

MARLBOROUGH PRODUCTIONS

Programme Producer Job Pack April 2026



Image description:
Ebony Rose Dark stands in profile, off centre in front of a blue backdrop. Their head is tilted to the ceiling, with their eyes closed and mouth partially open, with pink lipstick adorning their lips. Their right arm is visible and their hand is placed on their abdomen. They wear a bright pink bodysuit with a branch-like silver headpiece which features large pearlescent sequins on the ends and white cloud-like material bunched at the nape of their neck.

Image: Michelle Peek Photography

Welcome



Image: Rosie
Hadridge-Powell

Image Description: Tarik is wearing green pleather shorts and shirt with a blue string vest and multiple necklaces, and big hoop earrings. He has brown skin, and a shaved head and a beard. He is perched on the arm of the chair next to David. David is a white man with brown eyes and blonde hair, wearing brown trousers and a blue, white and green shirt. He's seated on a mustard coloured chair and is smiling widely.

We're delighted you're considering joining our team. Marlborough Productions is more than a production company; we're a creative community dedicated to amplifying queer voices, promoting inclusivity, and championing diversity on and off the stage. Founded in 2008, we have established a vital presence in the cultural sector through innovative projects, bold storytelling, and meaningful community engagement. Our work challenges norms, sparks conversation, and pushes boundaries.

We envision a world where queer voices are heard, celebrated, and valued. Our projects and initiatives aim to challenge stereotypes, advocate for LGBTQIA+ rights, and contribute to a more inclusive

society. With your leadership, expertise, and dedication, we aim to expand our impact and realise our ambitions.

Your Role

As Programme Producer, you will play a key role in shaping the future of queer culture. You will collaborate with and inspire a talented team, ensuring our projects continue to grow and evolve. Your creative vision and operational skills will help drive our mission forward.

Why Marlborough Productions?

- **Diverse & Inclusive Environment:** Here, authenticity and diversity are celebrated. We encourage and value diverse perspectives, backgrounds, and experiences, making our workplace a welcoming and inclusive space for all.
- **Artistic Excellence:** You will be part of a creative powerhouse with a track record of delivering high-quality projects. You will have the chance to collaborate with some of the most talented artists in the industry.
- **Impactful Work:** Our work is not just about creating culture, we are seeking to drive social change.
- **Professional Growth:** We're a learning organisation committed to providing opportunities for our team to develop their skills and interests.

We're looking for purpose-driven individuals, passionate about queer culture and community.

Thank you for considering Marlborough Productions as the next step in your career—we look forward to the possibility of working with you.

Warm regards,

David Sheppard (Co-Creative Director and Joint CEO)

Tarik Elmoutawakil (Co-Creative Director and Joint CEO)

Web: marlboroughproductions.org.uk

Instagram: @marlboroughproductions

Facebook: /marlboroughproductions

A little about the organisation

Marlborough Productions is a National Portfolio Organisation, regularly funded by [Arts Council England](#). We are in receipt of multi year funding from the [Esmée Fairbairn Foundation](#), [Garfield Weston Foundation](#) and [The National Lottery Heritage Fund](#). Our work has also been supported by [The National Lottery Communities Fund](#), [Sussex Community Foundation](#), [Brighton and Hove City Council](#), [The Baring Foundation](#), [the LGBT Consortium](#), [Chalk Cliff Trust](#), [UK Black Pride CAF fund](#) and [Pride Community Foundation](#).

Board of Trustees

Led by co-Chairs **Daniel Kok** and **Tom Emery**, Marlborough Productions has a wide-ranging and passionate Board of Trustees: **Yassine Senghor**, **Dicky Eton**, **Kaya Stanley-Money**, **Dr Topher Campbell**, **K Angel**, **James Tulley** and **Alex Roxton**.

