



**K** THEATRE **L N**

**RECRUITMENT PACK**

# **PRODUCER (MATERNITY COVER)**

**KilnTheatre.com**

**“A marvellous community reality...  
alive with challenge and promise.”**

James Baldwin

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**“An irresistibly sweet treat.”**

The Telegraph on *Two Strangers* (Carry a Cake Across New York)

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Other production photos © Marc Brenner, unless stated otherwise.



# WELCOME

We are looking for an exceptional Producer (Maternity cover) to work collaboratively with our Artistic Director/CEO (Amit Sharma) and Executive Director (Iain Goosey) on the planning and delivery of all elements of Kiln's artistic programme. This critical senior team position is central to Kiln's sector leading mission and will work closely with many departments on Kiln Theatre productions, co-productions, visiting shows and other events.

Kiln sits in the heart of Kilburn in Brent, the most culturally diverse borough in London. Over 140 languages are spoken here, and 65% of the local population are from Global Majority backgrounds. Arts Council England has identified Brent as a 'Priority Place', eligible for increased investment and improved engagement.

We have a beautiful 292 seat theatre auditorium, loved by actors and creatives alike, a newly refurbished cinema space, our own rehearsal room, a smaller workshop space and a welcoming bar.

Since reopening in 2018 following a major capital project, the artistic reputation of the theatre has gone from strength-to-strength (which has included West End/US transfers of our work and winning 'Best Theatre' at The Stage Awards in 2021) alongside an award-winning Creative Engagement programme that delivers game-changing activity within our communities.

Whilst the financial outlook across the subsidised theatre sector remains challenging, now is a fantastic and exciting time to join Kiln Theatre. 2024/25 has marked a year of artistic growth and financial consolidation, under the organisation's new executive leadership, building upon Kiln's outstanding industry reputation. Last year, we delivered a successful programme of shows whilst also transferring two Kiln productions to the West End with a Broadway transfer to follow this autumn. At Kiln, we have a thriving staff team and an excellent working culture. We are growing our audiences, strengthening our financial sustainability (with a refreshed producing model and new revenue streams) and are delivering a season of ambitious productions for 2025-26.

Photo © Philip Vile



# ABOUT KILN THEATRE

Kiln Theatre sits in the heart of Kilburn in Brent, the most culturally diverse borough in London where over 140 languages are spoken.

We are a place of creative transformation and artistic ambition – an empowering space where community connection sits at the centre of everything we do. From the heart of Kilburn, we stage an internationally acclaimed programme of UK premieres and dynamic revivals – human stories that entertain, fire the imagination and reflect the world around us.

As Tricycle and now Kiln, we are proud of our history and passionate about our future. We nurture talent and develop pathways whilst celebrating diversity and removing barriers – driving world-class theatre and opening up opportunities for who gets to make it.

We believe that theatre can be for anyone, and we are committed to nurturing the talent of young people and providing a platform for their voices to be heard whilst working with older people to create a thriving community around our theatre.

The venue has a 292-seat theatre alongside a 291-seat cinema auditorium, a bar and two rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

**A neighbourhood venue shaping national conversation.  
Our doors are open to all, and your stories live here.**

**“Kiln Theatre has revitalised the cultural life of Brent (in North-West London) and brings world-class theatre at an affordable price to people from all walks of life.”**

Zadie Smith

## OUR VISION

To ignite artistic imagination through diverse storytelling that reflects the richness of our world. Kiln is a space where we celebrate our shared humanity, build a powerful sense of belonging and demonstrate that theatre can be for anyone.

## OUR VALUES

Kiln is **representative**. We represent diverse voices on and off our stage – including different perspectives and experiences in our decision making.

Kiln is **open-hearted**. We create together and build trust by being kind, empathetic and welcoming – acting with warmth and integrity.

Kiln is **enterprising**. We think creatively and act resourcefully to generate opportunities to support and grow our artistic ambitions.

Kiln is **courageous**. We are daring, willing to take creative risks and push boundaries to make meaningful and relevant work.

