

Job Description

Job Title:	Associate Producer
Department:	Planning & Production
Reporting line:	Director of Planning & Production
Salary:	£38,000-£40,000 per annum
Hours:	40 hours/week. (<i>Hybrid working with a minimum of 3 days per week at Thorp Street. Regular travel to touring venues and evening work to be expected.</i>)

Birmingham Royal Ballet exemplifies a modern, ambitious world-class ballet company that inspires, develops, and showcases the best of our country's talent and creativity. Whether through creating new ballets or inspiring people to experience, participate in, and excel in this exceptional art form, our focus is on offering excellence and access for all.

Birmingham Royal Ballet's mission is to reach out and move people with great ballet and music. The Company tours world-class ballet to the widest possible audience in the UK and internationally; creating new works that reflect the world we live in and releasing the creative potential in people of all ages and backgrounds

Under the leadership of Carlos Acosta CBE, BRB has been transformed. New productions like *Black Sabbath—The Ballet*, a revival of international touring, and debuts in unusual places, like Glastonbury's Pyramid Stage in 2024, have made the Company one of the most talked about in dance, and embody its driving principle to take *Ballet Everywhere!*

Works closely with

- Technical Teams (Stage Management, Wardrobe, Lighting, Carpentry, Wigs)
- Company Office
- Producer
- Administrative teams (Finance, Marketing, Development & Events)
- Venues, freelancers & external partners

About the Role

This is a rare opportunity for an ambitious producer to step into a key technical and project role within a major touring organisation. The Associate Producer acts as a key creative and operational partner to the Director of Planning & Production—supporting the strategic engine of the company while also leading their own portfolio of projects. You will help steer the planning and technical workflows that underpin the company's core repertoire, while taking ownerships, selected international touring, and innovative "Off Main Stage" (OMS) work.

Key Responsibilities

1. Strategic Partnership with the Director of Planning & Production

- Serve as the Director's primary operational support, helping balance planning, technical coordination and project delivery.
- Prepare high-level schedules, briefing papers, reports and follow-up actions for planning, technical and senior management meetings.
- Strengthen internal communication across departments—ensuring clarity, accuracy and timeliness.
- Hold oversight of critical deadlines across programming, touring, technical preparation and special projects.

2. Programming & Planning

- Work with the Director of Planning & Production and Producer to keep the Repertoire Schedule accurate and up-to-date.
- Work with the Producer to maintain records of Pencil / Held / Contracted / On-Sale status for all programmes.
- Work with the Producer to maintain accessible documentation for contracts, venue negotiations and planning materials.
- Support company-wide planning meetings, including agendas and circulated actions.
- Assist with venue and scheduling feasibility checks, working with technical teams.

3. Technical Liaison & Coordination

- Act as the bridge between technical departments and producing/planning functions.
- Support the creation and circulation of technical schedules, visit timelines and advance information.
- Assist in tracking technical staffing needs, schedules and venue liaison timelines.
- Help to maintain documentation relating to productions, technical requirements and touring logistics.
- Ensure technical information is clearly communicated to venues and internal teams.

4. Producing Lead — Special Projects & Off Main Stage

- Assume producing responsibility and leadership on Off Main Stage (OMS) work, with a focus on building strategic partnerships for events including:
 - Site-specific and immersive performance
 - Pop-up, festival or public realm events
 - Community-focused and partnership projects
 - Artistic residencies
- Assume producing responsibility and leadership on selected special projects and tours that form part of or arise from strategic partnerships

- For all such Special Projects and OMS work:
 - Develop project plans, schedules and risk assessments.
 - Coordinate logistics across travel, technical requirements and production timelines.
 - Create and manage project budgets in line with financial procedures.
 - Negotiate and contract freelance artists, creatives and suppliers.
 - Manage invoicing, payments and reconciliations with Finance.
 - Lead post-project evaluations and embed learning for future projects.