Our current team at Marlborough Productions includes:

Tarik Elmoutawakil – Creative Director/Joint CEO

David Sheppeard – Creative Director/Joint CEO

Sofia Santos – Executive Director and Deputy CEO

Sally Rose – Senior Producer

Roni Guetta – Senior Heritage Producer

Jo Wilkie – General Manager

Josh Thaker – Marketing Coordinator

Lee Smith – Programme Producer

Seyi Osi – Programme Producer

Bianca Fogah – Project and Volunteer Coordinator (Heritage)

Kate Shields – Digital Producer (Heritage)

Rowan Rush-Morgan – Community Archivist (Heritage)

Siqing Zhan – Digital Archiving Assistant (Heritage)

Laura Edmans – Project Manager/Development Associate

Nassy Konan – Producer for Producer Gathering

Sarah Hicks – Executive Assistant to the Directors

Our Vision

Marlborough Productions is a catalyst for queer culture and community. We upend norms, foster inclusivity, and make a positive impact through cultural projects and initiatives.

Our vision is a lasting legacy of empowerment and inclusion, inspiring a brighter, more inclusive future for all.

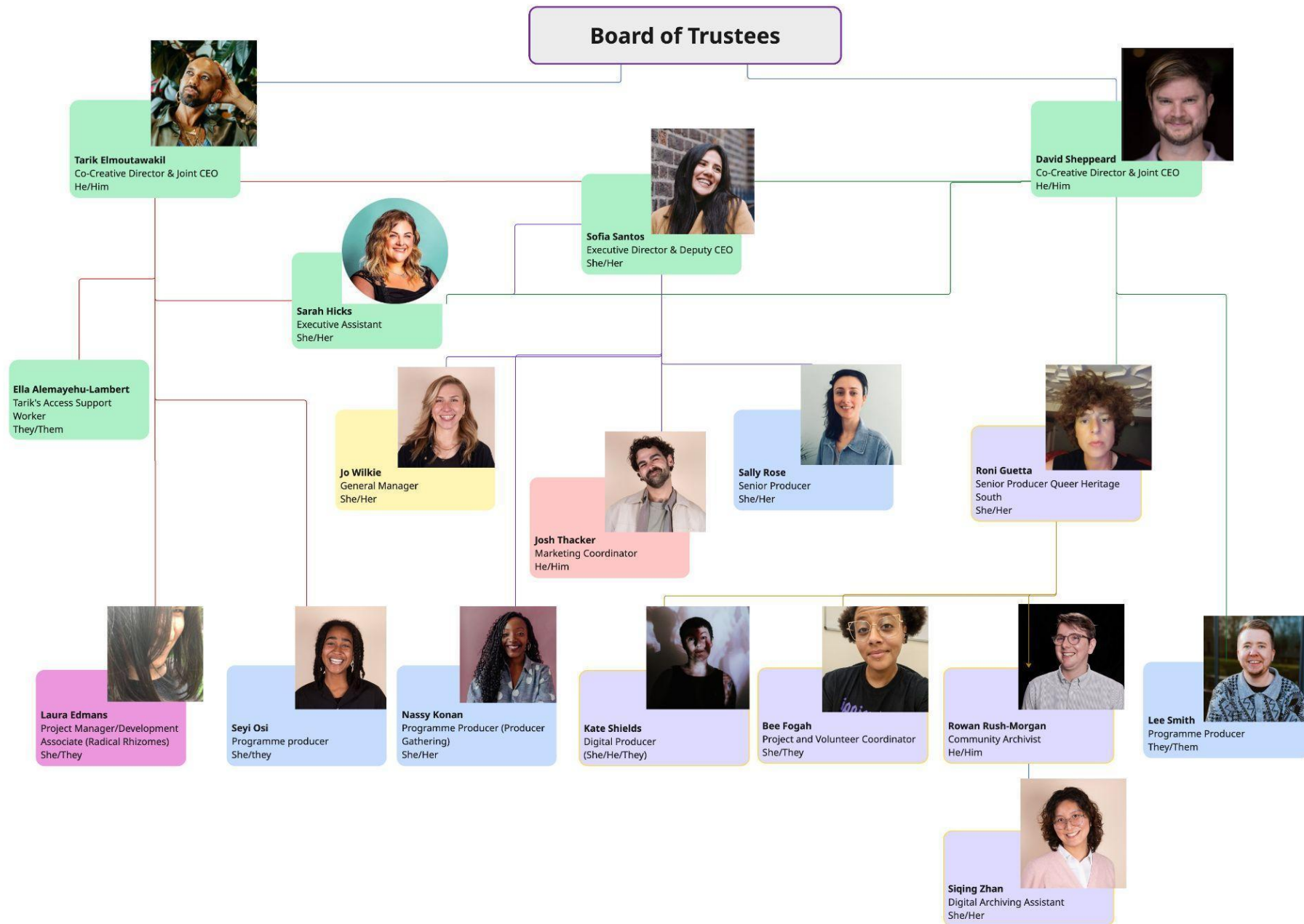
We are collaborative, bold, and joyful. We champion intersectionality, empowering artists, creatives and audiences.



