



Recruitment Pack

Producing Trainee Placement

The Royal Court

Application Deadline: 12pm, Monday 22nd June 2026

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**STAGE
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About The Royal Court

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The Royal Court is the writers' theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black and Global Majority and D/deaf and disabled applicants.



About Stage One

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Stage One is a charity that has supported theatre producers and productions through educational and investment schemes for 50 years through a series of developmental programmes ranging from practical workshops to financial awards.

Stage One offers a variety of development programmes for emerging commercial producers. As well as offering paid placements we run 3 annual workshops, we offer bursaries of up to £20k, and offer underrepresented producers access to our Bridge the Gap development programme. We also provide investment to producers on both small scale and larger commercial raises.

Stage One Producer Placements

The Stage One Producer Placements offer aspiring producers the opportunity to work within an established production company or producing theatre. They are employed by the organisation for 12 months, learning the producer role through hands-on training. Stage One launched the national branch of this scheme in 2013 in order to increase communication and shared knowledge across the subsidised and commercial sectors. The placement not only benefits the producer, but also the host theatre/ organisation as they have further opportunity and support to produce in-house.

Since 2006, Stage One has facilitated over 160 paid placements in West End commercial producing offices and regional theatres, with 75% of participants still actively working in the industry today. Each year, nine Trainee Producers are recruited at the same time, forming a national cohort who begin their placements together and support one another throughout the programme.



The Team & Key Contacts



This role is part of Stage One's trainee producer placement scheme. Whilst you will work full time within the offices of the host organisation, you will have consistent communication with Stage One, its staff and network, as well as access to many additional Stage One training opportunities.

Royal Court Key Contacts

Producers: Jack Farrell and Hannah Lyall (Line Managers)

Head of Department : Steven Atkinson

Stage One Key Contacts



Joseph Smith - Chief Executive

Abbi Roberts - Operations Director - abbi@stageone.org.uk

Olivia Polglase - Programme Manager- olivia@stageone.org.uk

Heather MacInnes - Programme Coordinator - heather@stageone.org.uk - 020 7557 6762

Throughout the placement you will be mentored by a member of the Royal Court team with additional support and guidance from Stage One.

About The Role

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Key Details

Contract: Full time, 12-month fixed term

Hours: 40 hours per week; Usually 10am - 6pm Monday – Friday (1 hour lunch break). Due to the nature of this role some evening and weekend work could be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Salary: £31,000 per annum

Start Date: Late September/Early October

Annual Leave: 25 days per annum, and bank hols

Probationary Period: 4 months

Notice Period: 2 months

Place of Work: Royal Court Theatre, 50-51 Sloane Square, London, SW1W 8AS; the Producing Trainee will be able to work up to one day per week remotely subject to team arrangements.

Additional Benefits

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events
- Commitment to professional development, with access to a suite of training resources and personal budget
- Employee Assistance Programme (EAP) account access and confidential counselling



About The Role

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The Producing Trainee will play a key role within the busy Producing department at the Royal Court, supporting all aspects of production. Co-line managed by the Producers, they will work alongside and in support of the Producing Assistant, to provide value-adding support on the delivery of productions, as well as the work of our New Writing and Participation Producer and Casting Associate.

The role blends producing and general management responsibilities - working on shows at various stages from early development and programming, to supporting productions across two spaces and beyond.

We are looking for a Producing Trainee who is looking to develop their career in an ambitious producing team. They will bring experience of supporting productions or creative projects, a clear and confident communication style and a proactive, organised approach to administration.



About The Role



Job Description

Key responsibilities include:

- Support the Producing Assistant and Producers by undertaking duties including availability checks, arranging travel and accommodation, preparing visa and child performer licence applications, creating playtext pages and freesheets, arranging press nights and other events.
- Support in the correspondence and negotiation with agents, and populate and issue contracts for creative teams, actors, stage management and other partners.
- Attending and contributing to producing, sales, finance and other meetings.
- Providing administrative support to the Casting Associate, where required, including checking availabilities, booking spaces and facilitating auditions and meetings.
- Providing support to the New Writing and Participation Producer, for our Young Playwrights Award, ad-hoc Writers Card events and Open Submissions Festival.
- Attend and support rehearsals, production meetings, technical rehearsals and previews as required.
- Support the Producers in overseeing spending against agreed budgets and monitoring outturn.
- Assisting the Head of Producing & Partnerships with partner agreements for commercial enhancements, touring, and West End transfers where appropriate.
- Maintain key records and files around projects and shows, including up-to-date contact sheets, scripts and schedules; and proof-reading documents, free sheets, and other materials.

Person Specification

The ideal candidate will have:

- Previous experience in a producing theatre company, or as an independent theatre producer.
- Awareness of how to create inclusive, welcoming environments for artists and creative teams.
- Excellent organisational skills and an attention to detail, with the ability to manage multiple tasks and deadlines at once.
- Understanding of the Royal Court's artistic mission and genuine interest in new writing.

How to Apply

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To apply for this position, please head to our website via the link below where you will find all our open applications!

[Application Portal](#)

We're interested in what you say rather than how you say it. You're welcome to answer in a format that best suits you and enabled you to respond fully to the questions. This could be written English, video (BSL/ spoken English/ SSE), audio recording, bullet points etc.

If submitting your application via the website form isn't best for you, or you need support in making your application, please email heather@stageone.org.uk or 020 7557 6777.

We particularly welcome applications from people who are from backgrounds which are not currently widely represented in the theatre industry. By this we mean people from the global majority, refugees, migrants and those from non-White British ethnic backgrounds; those from working class backgrounds; those who have a disability or are neurodivergent; and those whose gender identity is different from that assigned at birth.

If you would like an informal conversation about the role prior to applying, please do not hesitate to contact Stage One on 020 7557 6737 or enquiries@stageone.uk.com.

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