

Senior Producer (Scottish Dance Theatre)

Applying for this post

To apply for this post you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. We welcome application in video or audio files as well as in writing. Any video or audio files should be no more than 8-10 minutes long. Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact jobs@dundeerep.co.uk.

The deadline for receipt of applications is Friday 3 July 2026 at midday.

If shortlisted for interview, you will hear from us by Monday 5 July 2026.

Interviews will be held at Dundee Rep Theatre or remotely w/c 5 July 2026.

Guidance

Please refer to our websites, www.dundeereptheatre.co.uk and www.scottishdancetheatre.com, to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

Role Summary

Senior Producer (Scottish Dance Theatre)

The Senior Producer will work as part of the Programme and Planning team, and work with Scottish Dance Theatre's Artistic Director to strategically plan and deliver the activity of Scottish Dance Theatre. The Senior Producer will represent and advocate for the company on a global stage ensuring that our commitment to success, excellence, creativity, diversity and collaboration are enshrined in all activity.

The Senior Producer will:

Work with the Artistic Director to be directly involved in Scottish Dance Theatre's strategic vision and planning, to benefit the company and the organisation.

Plan, produce and deliver the Scottish Dance Theatre touring programme (UK and international) and artistic activities for the company, ensuring projects are produced robustly, delivered on time, and on budget.

Work with the Artistic Director to maximise the artistic and commercial possibilities within the programme.

Develop and maintain strong partnerships, external relationships and work to attract key investors and stakeholders from the cultural sector and beyond.

The Senior Producer will be responsible to the Head of Programme and Planning and will have key relationships with the SDT Artistic Director, Programme and Planning colleagues, Production Team members, Market and Comms Team members, Creative teams, external collaborators and suppliers.

Main Duties and Responsibilities

- To work closely with colleagues, and external tour bookers, to manage Scottish Dance Theatre's UK and international touring programmes, including liaising with venues and programmers, negotiating agreements and financial contracts, scheduling tour plans and managing processes internally.
- To travel with Scottish Dance Theatre on tour to provide support for national and international tours as appropriate and as required.
- On occasion travel ahead of a tour to meet with partners and producers to generate future projects as appropriate.
- To actively attend shows, meetings, festivals, sector events with a strong outward facing presence.
- To develop Scottish Dance Theatre's touring strategy.

- To develop and maintain relationships and communications with venues, promoters, festivals, partners and commissioners and to develop and manage touring databases.
- To work alongside Dundee Rep and Scottish Dance Theatre's Consultant Producer if required, to support all aspects of the commercial touring of company work.
- To support the generation of income for all aspects of the organisation's programme as outlined in its Business Plan, by identifying financial and audience targets and developing and implementing a tour plan to meet these targets.
- To prepare and manage touring project applications to funding bodies such as Creative Scotland, British Council, and manage the end of project reports.
- To work with the Artistic Director and Executive Director to build a contemporary production and touring model that will facilitate the organisation's artistic vision for innovative work from Scotland to reach audiences around the world.
- To work closely with Scottish Dance Theatre's Artistic Director to prepare and manage yearly budgets for core and project income and expenditure.
- To work closely with the Head of Programme and Planning and other colleagues to prepare schedules, touring budgets, and ensure the smooth running of productions and project budgets.
- To generate co-producing and partnership contracts for touring products as required and ensure the necessary rights and licences are in place. To negotiate and agree the terms and conditions of contracts with dancers and guest creatives.
- To attend meetings as required. To participate in the EDI/Green meeting.
- To work closely with the marketing team to support the promotion of all work.
- To work closely with the production team to realise all production and touring requirements.
- To work closely with colleagues to produce localised Scottish Dance Theatre projects.
- To act as a senior advocate for the organisation, within the locality, on national and international platforms in both theatre and dance sectors, and be actively present in appropriate national networks.

Person Specification

- Significant experience (at least 5 years) of dance producing and tour management/booking.
- A genuine flare for working collaboratively with artists, venues and other stakeholders to make things happen.
- Creative thinking and problem-solving ability.
- Proven ability to plan and deliver projects to a high standard and on budget.
- An ability to engage strategically while being able to pay attention to detail.
- An ambitious thinker with a pragmatic and self-motivated approach.
- Significant experience of working with artists to realise ideas.
- Demonstrable understanding of the funding landscape and reporting requirements.
- A desire and ability to travel within the UK and internationally when required.
- Have access to your own network of professional contacts (desirable).
- Awareness of and commitment to Equality, Diversity and Inclusion and Environmental Sustainability.

Terms and Conditions

Senior Producer

Hours

37.5 hours per week, Monday to Friday 09:00 – 17:30 (although times can be flexible to suit the candidate's needs if fitting with business requirements.) Flexible working available.

Some evening and weekend work will be required.

Pay

£34,000 - £37,000 FTE per annum.

Holidays

29 days per year inclusive of public holidays. The holiday year runs from 1 April to 31 March each year.

Notice period

The notice period will be three months.

Location of work

Your main place of work will be Dundee Rep. We will support remote working.

Other benefits

- Contributory staff pension, after three months of service
- Hybrid/Flexible Working
- Competitive relocation allowance

Non-contractual benefits

- Staff tickets to DRSDT produced shows
- Staff discount in Rep Restaurant

Dundee Rep and Scottish Dance Theatre Limited strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Guaranteed Interview Scheme

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

Safeguarding

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

Offers

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.