Image Description: Four performers are on stage doing the same dance move (with arms straight out at a quarter past eleven position on a clock). The other performer is spinning a light up hula hoop behind a DJ booth that says "DISCO PARTY FUN SHOW". The crowd is full and there is flashing lights and glitter slash curtain with a screen behind with text that says "Prancer the Dancer".

Image: Mark Senior

Organisational Structure





New Queers on the Block (NQOTB)

NQOTB is an LGBTQIA+ artist and community development programme led by Marlborough Productions, working across Blackpool, Bradford, Brighton, Folkestone, Crawley, and Hastings. Since 2018, we have commissioned LGBTQIA+ artists in live art and experimental practice in areas where this work was previously unavailable, while building strong relationships with underrepresented communities.

We work closely with local residents, ambassadors, producers, venues, and LGBTQIA+ groups, spaces, and programmes. Artists we have collaborated with include Oozing Gloop, Malik Nashad Sharpe, Ray Young, Stacy Makishi, Harry Josephine Giles, Vijay Patel, Subira Joy, Kirsty Taylor, Whiskey Chow, Tammy Reynolds, Estabrak, Rowdy SS, and many more.

Supported by a team of Local Associate Producers, NQOTB takes a contextual approach in each location, fostering new LGBTQIA+ initiatives, events, projects, companies, and artists.

Producer Gathering

Launched in 2016, Producer Gathering offers insight into contemporary independent producing across the arts sector. Through free resources, learning opportunities, discussion spaces, and contributions from leading voices in the performing arts and cultural fields, it supports producers at all career stages.

Currently led by independent producer Nassy Konan, the programme focuses on nurturing and sustaining a diverse community of producers. It responds to the ongoing lack of accessible development opportunities for independent producers, who are often overlooked across the sector.

Our work

Marlborough Productions' programme is as lively and diverse as its artists. Here's a snapshot of our different projects and initiatives:

Brownton Abbey

Brownton Abbey is the Afrofuturistic, space-church themed performance party that centres, celebrates, and elevates disabled people and queer people of colour. Brownton Abbey merges stunning political performances, throbbing dance beats, hypnotic visuals and otherworldly decor within a decadent setting. Collectively we manifest queer joy, creating a safe space where difference is deified not demonised, ushering in transcendence and exalted states of consciousness and connectedness.

Queer Heritage South

Queer Heritage South is a digital community archiving project, celebrating and promoting the rich cultural life of the Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) people in Brighton & Hove.

Radical Rhizomes

A programme of social gatherings by and for queer, trans and intersex people of colour (QTIPoC) in Brighton & Hove, Radical Rhizomes is the city's only regular social and support network for QTIPoC. With a regular programme of social and creative hangouts since 2018, Radical Rhizomes offers the chance to make new connections, share a meal, listen to an inspiring artist, enjoy a film, or take part in a creative activity. We have an active community of 200 members. All activities are free to take part.

