



Head of Productions

About us

The Ambassador Theatre Group is an extraordinary success story. Founded in 1992 in the UK, we have become the world's number one live theatre company; we operate iconic venues, run major ticketing platforms and produce award-winning shows. Our mission is to bring the very best in live entertainment to the largest possible number of people.

People are at the heart of our success. We are passionate about bringing great live experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realise their full potential.

Our values

In everything we do, we strive to be Ambitious, Collaborative, Passionate and Smart.

- We are passionate about our work, our business, and our industry.
- We are smart in our quest for simple, efficient, and innovative solutions.
- We are collaborative and help each other to reach our goals.
- We are ambitious and seek to exceed people's expectations.

Corporate Social Responsibility: Our priorities

- Next Generations: introducing tomorrow's audiences to the pleasures of live entertainment, recruiting and nurturing the next generation of industry talent.
- Inclusion: improving and promoting diversity, inclusion and well-being in the workplace.
- Sustainability: helping reduce our impact on the environment by making our business more sustainable.

A Stage for Everyone - Our Inclusion, Diversity, Equity and Access Mission Statement

Our stages are a platform for compelling stories – stories that are for all, by all, and of all. We shine our spotlight on our differences and believe that understanding and celebrating these differences makes us better global citizens. We are passionate about the pursuit of true diversity and equality. We strive to make our venues beacons of these ideals in our communities. Onstage and off, we hold ourselves accountable for nurturing an inclusive culture, one in which everyone can bring their authentic selves. At ATG, we provide a stage for everyone.

We recognise that we do not have all the answers; but we strive to listen, to learn and to change in order to ensure ATG becomes a truly inclusive organisation. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

The Head of Productions Role

A member of the ATG Productions team, you'll report to the Executive Producer and directly line manage three General Managers. In this leadership role you'll work alongside the Senior Producer (Richard Darbourne) and for the Executive Producer (Adam Speers) to drive forward the operational objectives of ATGP.

In conjunction with the Senior Producer, you'll ensure the successful, efficient and timely operation of ATGP, support the Executive Producer and Senior Producer in their producing activities and specifically manage and direct the General Management function at ATGP.

This role will be based in London and will be supported by the existing ATGP production infrastructure.

Key responsibilities

- Develop ongoing strategies and processes to uphold the ambitions of ATGP including departmental policies and procedures.
- Oversee production budgets (including transfers, readings and workshops) to be managed by the General Managers, and prepare and present budgets to the Production Investment Committee as directed.
- Act as advisor to the General Managers with regards to productions, including budget management and rights deals for creative teams and authors, and provide clear reporting of financial targets to the Executive Producer and producing partners.
- Negotiate and prepare rights, co-production and joint venture agreements as required for ATGP.
- Assist the Senior Producer and/or Investment Administrator on investment and financial documentation for forthcoming productions as required.
- Work with the General Managers and ATG Finance Team plus any external finance contractors on production accounts, financial statements and tax claims as required.
- Take on any General Management responsibilities as required by the Executive Producer e.g. when GMs are on leave or when a production has appeared at short notice.
- Build and maintain relationships with agents, actors, creatives, investors, co-producers and venues and keep abreast of productions in the UK and internationally.
- Promote professional standards, recruiting, supporting and developing the skills of ATGP staff and enshrine good working practices and improve skills and retention.
- Keep abreast of, and advise on, current Union and Trade Agreements which may impact on ATGP's producing activity.
- Represent the Executive Producer and Senior Producer if required.

Everyone's responsibility

Everyone at ATG is expected to play their part in achieving our goals and upholding our core values by:

- Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.
- Playing your part in reducing our environmental impact and finding more sustainable ways of working.
- Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees, and supporting our Creative Learning and Community Partnerships work.
- Having a positive attitude to health and safety, legal and insurance requirements and take care to understand our policies and procedures. You'll help us uphold a positive culture around meeting our obligations.

We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the business. Everyone at ATG is expected to be flexible and adapt as the needs of the business change, taking on new or different responsibilities as the need arises.

Your skills, qualities and experience.

If you are able to demonstrate many of the essential criteria we encourage you to apply, and we welcome any questions you might have regarding the role.

- Significant commercial theatre experience at management level.
- Excellent written, verbal communication and numeracy skills.
- Proven ability to deliver work of scale within budgetary constraints.
- Willingness to take on leadership responsibilities, with the ability to work on a varied workload whilst juggling competing priorities.
- Tact, diplomacy and discretion.
- Eye for detail and accuracy.
- Advanced skills in MS Word, Outlook and Excel. Essential to be accomplished with complex spreadsheet formulas for documents such as royalty pools and recoupment schedules.