

Mayflower

RECRUITMENT PACK

Senior Producer
(National)

AUGUST 2025

INSPIRING EXPERIENCES



THANK YOU

Thank you for your interest in the position of Senior Producer. We're delighted you're considering joining our team.

Mayflower is a not-for-profit organisation that is comprised of two venues; we are proud to run the largest presenting theatre on the south coast and the fourth largest regional theatre in the UK alongside Mayflower Studios, a thriving multi-artform venue, championing a diverse range of performance and community engagement.

The purpose of the Senior Producer role is to lead on the development, delivery and evaluation of national producing work, build and maintain co-producing partnerships, ensure both venues play an active role in the wider cultural landscape, and support the delivery of our programming aims.

Mayflower exists for a simple but powerful purpose: to inspire people through live performance. Every production on our stage, every community workshop, and every warm welcome we give at our doors is part of our wider mission – to create memorable, inclusive, and inspiring experiences for everyone who walks through them.

This is an exciting time to be part of our organisation. With a diverse and ambitious programme that spans West End musicals, drama, dance, opera, comedy, and family shows, we continue to grow our reach and deepen our impact across Southampton and beyond.

Both venues enrich our cultural offering with contemporary performance, emerging artists, and meaningful community partnerships.

Our people are at the heart of everything we do. We are building a team that reflects the creativity, passion, and diversity of our audiences, and we are committed to being a workplace where individuals feel respected, supported, and inspired to do their best work.

As a member of our Leadership Team, you will help shape the artistic vision and strategic direction of our producing work. Joining us at an exciting time, you'll drive innovation, build partnerships and lead, inclusive programming that reflects the communities we serve. You'll be joining an organisation that values collaboration, integrity, and respect. If you share our belief that the arts can change lives and want to play your part in shaping the future of theatre in the South, we would be thrilled to hear from you.

Thank you once again for considering Mayflower as the next step in your journey. If you have any questions or would like an informal chat with one of the senior management team before you apply, please do get in touch.

Looking forward to meeting you,

Michael

Michael Ockwell
Chief Executive
Mayflower



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MAYFLOWER THEATRE

Mayflower Theatre is the largest theatre on the south coast, welcoming more than 500,000 visitors a year.

With a trusted reputation for presenting an eclectic artistic programme including the best in musical theatre, dance, opera, live music, drama and comedy our 2,270-seat venue attracts the world's best touring productions.

Mayflower Theatre delivers an extensive creative learning programme, engaging with over 30,000 participants annually.

Mayflower Theatre is an independent charitable trust, working to the vision of 'Inspiring Experiences', ensuring theatre is accessible to all and that our 1928 Grade II listed building is maintained for generations to come.

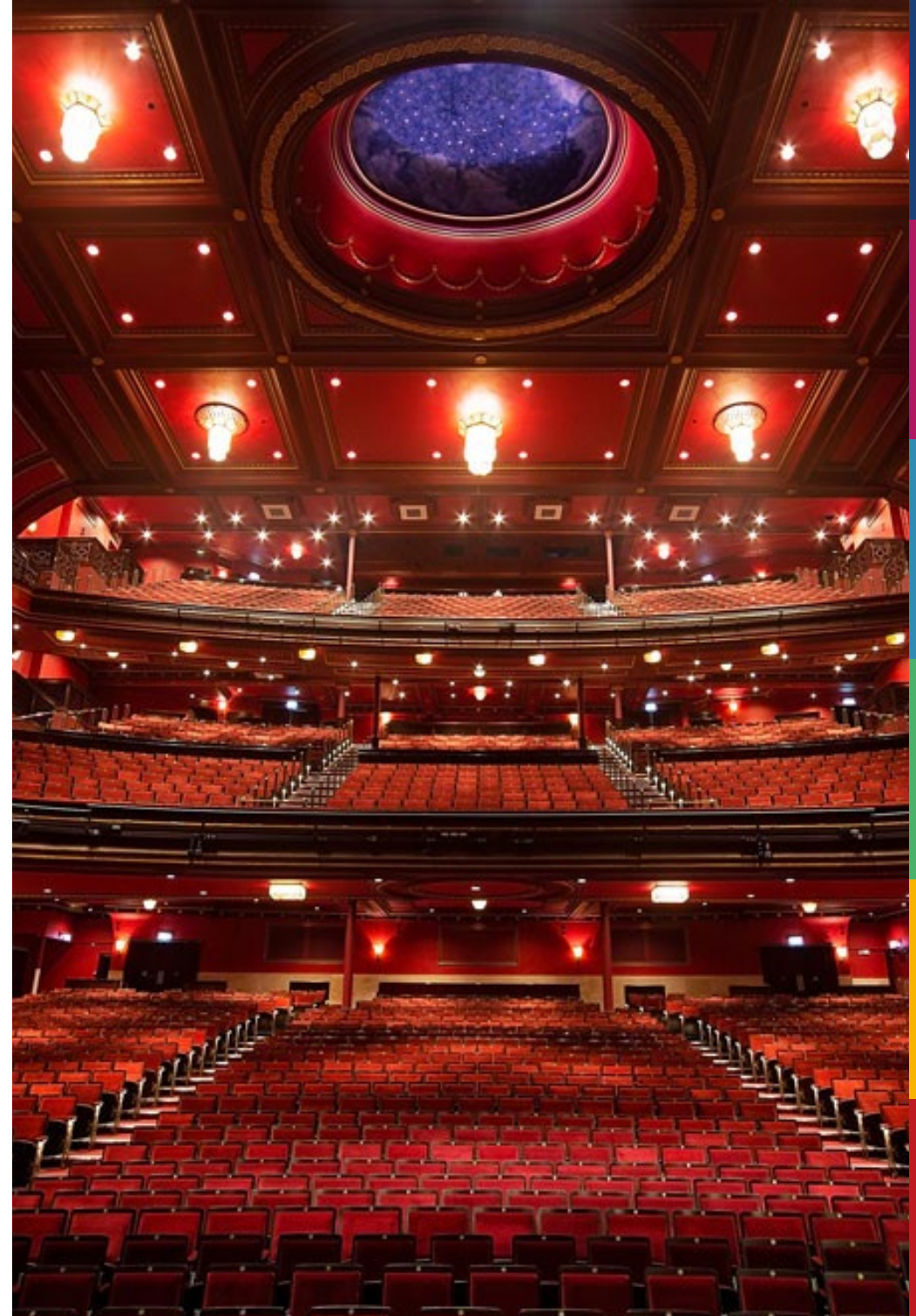
In 2018 Mayflower Theatre underwent a £7.5m renovation, installing 1,600 new seats, reconfiguring the orchestra pit and seating layout, refurbishing the auditorium and front of house spaces, and extending the staff areas.