The Coast is Queer

Co-produced with [New Writing South](#), The Coast is Queer is Brighton's annual festival of LGBTQ+ writing. The first of its kind in the UK, the festival creates a space for queer readers, writers and allies to come together in a grassroots celebration of the written word and its ability to illuminate and enrich the life of our community.



Image Description: Ray Young stands central on a purple background and purple light shines on their face. Thick black wires encase their torso and head, which is tilted to the ceiling, forming the illusion of a helmet. Their hands reach behind their neck in a powerful stance. Their left arm is covered with silver glittery material and their right arm is bare.

Image: Vic Frankowski

Projects we've supported over the years:

- **Second Trimester** - Krishna Isthia (2026)
- **LGBTQIA+ Cultural Barometer** - In partnership with Curious Arts & Fatt Projects (2026)
- **Words Matter Exhibition** - In partnership with UCL (2026)
- **No Apologies** - Emma Frankland (2025/26)
- **Mr Blackpool** - Harry Clayton-Wright (2024/25/26)
- **Prancer the Dancer's DanceDanceDiscoPartyFunShow** at Southbank Centre, Brighton Festival and touring (2024/25/26)
- **Null Space Hotel** - Symoné (2025/26)
- **Queer Night at the Museum** - Videoclub + Brighton & Hove Museums (2024/26)
- **First Trimester** - Krishna Isthia (2025)
- **Diverse Alarums** (2025)
- **Coast Is Queer** (2025)
- **Lucy & Friends** - Lucy McCormick (2025)
- **A Town Called Silencio** - Club Silencio (2025)
- **Out There, In Here** - Ebony Rose Dark (2024)
- **Fancy A Turn (part of Queer Amusements)** - Harry Clayton-Wright and Scottee (2024)

- **Thick and Tight's Tits and Teeth** (2024)
- **Creating from the Self** - Travis Alabanza (2024)
- **Galatea** - Emma Frankland (2023)
- **Out** - Ray Young (2020)
- **Post Popular** - Lucy McCormick (2019)
- **Sex Education** - Harry Clayton-Wright (2018)
- **i ride in colour and soft focus, no longer anywhere** - Last Yearz Interesting Negro / Jamila Johnson-Small (2018)
- **Moot Moot** - Cade and McCaskill (2018)
- **Rituals for Change** - Emma Frankland (2016)
- **New Ways of Living** - Gary Clarke (2014)

We have also presented work by artists including **Alok Vaid Menon**, **Mykki Blanco**, **Justin Vivian Bond** and **Kate Bornstein** among many others..



Image Description:
Four performers are on a stage in various positions. Two at either side of the image are dressed in drag as Mick Hucknall and are on go karts. One on the left of the image is pulling a face akin to a grimace and the other is giving fashion. They are in large wigs and black suits with white shirts. One performer at the back of the image in the centre left is

Job Description

Reading Level: Key Stage 6

Reading time: 12 mins

- **Job type:** PAYE, fixed-term (12 month contract), 3 days a week (24 hours per week).
- **Hours:** Core hours of 11am – 4pm; other hours amounting to 24 hours per week to be confirmed with Line Manager. Evening and weekend work may be required. Marlborough Productions operates a Time Off In Lieu (TOIL) system.
- **Base:** Hybrid. This role is required to work from the office on Tuesdays. Our office is based at 118 Church Street, Brighton, BN1 1UD.
- **Salary:** £30k per annum pro rata
- **Pension:** People's Pension 4%
- **Holiday:** 28 days including bank holidays per annum pro rata
- **Responsible to:** Senior Producer

Closing date: **Monday 11th May 2026 at 10am**

Interview date: Interviews are scheduled for **21st & 22nd May 2026**. Shortlisted candidates will be required to complete a brief task prior to the interview.

Role Purpose

Working closely with the Senior Producer and other Programme Producers, the Programme Producer will lead on producing projects, touring productions and maintaining relationships with artists and oversee the running of projects.

