

fuel

Programme Assistant

Job Pack

August 2026



About Fuel

Fuel leads the field in independent producing in the UK's live performance sector, working with brilliant artists to explore urgent questions, to shine light on how we relate to each other and the world around us, and to tell untold stories by under-represented voices. From theatres to car parks, from schools to public spaces, Fuel produces high quality new theatre that reaches diverse audiences across the UK and internationally. Fuel collaborates with outstanding theatre makers with fresh perspectives and approaches who produce shows, performances or experiences which have direct and playful relationships with their audiences.

Fuel is celebrated for its pioneering producing model that develops innovative ideas through attentive collaboration, a spirit of curiosity, and an emphasis on trust. Fuel has developed a reputation for spirited and surprising new theatre, deep relationships with a wide range of artists, and passionate commitment to inclusion and care for young and diverse audiences.

Fuel was founded in 2004 and is led by Kate McGrath. Since its story began, Fuel has produced shows, festivals, films, installations, podcasts, apps, and books. In doing so, Fuel has supported the artistic development of over 120 lead artists or companies and reached more than 1.5 million people, live and digitally, hosted over a hundred internships and been recognised with awards for its work. Fuel is currently working with artists and companies including Khalid Abdalla, Jay Bernard, Inua Ellams, Charlie Josephine, Lucian Msamati, Racheal Ofori, Toby Olié, Joelle Taylor, and Melanie Wilson. Fuel is supported by Arts Council England as a National Portfolio Organisation, the Esmée Fairbairn Foundation, and the PRS Foundation (Talent Development Network).



OUR VALUES

The discovery of the new relies on curiosity. It is at the heart of how we work as a team, keeping us open to surprises, risks and learning, and we celebrate it in the artists and colleagues we collaborate with.

CURIOSITY

Producing is creating something new in collaboration with others. In producing we seek to embolden, support and celebrate the creativity of everyone we work with and for.

CREATIVITY

Trust is the foundation on which people take risks and collaborate productively. We work hard to build trust by delivering on our promises, and we invite our audiences to trust us as we invite them to be part of a magical moment of live collaboration.

TRUST



OUR VALUES

Only through taking risks, and learning from our successes and our mistakes, can we create genuinely insightful and affecting work. We believe listening and learning can enable everyone we work with to achieve their potential.

LEARNING

Performance is representation and we believe the people who make it and experience it should be representative of the diversity of the world we live in.

We seek to break down barriers and enable everyone to participate freely in cultural life.

REPRESENTATION

We are working towards a zero waste, zero carbon future and are committed to massive reduction in the carbon cost of our work. We believe it is possible and essential to create art without further harming the earth for future generations.

SUSTAINABILITY

Our Current Programme

Our programme encompasses brand new commissions and collaborations with artists, partners and communities across the UK and beyond, with our current programme including *Nowhere* by Khalid Abdalla, *Once Upon a Time in Sokoto* by Inua Ellams, and Ross Collins' *There's a Bear on My Chair*, adapted and directed by Toby Olié.

Recent digital work includes *Dreaming Species*, an online listening experience by Melanie Wilson and *Fuelling Change*, a podcast series by Fuel's Artistic Director & CEO Kate McGrath.

Fuel is proud to work in collaboration with a brilliant cohort of artists and a range of partner organisations to create this programme across the UK and beyond.

Protest Photo: Mihaela Bodlovic



Job Description

Fuel is looking for an enthusiastic and attentive Programme Assistant to join the team.

The Programme Assistant will support the producing team in delivering Fuel's exciting and diverse programme of work and will work within the company's core values of curiosity, trust, learning, representation, sustainability and creativity.

We are an equal opportunities employer, and we encourage applications from all suitably qualified persons, regardless of sex, gender, sexual orientation, marital or civil partnership status, race, ethnicity, socio-economic background, disability, religion or belief, national origin, pregnancy or maternity, or age. We actively welcome applicants from backgrounds that are currently under-represented in the arts sector. Candidates can be based anywhere in the UK. Candidates must have the current right to work in the UK.