Revenue is generated through ticket sales and ancillaries as Mayflower Theatre receives no direct funding.

The audience is at the heart of our business strategy.

We strive to provide emotionally inspiring experiences to every visitor through presenting quality productions and providing first class customer service. To that end we aim to recruit a talented workforce to join our team.

We welcome more than
500,000
visitors a year to our
2,270
seat venue



MAYFLOWER STUDIOS

Mayflower Studios is a multi-art form cultural hub located in the heart of Southampton presenting and producing theatre, dance, musicals, music, comedy, circus, cabaret, spoken word, visual arts and family shows.

We are community-led, with engagement and consultation at the heart of everything we do. We work with the best touring companies and local artists to present a diverse, vibrant, high-quality artistic programme, alongside our own productions and co-productions.

We have three studios:

STUDIO 1:

A theatre space with 449 seats, which is also adaptable for shows being played in the round or traverse.

STUDIO 2:

A flexible performance/studio space with 120 seats for shows, but which can be recessed to give an open studio for workshops, rehearsals and events.

STUDIO 3:

A dance and workshop studio fully equipped with barre and mirrors, allowing drama, dance and events for about 40 people. There is space for 30 people seated for show backs. There are large communal spaces for getting together in the bar and on the mezzanine floor.

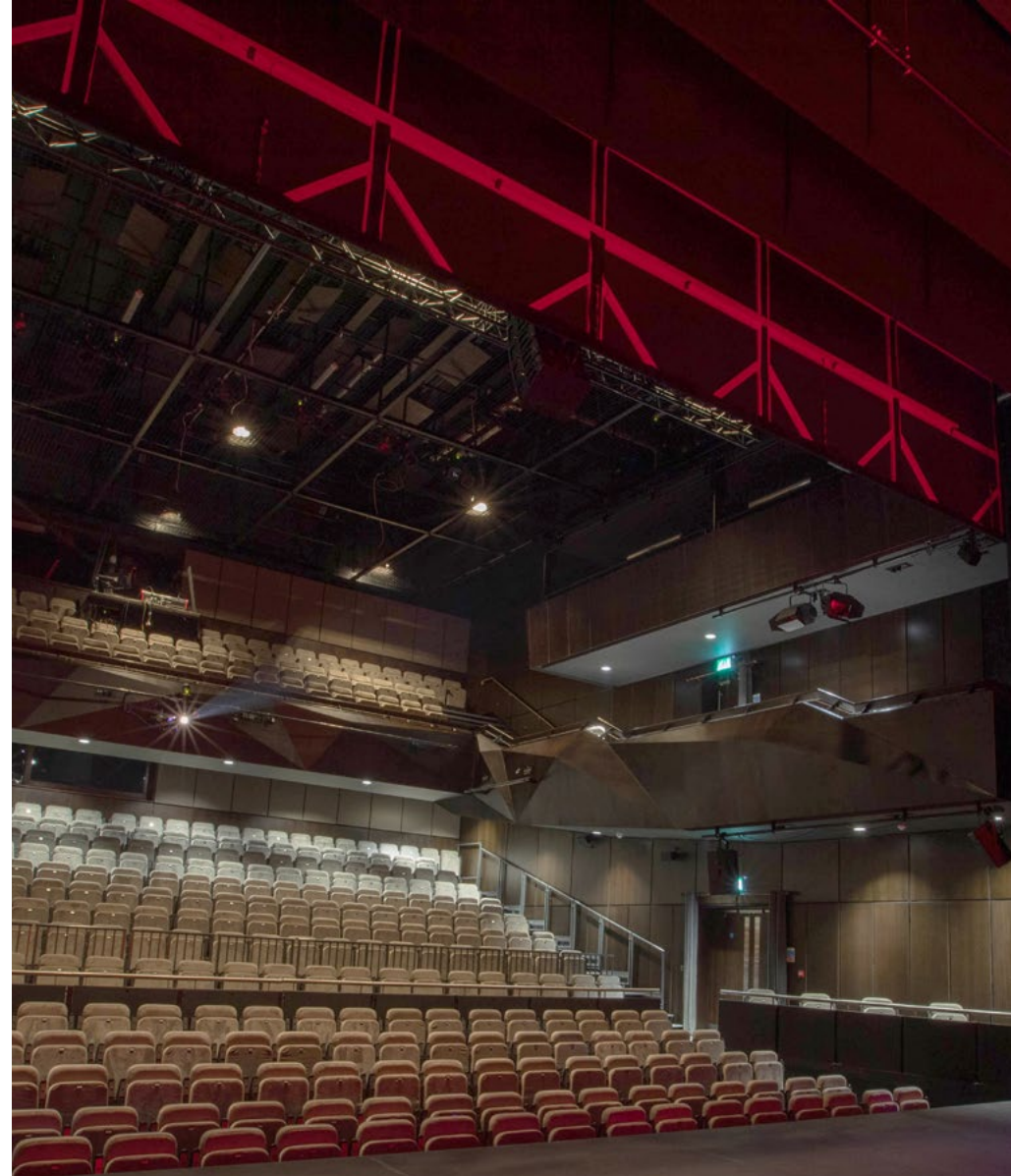
The Studios vision is to be nationally recognised in providing Inspiring Experiences.

It is our mission to:

- **Preserve and maintain Mayflower Studios for the community and provide a diverse programme of quality arts experiences.**
- **Be valuable to the community and local cultural offer as a creative hub and centre of excellence for culture in Southampton.**
- **Be community led with engagement and consultation at its heart.**

Our Participation team works throughout the community giving opportunities to take part and developing both future audiences and future theatre makers. This work leads into our Artist Development programme. Our Creative hub has six resident companies from different art forms whom we work with closely to create exceptional cultural opportunities for the region.

