



JOB PACK LINE PRODUCER





DANNY SAPANI & TIFFANY GRAY
BETWEEN RIVERSIDE AND CRAZY



MATTHEW TENNYSON & SIMON RUSSELL BEALE
THE INVENTION OF LOVE



KAYA SCODELARIO
EAST IS SOUTH



JOB PACK LINE PRODUCER

SMALL SPACES. BIG IDEAS.

'A thing of passion and vitality; a neighbourhood playhouse for the community'

Hampstead Theatre founder James Roose-Evans, 1959

Almost 70 years on, our vision remains the same. We are the home of big ideas, told on our two intimate, state-of-the-art stages. New work, new talent and new stories. We commission and programme plays from world-class writers, be it a new writer's debut play, or a revival of a classic by a titan of our industry. Vital stories, expertly told by outstanding artists. Creating unforgettable live experiences that provoke, enthrall and inspire.

We believe variety is vital – variety in the stories we tell, the artists that create our productions, and as wide a variety of audiences as possible. Beyond the professional work presented on our stages, we also have dedicated programmes for early-stage artists and local communities to foster and champion their own creativity, cultivating the next generation of creatives.

All of our work, on and off stage, is delivered without regular public funding. We survive on box office income and philanthropy alone. This includes our £10 Under 30s tickets, an extensive Access scheme, and a mentoring programme for promising young playwrights, to name but a few. Through this work, we aim to engage as great and diverse a community as possible. We exist for our audiences: whether you see a show, participate in a community programme or just come in for coffee, you're welcome at Hampstead Theatre.

Exceptional theatre exists beyond the West End – big ideas are closer than you think.

WORKING TOWARDS AN INCLUSIVE CULTURE

Hampstead Theatre is committed to reflecting the diversity of contemporary England in the work presented on stage, in the colleagues who work here in whatever capacity and in the audience we welcome. Everybody who engages with Hampstead Theatre should feel able to express their full selves and we take seriously our commitment to removing any barriers, whether visible or invisible, which prevent anyone from doing so.

DISABILITY CONFIDENT EMPLOYER

All d/Deaf and/or disabled candidates who demonstrate they meet the essential criteria in the person specification will be invited for interview.

If you require this job pack in another format (eg large print, audio), please email recruitment@hampsteadtheatre.com.





HOW TO APPLY

The application deadline is **midday on Monday 26 October 2026**.

To apply for the position,

1) Email your CV and cover letter to recruitment@hampsteadtheatre.com with the reference **LP** in the subject line.

In your cover letter, please outline why you are interested in the role and how your skills, knowledge and experience relate to the person specification.

2) Complete the following form: [Hampstead Theatre | Line Producer | Application Form | October 2026 – Fill out form](#)

The form will ask you for your personal details and details of two referees.

3) Complete the personal characteristics form: [Hampstead Theatre | Line Producer | Personal Characteristics Form October 2026 – Fill out form](#)

JOB DESCRIPTION

Job title: LINE PRODUCER

Reports to: PRODUCER AND CHIEF EXECUTIVE

Responsible for: PRODUCTION COORDINATOR, PRODUCTION AND PARTICIPATION ADMINISTRATOR

Hampstead Theatre is the home of big ideas, told on our two intimate, state-of-the art stages. New work, new talent and new stories. We commission and programme plays from world-class writers, be it a new writer's debut play, or a revival of a classic by a titan of our industry. Vital stories, expertly told by outstanding artists. Creating unforgettable live experiences that provoke, enthrall and inspire.

We are looking for an experienced Line Producer to lead the delivery of Hampstead's programme of productions and associated creative activity across the Main Stage and Hampstead Downstairs. This is a central role within the theatre, responsible for leading the Producing team, managing production budgets and forecasts, overseeing casting, contracts and artist relationships, and ensuring that productions are planned and delivered effectively from initial preparation through to the end of the run.

Working closely with the Producer and Chief Executive, Executive Director, Technical Director and Company Stage Managers, the Line Producer will provide confident producing leadership and sound judgement across a busy programme. We are looking for an accomplished theatre producer who combines excellent organisational and financial skills with strong people management, clear decision-making and a collaborative approach. You will enjoy supporting artists, developing colleagues and taking responsibility for resolving the practical, contractual and creative challenges involved in making ambitious new theatre.



KEY RESPONSIBILITIES

Productions and programme planning

- Lead the planning and delivery of Hampstead productions across the Main Stage and Hampstead Downstairs, from initial preparation through rehearsals, opening and completion of the run.
- Maintain oversight of the theatre's show schedule, coordinating key dates and spaces across productions, readings, workshops, showcases, INSPIRE and Participation activity.
- Work with Creative, Technical, Finance, Company Management and other colleagues to identify and resolve scheduling, logistical and resource issues at an early stage.
- Attend production meetings, rehearsals, technical rehearsals, previews and performances as required, ensuring that decisions and actions are followed through.
- Plan and manage press nights, first nights and other significant production events with the Production Coordinator and relevant departments.

Producing and artist relationships

- Lead relationships and negotiations with artists, creatives and agents, agreeing terms within authorised parameters and ensuring contracts are issued accurately and promptly.
- Maintain oversight of casting across both spaces, working with directors and Casting Directors and leading casting where a separate Casting Director is not appointed.
- Build constructive relationships with artists, companies, agents, producers and other partners and handle sensitive contractual or pastoral matters with discretion.
- Support co-productions, transfers and other producing projects as required.