We are aware that applicants may not feel that they have experience in all areas of the role description or meet all of the features of the person specification. We are able to offer training and development opportunities to support the right candidate to grow into this role.

Our Commitment to Inclusion

Marlborough Productions values diversity and inclusion, and we strive to create an environment where everyone feels welcome and supported.

Marlborough Productions aims to provide an anti-oppressive environment for people from all backgrounds and does not discriminate based on race, national or ethnic background, citizen status, sexual orientation, gender, age, religion, disability, social economic status, nor immigration status. We acknowledge definitions of expression and inclusion will evolve. We are committed to continually revisiting this statement of inclusion in collaboration with the communities that we serve.

Duties and Responsibilities

Creative / Managerial

- To produce Marlborough Productions projects, including coordinating schedules, logistics, tour booking and artist support.
- To contribute to the curation, programming, and planning of Marlborough Productions projects, seasons, and one-off events.
- To feed into programming meetings as directed by the Senior Producer.
- To oversee the smooth running of projects, ensuring that artists are supported and Marlborough Productions colleagues are informed and liaised with effectively.
- To work with artists to develop projects, including recruitment of artistic collaborators, advising on fundraising, organising work-in-progress sharings, and developing production schedules to manage project delivery.
- To provide feedback on the development of projects to the Senior Producer, Joint Creative Directors and Executive Director.
- To develop and maintain respectful and supportive relationships with all the people we work with.
- To coordinate the contracting of staff, e.g., commissioned artists, local area producers, in line with ITC/Equity and other statutory staffing agreements.
- To lead on the producing administration of individual projects, including contract drafting, and booking travel and

accommodation.

- To contribute to Marlborough Productions project evaluation and reporting on Arts Council England Illuminate.
- To contribute to internal company communications ensuring calendars, diaries, and meeting notes are shared and up to date.
- To actively develop your knowledge of networks in live performance artforms.
- Other tasks reasonably requested by the Joint Creative Directors and Executive Director.

Access and Inclusion

- To work with the Marlborough Productions team to continually improve access for artists, companies, and audiences.
- To lead on access for artists and audiences on projects you are producing.
- To ensure hospitality for artists is in place and access requirements are met for every project you produce.

Financial

- To manage project budgets and report on these monthly to the Executive Director, ensuring they are up to date and within budget.
- To contribute financial information to the General Manager and Executive Director so budgets remain up to date.
- To support the General Manager with financial reporting processes as required.
- Submitting receipts and expenses claims in a timely manner.

Operational

- To keep a day-to-day overview of Marlborough Productions project activity.
- To organise meetings with artists and other key partners as required.
- To organise creative workshops and meetings in community settings, liaising with local artists, local area producers, and the local community in each area.
- To update the inventory of Marlborough Productions equipment and other assets.

Communications

- To feed into the production of web content, marketing content, PR, and documentation in line with the company comms strategy with the support of the Marketing Coordinator and other Marlborough Productions team members where necessary.
- To ensure the webpages of projects you are producing are up to date on the Marlborough Productions website.
- To send email communication to members and other interested parties.
- To represent the company at events and meetings.
- Maintain up to date details of contacts and ensure these are stored securely on the organisations CRM.
- To contribute to Marlborough Productions/Queer Heritage South archive.
- To manage the collection of monitoring data for members, audiences, participants, job applicants, and artists, ensuring GDPR compliance at all times.

Development / Evaluation

- To work with the Executive Director and General Manager contributing to the development and submission of fundraising bids where necessary.
- To work with the Executive Director and General Manager contributing to the development and submission of fundraising reports where necessary.
- To contribute to, and where required, lead on evaluation reporting for projects.
- To logistically support the team in the delivery of longer-term creative and strategic ambitions for New Queer on the Block (NQOTB).

