



Job Description

Executive Producer: The Path Entertainment Group



Who we are:

The Path Entertainment Group is dedicated to creating world-class experiences. We will achieve this by: Bringing first class live experience makers with world class renowned brands and IP to create dynamic and enthralling location-based entertainment. TPEG has a strong desire to disrupt and find strong audience bases for popular culture led experiences. We are a company with people and rich skills in producing, creative development, venue and space management and design, marketing, press and comms all under one roof. UK made – internationally focused, catering for the worldwide market. We are not an immersive production house, nor tied to the linear rules of promenade or walk-through theatre. The primary aspect of our experiences that bands them together is they are always participatory, based on existing characters or trademarks and have gameplay built into the fabric of the experience, materially affecting the narrative through line and conclusion for the participant.



Job Title:	Executive Producer
Responsible to:	CEO
Place of Work:	Based in office in London but will be expected to spend reasonable amount of time on various sites in Central London and further abroad
Salary:	£70K - £80k, depending on experience
Hours of work:	40 hours a week, including some weekends – Full time role
Additional Hours:	To be agreed in advance including attending meetings, rehearsals, conferences, seminars, overseas travel and show watches
Pension	Company Pension Scheme available
Probation	3 months

Overview

We are seeking a highly experienced and visionary Executive Producer to join us, to provide exceptional leadership in our original experiences and steer the organisation through its origination period of production and strategic development.

TPEG are embarking on collaborations with leading studios and IP holders to produce new exhilarating experiences, drawing inspiration from theatre, gaming and immersive storytelling. Our ambition is to create lifelong memories for our patrons.

This is an exciting opportunity for a brilliant individual to join our growing and ambitious organisation in a pivotal role. The Executive Producer will be supported by a skilled, dynamic and committed team.

Key Responsibilities

The Executive Producer's role is to develop, execute and deliver first class experiences with our world class IP partners. They will be responsible for overseeing the creative, management and production team and ensuring that CEO's and Creative's vision is fully delivered.



The successful candidate will lead and deliver on our major projects, which will vary in scale and genre and location. The Producer will line manage the production team, ensuring all departments are working efficiently, on time and in budget. The role requires the Executive Producer to be visible and to develop and maintain working relationships with Creatives, Co-Producers, Investors, Venues, Technicians and Actors.

The Executive Producer is a key member of the senior management team and works closely with the Operation Director, Finance Director, Communication Director and Content Director to produce TPEG's experiences in the UK and internationally. The role requires strong negotiation and contractual experience and skill, and an excellent understanding of how to facilitate and collaborate with world class artistic teams.

The role requires an adept ability to oversee several high-stake projects simultaneously, in varying stages of development from feasibility to realisation.

The Executive Producer will be passionate, direct and ambitious and will cope with challenging situations calmly and clearly. They will lead by exceptional example and inspire and encourage excellent standards in others, providing leadership, inspiration and motivation for the team.

Creative

- Work with the CEO to oversee and implement the creative vision of the company.
- Alongside the CEO, draw up a creative brief and ensure it is adhered to by all creatives including the Director, Designer, Sound, Lighting, Movement and UX design.
- Source creatives by considerable research and scouting of first-class talent and organising and attending meetings assess suitability for potential roles.
- Attend all creative meetings, leading alongside Project Manager.
- Work with creative team to develop production concept and design; and lead decision making in collaboration with brand partners.
- Attend rehearsals, tech and delivery of key project milestones and manage creatives in delivering to scope of project to the highest standards.
- Oversee key brand approval processes and ensure the production team are adhering to compliance standards on approvals.
- Regular quality control visits and ensuring that team leaders are always maintaining excellence in experience.
- Support the Development and Content department on key developmental notes and deliverables keeping across work in development.
- Attend shows, showcases and opportunities to see material from emerging and established Creatives to ensure TPEG is continually working with the strongest Creative minds.