Budgets and administration

- Manage production budgets and forecasts, monitoring expenditure, commitments and emerging variances throughout each production.
- Ensure financial implications are understood when production plans change and provide accurate, timely information for reporting, payroll, audit and Theatre Tax Relief.
- Lead the coordination of child performance licences, work permits, visas, PRS and other production rights and permissions, seeking specialist advice where required.
- Coordinate Hampstead Theatre Ltd Board of Directors and relevant committee meetings including dates, agendas, papers, practical arrangements and minutes.



HAYLEY ATWELL
DRY POWDER



CAST OF
ROCK 'N' ROLL



DICKIE BEAU
SHOWMANISM



JOHN HOLLINGWORTH
REYKJAVIK

Team and company support

- Line manage the Production Coordinator and Production and Participation Administrator, setting clear priorities, allocating work and supporting their performance and development.
- Maintain an overview of team workload and ensure responsibilities are delegated clearly and completed to the required standard.
- Work with stage managers and the Technical Director on stage management recruitment, company support and pastoral matters.
- Promote effective communication and collaborative working across all departments.

General

- Maintain a good working knowledge of relevant theatrical agreements, professional standards and legal or regulatory requirements.
- Represent Hampstead Theatre positively and professionally and maintain an active knowledge of artists and developments across the theatre sector.
- Work regular evenings and some weekends according to the needs of the programme, with time off in lieu according to Hampstead's leave policy.
- Undertake other reasonable duties consistent with the purpose and level of the role.

The following responsibilities apply to all Hampstead Theatre staff:

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Diversity, Health & Safety, Environmental Sustainability, GDPR and other policies at all times.
- Carrying out administrative work generated by the above activities.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.



MYANNA BURING
ANTHROPOLOGY



SHARON D CLARKE
CAROLINE, OR CHANGE



IAN MCNEICE & JOANNA VANDERHAM
DOUBLE FEATURE



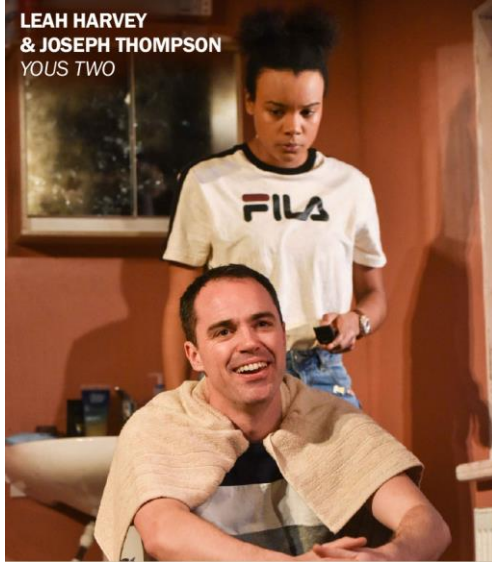
PERSON SPECIFICATION

Essential

- Substantial professional experience in theatre producing.
- Experience of delivering professional theatre productions through planning, contracting, rehearsals, technical rehearsals and performance.
- Experience of managing production budgets and forecasts and identifying financial risks and variances.
- Experience of artist and agent relationships, negotiations, contracts and casting processes.
- Experience of managing, supervising or developing staff and allocating work across a busy team.
- Strong knowledge of theatre production processes.
- Excellent organisation, communication and relationship-management skills, with the ability to manage several productions and competing priorities.
- Sound judgement and the confidence to make timely, proportionate decisions and take responsibility for seeing matters through.
- A practical, collaborative and solutions-focused approach, with tact and discretion in handling sensitive matters.
- Commitment to Hampstead Theatre's artistic purpose and to inclusive and respectful working practices.

Desirable

- Experience of working in a producing theatre with more than one performance space.
- Experience of new writing, child performance licensing, work permits, PRS or other production permissions.



LEAH HARVEY
& JOSEPH THOMPSON
YOUS TWO



BENEDICT WONG
#AIWW



SARAH STEELE
& ARIAN MOAYED
THE HUMANS



TERMS & CONDITIONS

Salary: c. £37,000 p.a. with some flexibility depending on experience.

Hours: This is a full-time position based on a 35-hour working week. A normal working week is Monday to Friday 10am to 6pm but, due to the nature of the job, regular evening and some weekend work will be required in order to fulfil the functions of the role, time off in lieu according to Hampstead's leave policy.

Holiday: Generous holiday allowance of 25 days plus Public Holidays.

Notice: Two weeks' notice during six-month probationary period, eight weeks after probation is passed.

Other benefits:

- Interest-free season-ticket travel loans.
- Complimentary tickets for performances.
- After 13 weeks' service, you will be automatically enrolled in our NOW: U pension scheme which includes an employer's contribution of 3% on qualifying earnings (where the employee also contributes at least 5% on qualifying earnings).
- Enhanced maternity leave, paternity leave and sick pay.
- Employee support helpline.
- 10% discount at Hampstead Theatre's Café Bar.

For an informal and confidential conversation about the position, candidates are invited to contact Executive Director, Neil Morris, neilm@hampsteadtheatre.com.

PRIVACY NOTICE

Hampstead Theatre takes its responsibility for protecting your personal information seriously. Hampstead Theatre's job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.

Access to the information contained within your application will be limited only to individuals administering the recruitment process or individuals shortlisting and/or interviewing. Occasionally, Hampstead Theatre may ask external parties to assist with shortlisting and/or interviewing. On these occasions, Hampstead Theatre will ensure external parties commit to following the same data protection principles as the theatre.

Your application and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Hampstead Theatre indicates your consent to your data being processed in the manner described above.

More information can be found here:

<https://www.hampsteadtheatre.com/company/privacy-policy/>