Mayflower Studios is the partner venue of Mayflower Theatre, Southampton and is operated under the registered company name Mayflower Academy Ltd. The Mayflower Theatre Trust established Mayflower Academy Ltd to operate Mayflower Studios to be a key cultural partner within the City, and to be an integral part of Southampton's UK City of Culture 2025 bid. The organisation is funded by Arts Council England and Southampton City Council.



Studio 1 has **449** seats
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JOB DESCRIPTION

Job title:	Senior Producer – National
Department:	Producing
Reporting to:	Creative Director
Responsible for:	Nationally produced and co-produced work
Grade:	Leadership team
Salary:	Total package up to £50k. Hours of work will be varied and will include evening and weekends, so flexibility is essential. This role is based in Southampton with occasional travel required.
Liaise with:	Chief Executive, Head of Programming, Assistant Programmer & Administrator, Head of Participation, Resident Companies, Producers, UK Theatre, Senior Producer – Local, sponsors and other mid-scale venues.

Job purpose:

- To lead the delivery, development and evaluation of all national producing.
- To develop and deliver co-producing opportunities.
- To ensure that both venues play a full part in the cultural ecology regionally and nationally.
- To contribute to delivering the producing programming objectives.

Main duties and responsibilities:

RELATIONSHIPS AND REPUTATION

- Develop the reputation of the company ensuring that quality is maintained across all produced and co-produced work.
- Attend first nights, company events when required and ensure artists are formally welcomed.
- Represent the organisation at partner, stakeholder and industry meetings as required.
- Keep abreast of industry news, developments and maintain a professional network and use this knowledge and connections to inform producing proposals.
- Manage and maintain excellent relationship with our partners, stakeholders, funders, producers, artists and internal teams to continue to develop the produced and coproduced programme and maximise net revenue for the company.
- Ensure that Mayflower plays an active role in the regional and national arts sector and is seen as a contributor to the cultural ecology.
- Promote the produced programme for advocacy purposes.