Line Manager: Senior Producer

Main Duties and Responsibilities

To support Fuel's team of producers in the delivery of a wide range of projects. Tasks may include (but not be limited to):

- Arranging rehearsal and tour logistics – travel, accommodation, etc.
- Liaising with venues, production partners, cast and creative team members and their agents about rehearsal and tour logistics as required
- Monitoring, analysing, and reporting on ticket sales
- Supporting the delivery of marketing and communications plans, working closely with the Communications Manager
- Supporting project evaluation process including the drafting of evaluation reports
- Supporting with fundraising including researching funding opportunities, drafting solicitation plans and administration
- Minute taking at production meetings and other key meetings

- Supporting the Senior Producer with budget management and reconciliation and finance administration
- Drafting and circulating contracts for creative teams and other artists
- Drafting, updating and circulating tour packs
- Drafting and updating prospective partner packs for projects
- Collating evaluative data in line with Arts Council England reporting and quarterly board reporting
- Supporting the Senior Producer and Head of Audience Development with delivering Engagement and Participation work
- Filing and other administrative tasks

General Duties

- Attending regular meetings with members of the Fuel team and other internal and external meetings as required
- Attending relevant work in progress, previews, press nights, and launch events
- Working with the team to ensure the smooth running of all aspects of Fuel
- Following Fuel's policies and contribute to their ongoing reviews
- Undertaking any other duties as reasonably requested by the Senior Producer, Head of Programme or Artistic Director & CEO

Skills, Attributes, Knowledge and Experience

Essential

- Excellent organisational skills with the ability to work to deadlines
- The ability to forward plan, predict and use initiative in managing busy schedules
- Strong communication skills, both written and oral
- An understanding of the importance of attention to detail and a rigorous work ethic
- Excellent IT skills (including Microsoft Office)
- The ability to work discreetly with confidential information
- The ability to work effectively both independently and as part of a team
- The ability to work with a wide range of people from varied backgrounds

Desired

- Familiarity with Fuel's projects and the artists with whom we work and the audiences we engage
- An understanding of and a passion for contemporary theatre and live performance
- An understanding of or experience working in the wider arts sector in the UK

Terms

Salary and Benefits

- Fixed term contract for two years
- Full-time; we are open to discussing flexible working
- £25,500 – £27,500 per year, FTE
- Fuel offers a designated stakeholder pension scheme

Hours

- 40 hours per week
- Core hours are 10am–3pm, with some flexibility around starting and finishing times (for example, employees can work 10am–6pm, 9am–5pm, or 8am–4pm). Working hours must be agreed by their line manager and comply with our policy
- Some evening and weekend work will be required. Fuel operates a Time Off in Lieu system

Base

- Hybrid working, with a minimum of two days every week from the office (Somerset House, London, WC2R 1LA) for full-time employees based in London, or a minimum of two days every fortnight (or four days every four weeks) for full-time employees based outside of London
- We welcome applications from candidates based anywhere in the UK

Holiday

- 25 days per year plus bank holidays

Probationary Period

- 3 months

Notice Period

- 10 weeks

General Notes

This list is indicative rather than comprehensive, and flexibility to the job role and tasks is required.

Fuel is interested in and keen to support ongoing professional development and will work closely with the post-holder to ensure that their needs in this area are met. Fuel offers a training budget and mentoring support.

There's a Bear on my Chair. Photo: Dan Tsantillis



Application Instructions

Closing date: 10am on Tuesday, 01 September 2026

Interviews: First round: 11 September 2026; Second round: 16 September 2026

You can find the application form with more details including how to apply [here](#).

We are holding a drop-in online question & answer session on Thursday 13 August from 5-6pm. If you would like to attend, please email admin@fueltheatre.com and we will send you the Zoom invitation link. Please let us know if you have any access requirements for attending this session.

We want you to complete your application in a way that is comfortable for you. We will accept video and audio files that answer the questions listed in the application form. Please ensure your recording is no longer than 5 minutes.

Contacts

If you have any questions about the job pack, application form, or recruitment process, please contact admin@fueltheatre.com.

If you have any questions about the role, please contact Senior Producer, Caitlin Gleeson, at caitlin@fueltheatre.com.