto:hnewill@aeminternational.co.uk) (preferable) or by post to 10 Church Street, Framlingham, Suffolk. IP13 9BH.

**Closing date for applications: Friday, 31 August**

**[www.donmarwarehouse.com/vacancies](http://www.donmarwarehouse.com/vacancies)**

*The Donmar is an equal opportunities employer. We recognise the value of diversity within the workforce and actively encourage applications from those with less visibility in the arts.*

*We are an active member of PIPA (Parents & Carers in Performing Arts).*

*We are also a Disability Confident Committed employer. All disabled candidates who demonstrate that they meet the essential criteria will be invited for an interview.*