## OUR MISSION

From the heart of Kilburn, we tell real human stories shaped by exceptional artists – harnessing the power of creativity to remove barriers, celebrate individuality and bring people together.

## OUR PRIORITIES

Develop. Build. Create. Engage.

**ARTISTIC EXCELLENCE**

**ARTISTS, AUDIENCES, ACCESS  
AND INCLUSION**

**CREATIVE ENGAGEMENT WITH  
LOCAL COMMUNITIES**

**ORGANISATIONAL RESILIENCE,  
PEOPLE AND PATHWAYS**



## HISTORY

Our building has been a place of entertainment and a gathering point for communities for 90 years. It started life in 1929 as a meeting hall for the Friendly Society of Foresters. The hall was converted to a theatre in 1980 by Shirley Barrie and Ken Chubb, who named it the Tricycle Theatre in honour of their touring theatre company, the Wakefield Tricycle Company. Over the years, new spaces were added, including a rehearsal room and cinema. In 2016, a major £9m capital project was launched, transforming the theatre's accessibility, adding more seats and a lighting gantry to the auditorium, and creating a new street-front café. The theatre reopened in 2018 as Kiln Theatre with a bold and sector-leading artistic programme, a deep commitment to supporting our many local communities, and a highly engaged and values-driven staff team and Board.

## DIVERSITY

Kiln Theatre does not strive to be diverse, it is diverse. This is driven by the network of artists and partners we collaborate with, by the themes of the shows we chose to produce, and by the strength of our relationships with, and commitment to, the local communities of Brent. We believe that diversity of thinking, and the creation of an internal culture that welcomes and celebrates different perspectives and experiences, changes the ambition and impact of an organisation.

## ENVIRONMENTAL SUSTAINABILITY

We aim to be an environmentally responsible organisation and ask that our team and collaborators works to support this goal. In doing so we are seeking to promote efficient and sustainable practices, including the incorporation of the Theatre Green Book for all of our productions, which reduce our carbon footprint. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

## FURTHER INFORMATION

For more information about Kiln Theatre and our work, please visit [kilntheatre.com](http://kilntheatre.com)



Photos © Rachel Ferriman

## OUR PRODUCTIONS

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

Recent productions include Amit Sharma's critically acclaimed 5-star production of *Retrograde* by Ryan Calais Cameron, which transferred to London's West End, the Pulitzer Prize award-winning *English* by Sanaz Toossi (in association with the Royal Shakespeare Company), *Peanut Butter and Blueberries* (UK Theatre Award nominated for Best New Play) by Suhaiymah Manzoor Khan, *Two Strangers (Carry a Cake Across New York)*, which transferred to the West End and then to the American Repertory Theater in Boston prior to a transfer to Broadway, Roy Williams' critically acclaimed adaptation of *The Lonely Londoners* (now one of Kiln's top selling shows of all time), and the sell-out revival of *The Ministry of Lesbian Affairs* by Iman Quereshi.

Amit Sharma's bold artistic vision continues into 2025/26 with a new season of productions which will build upon Kiln's mission of staging work that entertains, fires the imagination and reflects the world around us.

At Kiln, we enrich the UK theatre landscape by developing emerging talent, particularly artists from Global Majority and disabled backgrounds. We nurture talent and develop pathways whilst celebrating diversity and removing barriers – driving world-class theatre and opening up opportunities for who gets to make it. Kiln continues to develop an exciting and diverse portfolio of commissioned playwrights some of whom include Amy Trigg, Zodwa Nyoni, Ishy Din and Suhayla El-Bushra.

