

TAOS Musical Theatre



Producer – Role Profile

Reporting to: Trustees

Liaises with: Director, Musical Director, Choreographer & Stage Manager.

Role Purpose

The Producer acts as the key link between the Creative Team and the Trustees, ensuring each production runs smoothly, on budget, and with strong communication across all parties. They provide oversight, problem-solving, and leadership to support the creative process while protecting the Society's financial and organisational responsibilities.

This role is vital to maintaining the professional standards and collaborative spirit for which TAOS Musical Theatre productions are known.

Key Responsibilities

- Serve as the conduit between the Creative Team and Trustees, ensuring clear and timely communication.
- Oversee production budgets, monitor expenditure, and ensure financial responsibility.
- Chair regular production meetings, keeping actions focused and progress on track.
- Maintain clear communication with the theatre venue, technical team, and backstage crew, ensuring logistical needs are met within budget and schedules.
- Anticipate and resolve challenges during the production process.
- Provide support and guidance to the Creative Team, ensuring resources are used effectively.
- Work with the Stage Manager to ensure all safety, risk, and compliance expectations are met during rehearsals and performances.
- Report regularly to Trustees on progress, budget adherence, and any issues requiring input.
- Support a positive and inclusive culture within the Society, ensuring all members feel valued and respected.

Skills & Qualities

- Strong organisational and financial management skills.
- Excellent communication and confident leadership, with the ability to chair meetings effectively.
- Positive and approachable 'people person,' able to balance creative and trustee perspectives.
- Calm, practical problem-solver with attention to detail.
- Commitment to TAOS's values, high standards, and community ethos.

Time Commitment

- Attendance and chair all production meetings and key rehearsals where necessary.
- Regular liaison with Trustees and Creative Team members throughout the rehearsal period.
- Presence at technical and dress rehearsals to oversee final preparations.
- Attendance during performances and assistance with post-show debriefs or reports.

This volunteer role offers an exciting opportunity to lead and shape a production from planning to performance, ensuring a positive experience for cast, crew, and audience alike.

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