

## About us

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Freckle is one of the leading producers of theatre for children and their families in the UK.

Freckle is an independent commercial producer and specialises in adapting hugely popular children's books for the stage - currently five titles by Julia Donaldson and Axel Scheffler. We are very proud of our reputation for producing high production value shows that have proved to be so popular nationwide. In 2023, we welcomed our millionth audience member to a Freckle production.

'A room of school children laughing hysterically - all totally mesmerised by the action'

### TIME OUT

Our productions include **Stick Man**, **Zog, Zog and The Flying Doctors** and **Tiddler & Other Terrific Tales**. **The Baddies** is our brand new musical - a co-production with the Edinburgh Lyceum - which is touring across the country from February to June 2025 and then plays a season at Cadogan Hall in London.

**Stick Man** has played London every Christmas for the past twelve years and tours every other year. We tour one of our other productions each year for at least six months playing split week and week runs in theatres like The Lowry, Bristol Old Vic, Liverpool Playhouse, Southampton Mast, Lyceum Edinburgh, Brighton Theatre Royal and Leeds Playhouse.

Later this year, three productions of **Stick Man** will tour the UK and play Christmas seasons at the Bloomsbury Theatre, London and at Leeds Playhouse.

**Zog** will tour in 2026, **Zog and the Flying Doctors** will tour in 2027 and **The Baddies** in 2028. Our tours are booked with a lead-in time of between 18 months and 2 years.

Executive Producer, Jen Sutherland has 20 years experience producing children's theatre and leads a full time team of five; Creative Producer, General Manager, Tour Booker, Assistant Producer and Marketing Co-ordinator. We also work with a consultant Marketing Manager, a Press Agency and a freelance Production Manager. Our website is [www.freckleproductions.co.uk](http://www.freckleproductions.co.uk)

Freckle is based in Kemptown opposite Brighton pier, a stone's throw from the centre of Brighton. We are close to the famous Lanes with a host of independent stores, cafes and bars. The spacious open plan office boasts a kitchen with microwave and air fryer and a meeting and dining area. It is a fifteen-minute walk from Brighton Station. And a one minute walk to the beach!

Please note our office has dogs. There are often three very well-behaved canines snoozing peacefully in the corner in the sunshine.

## Tour Booker

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Freckle wishes to appoint an experienced, pro-active and driven Tour Booker to undertake the booking and scheduling of all our productions on tour in the UK and occasionally abroad. The role is office based in Brighton, working full time 10am to 6pm Monday to Friday.

The Tour booker will;

- Lead on the booking of all the tours and seasons including negotiation of deals and all contractual terms with consideration of barring clauses and holidays.
- Book tours with excellent routing taking into account travel time by mini bus of the company and their working hours.
- Regularly analyse all potential deals and box office potentials and comparing past deals and sales data when decision making to maximise income on tour and work with the producers on forecasts and setting targets.
- Act as main point of contact for all venues, ensuring the timely and efficient administration and delivery of all contractual and venue paperwork, including but not limited to; deal memos, venue contracts and collating marketing information and technical information.
- Work with the producers and marketing colleagues on ticket pricing and performance schedules and liaise with the production manager on get ins and get outs and technical schedules.
- Utilise our extensive database of venues and previous deals, financial results and past communication.
- Keep the venue contact database and box office history database up to date.
- Develop new relationships with venues and programmers and proactively maintain current relationships.
- To keep abreast of the theatre industry and current trends - in particular the development of new work for children.
- Attend first nights and press nights for Freckle Productions as required.

- Visit and meet with venues as required.
- See other productions as directed but proactively seeing productions in different venues.
- Attend conferences and industry events as required.

## Person Specification

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About you:

We're looking for someone who is positive, energetic and utterly reliable. You'll be self-motivated and happy to work alone booking the tours but also aware of the need for clear communication with colleagues. You will have an excellent knowledge of the touring circuit and the geography of the UK. You'll be someone who wants to learn and not afraid to share your ideas in team discussions.

You'll be a creative thinker and be committed to using your skills and creativity to promote Freckle Productions and to enhance your place of work.

You care about Diversity and Equality and contributing to a harmonious and caring working environment.

You believe in community and the importance of our work within the industry.

Essential:

- Significant experience of working in the theatre industry with demonstrable knowledge of venue programming or tour booking, deal negotiations and contracting.
- Demonstrable experience of working collaboratively within a team.
- Tact and skill in dealing with venue contacts including positive negotiation,
- Excellent attention to detail, excellent verbal and written communication skills with good information technology skills.
- Proven administration and numeracy skills.
- Good knowledge of computer packages in particular Word, Excel and FileMaker Pro.
- Proven understanding of commercial viability including budgeting and Profit & Loss and sales targets.
- Able to work under pressure and to strict deadlines.

## Terms and Conditions

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| Job Title:             | Tour Booker   |
| Responsible to:        | Executive Producer  |
| Working directly with: | Executive Producer, Creative Producer and General Manager   |
| Contract:              | Full-time, permanent.   |
| Basic Working Hours:   | 40 hours per week. Office hours are Monday-Friday 10am-6pm. Occasional weekend and evening work will be required for which TOIL may be claimed.                         |
| Work Base:             | Full time in Brighton office or potentially a hybrid role with up to 2 days a week WFH.<br>Freckle Productions<br>Olivier House<br>18 Marine Parade<br>Brighton BN2 1TL |
| Salary:                | £35k - £40k (dependent on experience) per annum, paid monthly by PAYE.  |
| Benefits:              | Contributory pension scheme.<br>Private health care plan after 6 month probationary period.   |
| Annual Leave:          | 20 days per annum plus Bank Holidays and discretionary days in December to cover any potential festive shut down period.  |
| Notice Period:         | 2 months.   |
| Probationary Period:   | 6 months.   |

## How to Apply

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To apply, please send a short covering letter which should include 2 paragraphs, addressing the questions:

- Why you are interested in the role
- Why you would be a suitable candidate for this post

We will not consider applications without a covering letter.

Please email [anouchka@freckleproductions.co.uk](mailto:anouchka@freckleproductions.co.uk) with Tour Booker in the subject line. Please include the names and contact details of two referees.

Applications should be received no later than 5pm on Friday 14<sup>th</sup> February 2025.

First round interviews will take place during the week beginning 3<sup>rd</sup> March 2025. Second round interviews to be confirmed.

Freckle Productions is an equal opportunities employer and our recruitment process is open to all, regardless of disability, ethnicity, sexuality, gender identity, religion or socio-economic background. We welcome and encourage applications from people of all backgrounds, identities, perspectives and lived experience.

Feedback can be provided to all first round interviewed candidates on receipt of a written request no later than 1 week after the first round of interviews.