**“I wanted to say thank you, for creating the most diverse theatre I have yet to go to. In terms of race, culture, class, age-everything, not only in the selection of shows and the actors, but in the audience.”**

Audience Member



Photo © Steve Gregson



Photo © Mark Senior



Our full programme of work – past and future – can be found on our website.  
Our produced and co-produced work from the past few years include:

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## 2025

*The Lonely Londoners*  
*Shanghai Dolls*  
*The Ministry of Lesbian Affairs*  
*Reunion*  
*Coven*

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## 2024

*The Frogs*  
*The Ballad of Hattie and James*  
*English*  
*Peanut Butter and Blueberries*  
*Pins and Needles*  
*The Purists*

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## 2023

*Retrograde*  
*Es & Flo*  
*Modest*  
*Mlima's Tale*  
*Two Strangers (Carry a Cake*  
*Across New York)*

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## 2022

*Black Love*  
*Girl on an Altar*  
*The Darkest Part of the Night*  
*Handbagged*  
*Reasons You Should(n't) Love Me*  
*The Wife of Willesden*

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## 2021

*Reasons You Should(n't) Love Me*  
*The Invisible Hand*  
*NW Trilogy*  
*The Wife of Willesden*

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## 2020

*Snowflake*  
*Pass Over*



★★★★★ **"Must-see theatre."**  
The Telegraph on *Retrograde*



**"Undeniably impressive."**  
Evening Standard on *Shanghai Dolls*

## CREATIVE ENGAGEMENT WORK

Our award-winning Creative Engagement (CE) programme champions the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre where over 140 languages are spoken and 65% of the local population is from Global Majority backgrounds. Many face significant challenges, including economic inequality and limited access to cultural experiences. Our CE programme reaches over 1,500 participants annually, targeting inequality of opportunity and empowering positive change.

We are in year two of delivery for our largest community project to date – the Kilburn High Road Project. This three-year ambitious heritage project will engage over 8,000 local people and will celebrate the rich and diverse heritages of Kilburn culminating in a large-scale community Production on Kiln's mainstage.

Flagship programmes and projects include **Arrive Build Create, Schools Residencies, Backstage Workshops, Youth Theatre, Dementia Friendly Screenings** and the **Kilburn High Road Project**.

**“I have come across and experienced a variety of different projects with a variety of theatres. I can honestly say working with Kiln has been different. The personal nature of this project makes it highly bespoke. The residency itself is wide ranging and truly gives students an insight into theatre and performance that they would not get from a classroom alone.”**