JOB DESCRIPTION

Main duties and responsibilities:

PRODUCING

- Manage all aspects of the national, new midscale and large-scale touring produced projects, designing activities and managing events that achieve Mayflower's business plan and ACE funding objectives.
- Seek and negotiate project/production enhancement and co-production deals.
- Employ excellent communication skills ensuring clarity and timely and efficient response in all correspondence, keeping creative teams informed and supported throughout projects.
- Manage the Production and Store Supervisor to support in the delivery of all producing projects.
- Manage producing budgets and ensure best value is achieved in all projects.
- Ensure all activity within the producing programmes are delivered to the highest quality and are undertaken safely.
- Collaborate with colleagues and external partners to source new work that fulfils the artistic vision and business plan.
- Plan and manage projects that use arts activity to promote Southampton stories.
- Evaluate all productions to help inform future work.
- Help develop and implement a suitable audience development strategy to support the midscale and some large-scale work.
- Maintain show budgets ensuring that box office income is maximised and artistic costs are controlled.
- Contribute to the collation of statistics for management reports and funders.
- Ensure that systems are in place so that all produced work meets all its Health and Safety requirements.



JOB DESCRIPTION

Main duties and responsibilities:

LEADERSHIP TEAM

- Ensure excellent communication to assist in to creating a positive working environment for all employees and freelancers to establish a sense of unity, purpose and engagement.
- Protect the sustainability, income and reputation of Mayflower.
- Manage the operational delivery of organisational objectives
- Ensure all administrative procedures are in place so that the department meets deadlines and disseminates necessary information efficiently to all internal departments and external stakeholders.
- Contribute to business planning, corporate strategy and annual budgets.
- Attend Leadership, Senior Management and operational meetings, chair and be minute taker as per rota.
- Assist Head of Department in the preparation of Quarterly Board reports.
- Take responsibility for the strategic planning of team holidays and days off to ensure adequate operational cover.
- Ensure team appraisals are completed and logged in a timely manner.
- Embrace, promote and ensure the implementation of Diversity and Inclusion policies. Demonstrate a commitment to the broadening of cultural diversity and access across all areas.
- Minimise the company's environmental impact wherever possible with particular reference to the Environmental Policy and Theatre Green Book 2.
- Take an active role in the Health & Safety activities of our venues.
- Support the delivery of team away days.
- Represent the organisation at a city and national level at appropriate forums.
- Investigate and act upon CSI responses for your department.
- Positively lead, support and develop staff to encourage an effective work force.
- Uphold the Leadership Team Contract of Commitment.

Any other duties commensurate with the role and responsibility.



PERSON SPECIFICATION

We are seeking a dynamic Senior Producer to be a key contributor to the creative output of Mayflower Theatre and Mayflower Studios.

This is a leadership role that requires a thorough understanding of how to collaborate with innovative artistic teams to create productions and co-productions.

Applicants should have demonstrable experience of negotiation and partnership management on a national scale with a track record of producing within the theatre industry.

The role requires an excellent communicator with a proactive approach, in particular:

- Experience of delivering ambitious and dynamic professional theatre productions with competing priorities.
- Proven ability to build partnerships and manage effective relationships with other organisations and stakeholders.
- Excellent knowledge of BECTU and Equity guidelines with further knowledge of SOLT and UK Theatre policies desirable.
- Experience of working in a theatrical producing organisation.
- Strong financial management skills with an understanding of contracting and attention to detail.
- Strong leadership skills.
- Excellent communication skills with the ability to liaise with multiple stakeholders and departments effectively.

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We are building a team that reflects the creativity, passion, and diversity of our audiences.

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RECRUITMENT PROCESS

How to apply

To apply for this role, please visit:

www.mayflower.org.uk/about/jobs-and-opportunities

and apply through the online recruitment portal.

Closing date:

1 September 2025

First round interview:

25 September 2025

Panel:

Lewis Mullins (Head of Programming)

Sara Scott (Creative Director)

Kym Bradley (People & Culture Manager)

Second Interview:

9 October 2025

Panel:

Michael Ockwell (Chief Executive)

Sara Scott (Creative Director)

Kym Bradley (People & Culture Manager)

The interviews will be in person at Mayflower Theatre.

Working for Mayflower

We are committed to ensuring a fair process for all candidates.

For more details, please see our **Diversity and Inclusion** statement on our website's jobs and opportunities page on the link above.

We are committed to providing an accessible recruitment process for all candidates, please visit mayflower.org.uk for more details. If you need any additional support to complete your application, please contact our People & Culture team at: mymayflower@mayflower.org.uk or on 02380 711800 ext. 0