Management

- To lead on delivering major projects from a production perspective, negotiating financial contracts and managing freelance PM's/creatives employed for such projects.
- Working closely with the Ops Director and the onsite Experience and Event Manager to ensure that experiences are clearly and effectively managed.
- Support good communication from external companies with the office, and ensure all relevant persons are kept abreast with major project development and approvals as the creative and production process is underway.
- Where appropriate manage staff on specific tasks as part of project management.
- Leading marketing meetings by challenging sales, approving initial artwork and concept, contributing to activity ideas and ensuring the relationship with external marketing companies and sales are managed effectively.
- To travel ahead of the company to generate future projects; to travel with the company to provide senior management support for national and international tours as appropriate.

Production

- Responsible for directly line managing, supervising and motivating production staff, also overall responsibility for production team, ensuring morale is high, the team cooperates well, and performance is excellent.
- Liaise with all departments to ensure projects are delivered efficiently and on time and hitting the scope of project set out by CEO.
- Attend full technical rehearsals and all previews prior to press night during the opening of a new production.
- Set up project timelines for Productions and ensure teams stick to timescales.
- Report regularly on the project from all perspectives to the CEO and company directors.
- Sign off on any unusual or new clauses that appear in contracts issued by the General Manager.
- Understanding of appropriate union and internal contracts.

Finance

- Working closely with the organisation's Finance Director to prepare budgets and to have a painstaking eye for financial detail to ensure productions are run with control and are within budget whilst achieving excellence in quality.
- Manage production finance schedules – reporting against cost, income, breakeven and recoupment to CEO and directors.
- Manage production budgets and be the authority on overspends, reallocation of funds and the key financial department leaders and their delivery against department budgets.



- Maintain an accurate P&L per production and update the CEO and Finance Director weekly on relevant movements that may impact the financial health of each show.
- Approve all production/departmental invoices, maintaining a continuous dialogue with the finance department on forthcoming spends, negotiating payment plans, as necessary and ensuring cash-flow management is considered.
- Maintain working knowledge of tax relief schemes, major governmental incentives or funding schemes or rebates that impact the live entertainment sector.

Relationship

- To attend Company Events, Previews, Press Nights and Performances as required.
- Represent TPEG at productions, events and conferences nationally and internationally.
- Develop and maintain relationships with agents, CFOs, theatres, writers, creatives, production staff and actors for long term collaboration and partnership.

The above is not a definitive list and the Executive Producer should expect to perform any other duties requested in order to facilitate the expansion of the Business.

Person Specification

Experience

Essential

- 5 years proven experience of developing and producing large-scale production.
- Experience of artistic collaboration and facilitation.
- Experience managing large-scale production budgets.
- Proven ability to take the initiative and lead teams under pressure.
- Ability to manage multiple priorities and meet deadlines.
- Advanced experience in negotiating and contracting.
- Experience of managing partnerships and building relationships.
- Strong written and verbal communication skills.
- Strong financial management skills.
- Strong experience in dealing with change and dynamic challenges.
- Excellent IT skills.
- A commitment to detail.
- Commitment to diversity and inclusion.



Preferred

- Experience in Immersive Theatre, Gameplay Experiences.
- Basic Knowledge of employment law.
- Experience of mounting productions or events outside the UK.
- A passion for training and developing others.

Skills

Essential

- Well developed leadership, management and influencing skills.
- Basic understanding of technical aspects of Productions, including technical staff job roles and requirements.
- Good working knowledge of equity agreements and standard industry employment practices.
- Highly efficient and organised.
- A strong communicator, both written and in person.
- Team worker, able to delegate and take control, and listen to and value others' contributions.

Personal Qualities

- Passion for the live entertainment and other forms of live media.
- Willingness to travel both in the UK and overseas, when necessary.
- Commitment to high quality product.
- Ability to work collaboratively and independently.
- Commitment to managing a busy and sometimes conflicting work schedule.
- Ability to remain calm in the face of difficult and high pressure situations.
- Ability to manage challenging personalities and avoid confrontation.
- Commitment to TPEG's policy of equal opportunity and the ability to work harmoniously with colleagues of all cultures and backgrounds.
- Ability to make quick, effective decisions whilst assessing creative and financial circumstances.
- A flexible and positive outlook to life and work.

Equal Opportunities

The Path Entertainment Group will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the engagement of personnel.

How to apply

Please send your CV and covering letter to jobs@pathents.com. Please make sure you include the job position in the subject. The deadline for this position is 27th November 2021.