

*'Tall Stories sets the benchmark  
for children's theatre' - Sunday Times*

**tall  
stories**



## **Venues and Touring Coordinator: Recruitment Pack**



## Background Information

*Tall Stories – where everything is possible*

Tall Stories is a registered charity that tours the UK and internationally with award-winning shows for family audiences. We are internationally recognised for our exciting blend of storytelling theatre, original music, innovative puppetry and lots of laughter.

We are based at the Tall Stories Studio, a step-free 80 seat space situated in Islington Central Library, London. As well as being our administrative home, the space plays host to our preview performances and our artist development programmes. It's also where we deliver wider community activities to complement our programme of on-stage work.

We create opportunities for everyone to get involved with theatre and offer accessible performances including integrated BSL, audio descriptions, and relaxed environments. We also provide free shows and experiences as part of our commitment to removing barriers that might otherwise prevent children and families from experiencing live theatre.



## Our Brand Promises

- We keep it simple, do try this at home
- We put a pause on life to transport you into another world
- Everything we do has a touch of magic
- We invite children and their grown-ups to feel and talk
- We encourage play and silliness
- We open up the wonder of Tall Stories for all children
- We value and care for one another

## **Job Title**

Venues and Touring Coordinator

## **Key Working Relationships**

Producing Team (Producer and Production Coordinator), Venues, Head of Marketing and Brand, Executive Director.

## **Location**

Tall Stories, 68 Holloway Road, London N7 8JL

## **Terms**

Part time, permanent

## **Working Hours**

2 or 3 days per week and evening work where necessary

## **Salary**

£26,000 - £28,000 (pro rata) dependent on experience

## **Professional Development & Benefits**

At Tall Stories, we are committed to investing in the growth and development of our team. As part of this role, you will receive:

- Continuing Professional Development, with dedicated opportunities to expand your skills through training, workshops and industry events.
- Supportive line management focused on professional growth and wellbeing.

## **Holiday**

8-12 days (pro rata, in accordance with working hours), in addition to public holidays and 3 days between Christmas and New Year.

## **Probation and Notice Period**

This post carries a probationary period of three months. After a satisfactory review, the notice period is two months.

# Key Responsibilities

## Tour Booking

- With strategic oversight from the Producer, book all tours, including the negotiation of deals and contractual agreements.
- Act as the main point of contact for all venues, ensuring timely and efficient delivery of venue paperwork, such as:
  1. Deal memos
  2. Venue contracts
  3. Collating technical information
- Book tours with efficient routing, taking into account travel time of the touring company and their working hours.
- Work with the Producer and Head of Marketing and Brand to regularly review box office deals and sales data to forecast and maximise future income.
- Work with the Producer and Head of Marketing and Brand on ticket pricing and performance schedules.
- Liaise with Production Managers (freelance) on get ins, get outs and technical schedules.
- Visit and meet with venues.
- Develop new relationships with programmers and venues whilst proactively maintaining current relationships.
- Stay connected to the theatre industry and current trends.
- Attend industry events as required.



## **General**

- To be an enthusiastic advocate of Tall Stories, always acting in its best interests with thorough understanding of the company's mission and brand promises.
- To attend company previews, events and press performances as required.
- To attend other productions as and when necessary.
- To attend internal and external meetings as required.
- To uphold and implement Tall Stories' policies, including Inclusion, and Health and Safety.

## **Review arrangements**

This job description can be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.



## Person Specification

### Essential

- Experience working in the theatre industry with demonstrable knowledge of venue programming or tour booking, deal negotiations and contracting.
- Demonstrable experience in making deals with venues as well as negotiations.
- Clear, adaptable written and verbal communication.
- Proven administration and numeracy skills.
- Good knowledge of computer packages in particular Word, Excel and FileMaker Pro.
- Financially literate with a strong understanding of budgeting and financial models.
- Managing effectively under pressure, remaining solution-focused.

### Desirable

- Experience with theatre and/or family audiences.
- Experience of building external partnerships.
- Knowledge of international touring.

# Applications

To apply, please send the following items to Phoebe Walker at Achates: [recruits@achates.org.uk](mailto:recruits@achates.org.uk) by Monday 30 March at 9am.

- A CV and cover letter (no more than two sides of A4) or a 2-3 minute video application (please include your link in the email) telling us about yourself, your interest in Tall Stories, why you want to take on this role, and how you meet the person specification.
- Your application should include details of two referees.

*Please send your cover letters in an editable format, Word for preference, as these documents will be subject to a process of anonymisation prior to being assessed by the Tall Stories team.*

## **Interviews: w/c 13 and 20 April**

*We are committed to identifying and resolving barriers which may ordinarily exclude people from employment. We particularly encourage applications from people whose backgrounds or lived experience are underrepresented in the theatre industry. We will guarantee interviews to applicants who self-identify as having a background or lived experience which is currently underrepresented in the industry and who meet the minimum criteria for this role.*