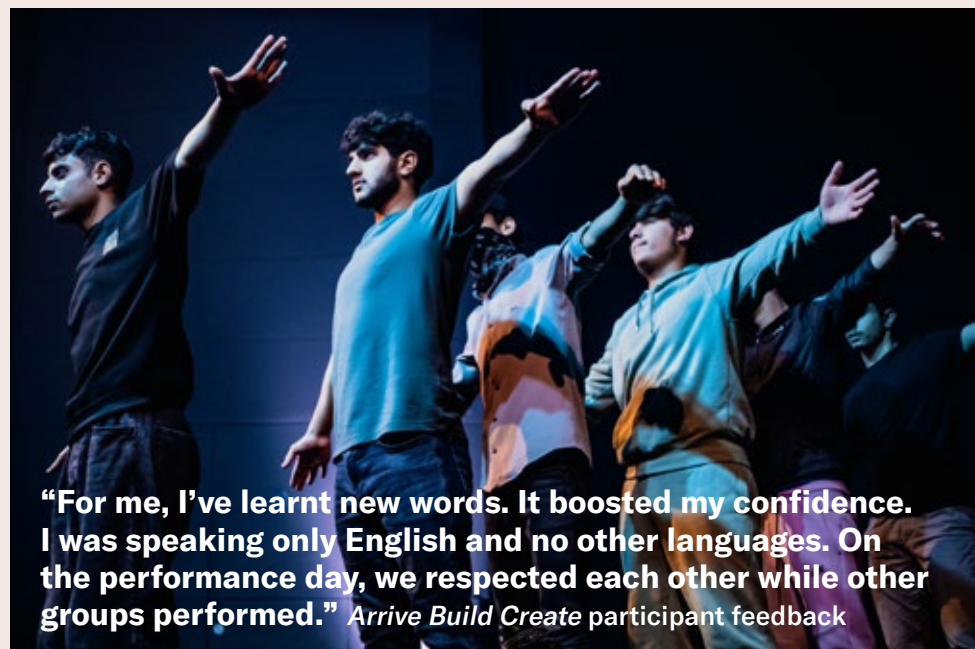
Teacher feedback on Schools Residencies

## KILN CINEMA & EVENTS

Our 291-seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. In our cinema auditorium we also host a year-round programme of talks, Q&A's, book launches and special events with some of the country's top artists, entrepreneurs, academics and writers. The Cinema underwent a refurbishment in 2024/25 which involved a major technical and facilities infrastructure upgrade – including a new projector, seating, carpeting and more efficient lighting solutions. This has enabled us to deliver more versatile, comfortable and immersive experiences for our visitors.



Photos @ Harry Plowden



Photos @ Rianne Black-Foster (RiStyle Shoots)



## FACTS AND FIGURES FOR THE FINANCIAL YEAR 2024/25

Over  
**200**  
freelancers engaged

**110,700**  
social media followers

**446**

young people performed on our stages



**253**

performances



**57,600**

audience members across theatre and cinema

**2**

West End transfers of Kiln productions

**502**

film screenings



**38,583**

average monthly website visitors

**712**

individuals directly engaged with our Creative Engagement programmes

**829**

hours of training provided for local young people

**OVER 60000**

tickets subsidised for Brent/Camden residents, young people and members of the NHS



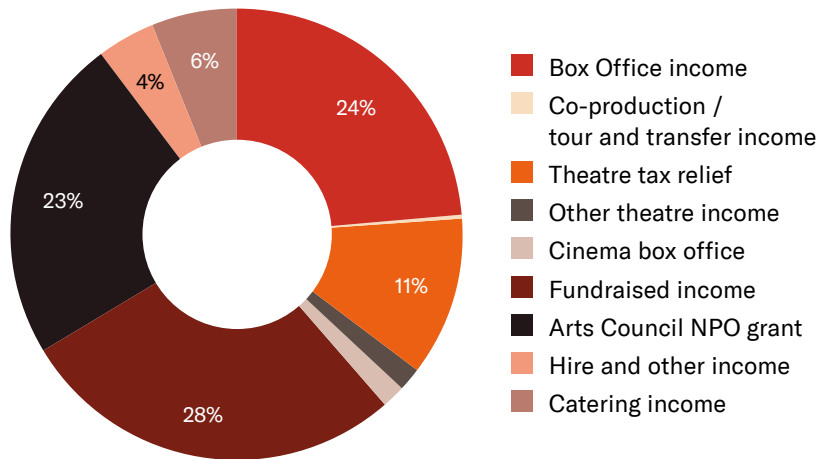
Photo © Mark Senior



**"Spellbinding... note-perfect"**

The Telegraph on *The Ballad of Hattie and James*

## SOURCES OF INCOME FOR 2024/25



## OUR FINANCES

Our annual turnover is approximately £4 million. Kiln Theatre receives funding from Arts Council England as a National Portfolio Organisation. Additional income comes from box office ticket sales and other commercial revenue streams, with a final sum generated through fundraising.

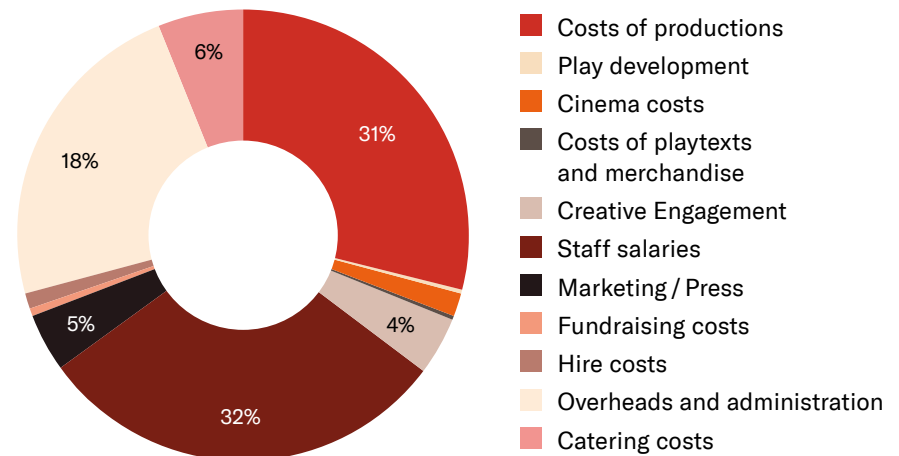
At year end March 2025 our general reserves stood at £1,150,000 (to include funds for three months' operating costs), plus designated funds of £236,000 (for capital building maintenance, Creative Engagement activity and commissioning).

