

PROJECT BRIEF AND JOB SPECIFICATION

ROLE & PROJECT	Event Producer (Freelance) – The Trial of Shakespeare
SERVICE	Coram Shakespeare Schools Foundation
REPORTING TO	Head of CSSF
FEE	£12,000 (inclusive of expenses)
LOCATION	Coram Campus (Central London) and Hybrid Working
CONTRACT TYPE	Fixed term (Freelance) August – December 2025

1. ABOUT CORAM SHAKESPEARE SCHOOLS FOUNDATION

We transform lives through the unique power of Shakespeare

Coram Shakespeare Schools Foundation (CSSF) is a national cultural education charity that exists to instil curiosity and empathy, aspiration and self-esteem, literacy and teamwork - giving young people the confidence to stride onto whatever stage they choose.

Our objectives are:

1. To promote life skills, social cohesion and ambition;
2. To promote educational attainment, especially in literacy and performing arts;
3. To provide a unique cultural and creative experience to young people from disadvantaged backgrounds.

This year, the charity marks 25 years since the first Shakespeare Schools Festival. Over a quarter-century our flagship programme has developed into a nationwide movement – the largest youth drama project – transforming over 350,000 young lives by providing the opportunity to perform Shakespeare’s plays in professional theatres.

Across 2025, we will celebrate this milestone by sharing 25 Years, 25 Stories, cataloguing the diverse and longstanding impact of participation on our alumni, and launching *All the World’s Our Stage*, our new five-year strategy and vision for the expressive arts in schools.

2. PROJECT SUMMARY

The Trial of Shakespeare is a unique theatrical event, bringing together the legal and Shakespearean worlds in one thrilling production on a London West End stage. It is a vital fundraiser for Coram Shakespeare Schools Foundation in an important anniversary year, taking place at the Criterion Theatre in December 2025.

Following the sold-out success of *The Trial of Hamlet*, *Macbeth* and *Richard III* in London's West End, this next instalment brings together top legal minds and theatrical talent to debate the legacy of William Shakespeare himself, live on stage.

We are seeking a dynamic and experienced producer or team to lead production on *The Trial of Shakespeare* fundraising event for the charity this winter. This role is pivotal in orchestrating a successful production, ensuring the cultivation of strong stakeholder relationships and the attainment of financial goals.

The ideal candidate will possess a passion for the arts, coupled with proven expertise in event planning and fundraising within the UK context.



Christopher Eccleston and Dinah Rose KC
onstage during *The Trial of Macbeth*

3. SCOPE OF WORK

You will be the driving force behind *The Trial of Shakespeare*, leading all aspects of the event's delivery: logistics, creative coordination, production management, stakeholder engagement, and audience experience.

You'll work closely with CSSF's in-house team, colleagues across the Coram group and external collaborators to ensure the smooth running and success of this complex, high-profile occasion.

4. KEY DELIVERABLES

The successful applicant will be responsible for:

- **Project & Production Management**
 - Delivering a seamless, on-time event in collaboration with CSSF and Coram staff and the host theatre
 - Coordinating rehearsals, technical run-throughs and talent schedules
 - Managing the production timeline and ensuring progress against milestones
- **Creative & Talent Liaison**
 - Leading on communications with creative contributors: actors, legal professionals, writer, director, and jury members
 - Supporting the Director with practical staging needs and the host theatre's technical team
- **Budget & Fundraising Support**
 - Managing a project budget, reconciling costs, and supporting financial targets
 - Collaborating with CSSF's fundraising team on supporter cultivation, ticketing strategy and donor stewardship
- **Marketing & Communications**
 - Coordinating the creation and delivery of marketing assets (e.g. invitations, show copy, VIP packs)
 - Liaising with the Coram marketing team and external stakeholders to ensure clear, timely and compelling communications

- **Event Delivery**
 - Producing all logistics on the day, including tech, backstage, front-of-house and VIP receptions
 - Ensuring all legal, health & safety and access requirements are met
- **Post-Event Reporting**
 - Providing event evaluation and recommendations for future productions

5. TIMELINE

Appointment: August 2025

Pre-production phase: September – November 2025

Event delivery: December 2025 (one night, exact date TBC)

Post-event wrap: December 2025

Flexible working is available, though attendance in London will be required for key planning meetings, rehearsals, and the event itself.

6. WHO WE'RE LOOKING FOR

We welcome applications from individual freelance producers or small production teams with a demonstrable track record in live events, theatre production, or charity fundraising galas.

Essential skills and experience:

- 3+ years' experience producing live performance or complex public-facing events
- Demonstrable experience of event planning and execution within the theatre or live events industry, including financial, creative and production elements
- Excellent project management and stakeholder liaison skills
- Proven ability to manage budgets and deliver to deadlines
- Understanding of the UK theatre landscape
- Collaborative approach and clear, concise communication style
- Strong problem-solving skills a creative mindset
- Calmness under pressure with the ability to work in a fast-paced environment

Desirable:

- Experience working with high-profile individuals and talent
- Understanding of the UK legal sector
- Experience of working with charities or fundraising events
- Network of UK agents and actors
- An understanding of arts within the UK educational system
- Integration of inclusive practice into event planning

7. CONTACT & RELATIONSHIP MANAGEMENT

The appointed producer will report to the Head of Coram Shakespeare Schools Festival and collaborate closely with:

- Coram Shakespeare Schools Foundation management team
- Coram Marketing team
- External Theatre Director, Writer and other creatives
- Legal Consultant(s)
- Host venue and its management and technical staff

8. HOW TO APPLY

Please send the following by **5pm on Friday 15 August 2025** to Mike Tucker, Head of Coram Shakespeare Schools Festival via head@coramshakespeareschools.org.uk

- A short proposal (max 2 pages) outlining your interest, skills and relevant experience
- CV(s) for lead producer(s)
- Examples of past work or portfolio (links or video welcome)

We will be reviewing applications and conducting interviews on a rolling basis. Early applications are strongly encouraged as the position may be filled before the closing date.

This is a rare opportunity to help stage a one-of-a-kind theatrical fundraiser, pairing great legal minds with beloved actors for and a cause that transforms young lives through Shakespeare. We look forward to hearing from you.