Person Specification

Essential Skills, Qualities, and Experience

- Demonstrable relevant work experience working with artists and companies in a producing role
- Minimum 2 years' experience working in a producing/ arts administration role
- At least 1 year experience of touring or booking shows, or equivalent project coordination experience (Years of experience can be overlapping)
- Understanding and appreciation of Marlborough Productions'

work

- Commitment to furthering intersectional LGBTQIA+ arts & culture
- Proactive attitude to promoting diversity and inclusion across the sector
- Enthusiasm for and experience of theatre, performance, and Live Art
- High-level interpersonal, written communication skills, and attention to detail
- Good financial management skills and experience of managing and reporting on multiple budgets
- Strong planning, project management, and organisational skills
- Capacity to manage multiple projects and prioritise tasks in a busy environment
- Ability to work independently, use initiative, and anticipate project needs
- Strong problem-solving skills with a proactive, solutions-focused approach
- Confidence working with a wide range of stakeholders, including artists, freelancers, and partners
- Strong IT proficiency (Google Workspace, Zoom, Adobe, Xero, or similar systems)
- Ability to handle sensitive information with discretion and professionalism

Desirable Skills and Experience

- Lived experience of LGBTQIA+ identities and communities
- Experience working in the arts, cultural, or non-profit sector
- Understanding of live performance, theatre, or Live Art contexts
- Experience contributing to evaluation or reporting (e.g., project or funder reporting such as Illuminate)
- Familiarity with fundraising processes or supporting funding applications/reports
- Understanding of values-led, community-focused, or socially engaged practice

Personal Attributes

- Proactive, flexible, and able to adapt in a fast-paced environment
- Approachable, collaborative, and emotionally intelligent in working with artists and colleagues

- Strong sense of accountability and ownership of projects
- Highly organised with the ability to remain calm under pressure
- A supportive and inclusive approach to working relationships
- Enthusiastic about artist development and collaborative creative processes
- A team player who is also confident working autonomously



Image description: Two people sit at a table opposite each other, reading the 2021-2022 Autumn and Winter Charleston programme. They are both smiling.

Image: Reuben and Jay Photography

How to Apply

To apply, please send the following to
recruitment@marlboroughproductions.org.uk

- **A covering letter (maximum 2 pages) outlining how you are suited to the role**
- **An up-to-date CV**
- **Two references**

We encourage applications from people of colour and disabled candidates, in recognition of the fact that these groups are currently underrepresented in the sector.

Disabled applicants who wish to be considered under the Disability Confident scheme will be guaranteed an interview if they meet the [essential skills, qualities, and experience criteria](#) (page 14) outlined in the person specification and state their wish to be considered under the Guaranteed Interview Scheme in their application email.

Please specify in your cover letter whether you qualify for a guaranteed interview **and** detail how you meet the **essential** criteria.

We are also happy to accept other forms of introduction such as video or audio (maximum 5 min).

Closing date: **Monday 11th May 2026 at 10am**

Parenting and Caring responsibilities

We understand the unique challenges that parents and caregivers face in the arts industry. That's why we're committed to creating a family-friendly workplace that supports a healthy work-life balance. Whether it's through flexible working hours, family-friendly policies, or providing a supportive environment, we strive to make it easier for parents and caregivers to thrive in their careers while managing their family responsibilities.

Pre-Conversation

We welcome an informal conversation to discuss the specifics of the organisational context, and to discuss any questions – please email Executive Director and Deputy CEO Sofia Santos at

sofia@marlboroughproductions.org.uk to arrange.

Access & Inclusion

We are committed to inclusion and to supporting creative people and staff needs. If you require this call out in a different format or would require support to undertake the role - don't hesitate to let us know by contacting recruitment@marlboroughproductions.org.uk

Please submit an Equal Opportunities Monitoring Form alongside your Application.

AI

Marlborough Productions recognises that AI can be a helpful tool for writing job applications. If you use AI for your application, please ensure your responses genuinely represent you and your work, rather than repeating the job description or specification.