## GOVERNANCE

Kiln Theatre is registered as Kiln Theatre Ltd with Companies House (Company number: 01396429) and with the Charity Commission (Charity Number: 276892). The Charity is led by a highly experienced Board of Trustees: Pippa Adamson, Aleksandra Barnes, Michael Berg, (Vice Chair), Sabine Chalmers (Chair), Louis Charalambous, Heather Doughty, Natasha Gordon, Katie Haines, Sophie Hussey, Alastair Levy, Maimuna Memon and Stacy Coyne Wright. We have two subcommittees which include the Nominations committee and Finance and Risk committee.

We have a trading subsidiary, Tricycle Screen (Trading) Ltd which operates our bar.

## EXPENDITURE FOR 2024/25



## ORGANISATION

### SENIOR MANAGEMENT TEAM

Kiln Theatre is led by the Artistic Director/CEO and Executive Director, reporting to the Board. They are supported by the Senior Management Team of seven including the Head of Audiences & Sales, Head of Operations & Front of House, Head of Production, Finance Director, Producer, Fundraising Director and Head of Creative Engagement.

### STAFF BASE

We have a 37 strong permanent staff base and a customer facing casual team of 50 working across front of house, bar and box office. We also engage a large number of freelancers to work on and off stage in our productions, as well as casual technicians.



# THE ROLE

## TITLE

Producer (Maternity Cover)

## LOCATION

Kiln Theatre, 269 Kilburn High Road,  
London, NW6 7JR

## REPORTS TO

Artistic Director/CEO and Executive Director

## RESPONSIBLE FOR

Stage One Trainee Producer

## KEY RELATIONSHIPS

All Senior Team, Creative teams, Companies,  
Co-producers

## CONTRACT

Full time – fixed term maternity cover contract:  
Up to 12 months from start date. 37.5 hours per  
week excluding breaks which are unpaid. Office  
hours are 10am–6pm and mid-week evening work  
and Saturdays will sometimes be an essential part  
of the role.

## PURPOSE OF THE ROLE

This opportunity represents an exciting, fixed term Senior Team opportunity at the heart of Kiln Theatre's award-winning artistic programme. As Producer, you will work closely and collaboratively with Amit (Artistic Director/CEO) and Iain (Executive Director), supporting them with the delivery of Kiln Theatre productions, co-productions, visiting productions and other projects – building upon a year of artistic success and growth including multiple sell-out/critically acclaimed shows and recent West End and Broadway transfers.

A member of our Senior Team (Producer, Finance Director, Head of Production, Head of Creative Engagement, Head of Audiences & Sales, Head of Operations & Front of House and Fundraising Director), the Producer is central to Kiln Theatre's delivery of its sector-leading mission and will work closely with all departments in order to co-ordinate and oversee the delivery of Kiln's work on stage to the highest standard possible.



**“Irresistibly rambunctious  
theatrical debut.”**

The Telegraph on *The Wife of Willesden*

# KEY RESPONSIBILITIES

## PRODUCTIONS

- To support the Artistic Director and the Executive Director in the planning and delivery of the artistic programme, and lead on the general management of productions and other events as appropriate.
- To drive each production through the production process, ensuring that each meets its milestones and is achieved to the highest possible standards and in line with our mission and vision.
- To lead on the drafting, negotiation and completion of all necessary production contracts (company and creative team).
- To manage, maintain and reconcile all production costs and highlight variations from budget working closely with the Finance Manager. At all times, working to make the best use of resources in achieving the delivery of the artistic programme. To draft production budgets and support the annual budgeting process as and when required.
- To work closely with the Head of Production (and Production Manager if different) in the development of the physical aspects of each production. To attend all production meetings, and with Head of Production to ensure that resources and parameters are clearly defined.
- To support the Executive Director in negotiating and securing any co-producing and/or partnership arrangements required at all times working to ensure the best possible outcome for the Theatre. And then to lead on the delivery of all

co-productions and visiting productions within agreed terms, including being main point of contact.

- To work with Executive Director to ensure that all rights arrangements, commissions and license agreements are securely in place in good time, and then to general manage those arrangements including feeding into royalty statements and working with colleagues in Marketing to ensure all materials are compliant with agreed terms.
- To work with Artistic team on organisation of readings and script development when required.
- To work with Artistic Director and Executive Director to identify future life opportunities for productions, including national and international touring.

Photo © Richard Davenport



- To work to improve and, where required, create systems and administrative processes to enhance the efficiency of the producing and presentation of the artistic programme, including working with Finance Director and Finance Manager on finance processes.
- To manage pastoral and HR/personnel matters for all those engaged on fixed term or freelance show contracts as the key Kiln contact alongside the Head of Production, escalating to Executive Director as appropriate.
- To work closely with the Head of Audiences and Sales on the delivery of marketing campaigns for Productions, including on-sale plans and any season announcements.
- To oversee and work with the Trainee Producer for any travel and accommodation requirements relating to cast and creatives as needed.





## ORGANISATION

- To manage and support the Trainee Producer in their role.
- To co-ordinate and manage other projects with the Trainee Producer, including talks, Q&A's, book launches and other one-off events (including in the Cinema space) when required.
- To support and advise on the delivery of Creative Engagement productions as required.
- To support the delivery of Fundraising events as required.
- To ensure colleagues in Operations, Box Office and FoH have all production-specific information that they need in order to fulfil their roles.
- To lead Delivery & Planning meetings, including co-ordinating agenda, following up action points, and collaborating with senior team colleagues to problem solve.
- To support the Executive Director and Head of Operations & Front of House on Kiln Theatre policies and handbook for freelancers.

## GENERAL

- Promote, maintain and work to deliver the mission and values of Kiln Theatre.
- Be an active and supportive member of Kiln Theatre's staff team.
- Attend run-throughs, technical rehearsals, previews, press nights, Creative Engagement activities, other performances and events, and internal and external meetings as appropriate.
- Represent Kiln Theatre to industry bodies including Equity, MU and UK Theatre and London Theatre Consortium (LTC).

- Comply with all statutory requirements, particularly in respect of GDPR, the Equalities Act 2010, Health & Safety regulations and Kiln Theatre's Safeguarding and Environmental policies.
- Keep abreast of current thinking and best practice in theatre and help to maintain the Kiln Theatre's profile as a centre of artistic excellence.
- Attend and participate in such training as is required by the Executive Team and to ensure fulfilment of the job description.
- Carry out such other duties as may be commensurate with the overall purpose of the post.

★★★★★ **"A timely reminder that hope must be stronger than hate."**  
The Arts Desk on *Peanut Butter and Blueberries*

Photo © Oluwatosin Danijju



# ABOUT YOU (PERSON SPECIFICATION)

## YOU SHOULD HAVE (ESSENTIAL):

- A proven track record in producing and production processes and delivering theatre productions
- Experience of negotiating with agents and completing contractual arrangements for writers, creative teams, actors, stage management and musicians
- Excellent financial literacy and strong production budget creation and management skills and experience
- A collaborative and empowering management style, with the ability to bring out the best in people and teams
- Excellent organisational skills with the ability to manage and prioritise tasks in situations of conflicting and ever-changing demands
- A calm and positive approach with a demonstrable ability to work both rigorously and flexibly under pressure
- A deep commitment to and understanding of theatre
- Passion, stamina, reliability, diplomacy and discretion
- An ability to make an exceptional contribution to the vision and leadership of Kiln Theatre as a member of the senior team
- An understanding of and commitment to the mission and ambition of Kiln Theatre
- A genuine commitment to inclusion and equality of opportunity and to broadening access to the arts

## BONUS IF YOU HAVE:

- Experience of union (Equity, MU) and UK Theatre agreements and relations
- Experience of co-production negotiations and management
- Experience of working within a building-based producing organisation
- Experience of working in an Arts Council England-funded producing venue or company
- Understanding of the national arts and theatre scene, and knowledge of the major social, financial and political issues facing subsidised theatre

This job description is a guide to the nature of the work required of the Producer and does not form part of the contract of employment.



# TERMS AND CONDITIONS

## CONTRACT

Full time – fixed term maternity cover contract:  
Up to 12 months from start date. 37.5 hours per week excluding breaks which are unpaid. Office hours are 10am–6pm and mid-week evening work and Saturdays will sometimes be an essential part of the role.

## START DATE

November/December 2025 (dependent on successful candidate's availability).

## SALARY

£42,000 per annum.

## ANNUAL LEAVE

22 days per year plus standard bank holidays.

## PROBATIONARY PERIOD

3 months, followed by review.

## PENSION

Kiln Theatre operates an auto-enrolment pension scheme for all employees. Kiln's contribution is capped at 4% of basic salary although employees may contribute more.

## OTHER BENEFITS

Employee Assistance Programme, Cycle to work and Season ticket loan schemes. Complimentary tickets for preview performances, subject to availability. £2.50 tickets to Kiln Cinema and 20% staff discount in Kiln Bar.

## EQUAL OPPORTUNITIES

Kiln Theatre is an Equal Opportunities employer, and we strive to create an inclusive environment that reflects and celebrates local communities. We welcome applications from people of all backgrounds and experiences. We particularly encourage applications from Deaf, hard of hearing, disabled, LGBTQIA+, Black, Asian, and other global majority background candidates. We are members of the Disability Confident Scheme and guarantee to interview all disabled candidates who would like to be considered under this scheme and who meet the criteria in the "You should have" section of the person specification. We will support and provide access requirements if you identify as disabled. This includes during the application process, at interview stage and beyond.

Please contact us via email at [recruitment@kilnthatre.com](mailto:recruitment@kilnthatre.com).

# HOW TO APPLY

Application forms can be downloaded at <https://kilntheatre.com/our-story/jobs/>

Once the Application Form and [Equal Opportunities Monitoring Form](#) are completed please return, by the closing date, to:

**Email:** [recruitment@kilntheatre.com](mailto:recruitment@kilntheatre.com) using the heading 'Producer'

**By post:** Recruitment, Kiln Theatre, 269 Kilburn High Road,  
London, NW6 7JR

**Closing date:** Monday 13 October 2025, 9am

**Interviews:** First round: Wednesday 22 October 2025  
Second round: TBC

**We will be reviewing applications as they are received and may invite candidates to interview before the closing date. With this in mind, we recommend that applications are submitted as soon as possible, as the role may close once filled.**

You are encouraged to contact **Iain Goosey**, Executive Director, care of **Monica Cox** ([monicacox@kilntheatre.com](mailto:monicacox@kilntheatre.com)), for an informal and confidential chat about the role.

## WHAT HAPPENS NEXT?

We will invite some applicants for an interview. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.



**"Dazzling, clever  
and moving."**

The Times on *English*



Photos © Richard Davenport



# KILN THEATRE

**KilnTheatre.com**

269 Kilburn High Road,  
London, NW6 7JR, England

f i X d @KilnTheatre



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

Registration No. 1396429. Charity No. 276892



**“Mesmerising”**

New European on *Reasons  
You Should(n’t) Love Me*