

MENTORSHIP SCHEME INFORMATION PACK

SUMMER 2026





1 WELCOME

Thank you for your interest in this exciting opportunity to join the Turtle Key Arts team on the Producer Mentorship Scheme. This pack gives you all the information you need to apply, including details about the company, role, responsibilities, person specification and application process.

Turtle Key Arts was founded in 1989 to make the arts accessible to all. We are nationally recognised for producing ground-breaking participatory and performance projects that reach people who are disabled, disadvantaged and socially excluded. We work in partnership with artists and companies across theatre, dance, circus, music and visual arts, as well as leading community engagement projects across the UK and internationally.

The Producer Mentorship Programme first launched in 2024, and we are now recruiting for the second round of the scheme. The Producer Mentorship scheme is an 18-month programme aimed at graduates and early career Producers looking to take the next step in their career. Turtle Key Arts have long provided access for young professionals to get a start in the arts and creative industries, and this scheme is a structured programme to further that support.

If you have any questions or would like to discuss this role, please email admin@turtlekeyarts.org.uk and Alison or Charlotte will be in touch with you.

We look forward to receiving your application.

Alison King, CEO
Charlotte Cunningham, Artistic Director



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ABOUT US

Turtle Key Arts is an innovative and vibrant arts charity with a UK and international reach.

We produce and devise original groundbreaking art that entertains and inspires.

We believe access to the arts helps improve quality of life through creative opportunities, social interaction, confidence and self-esteem.

We produce a portfolio of performing companies which currently includes Ockham's Razor, Amici Dance Theatre Company, Sadiq Ali Company, AIK Productions and Open Sky.

We design and produce arts participation projects, free to all participants, throughout the UK for disabled, disadvantaged and socially excluded people including autistic young people and adults and people living with Dementia, Dyslexia or HIV.

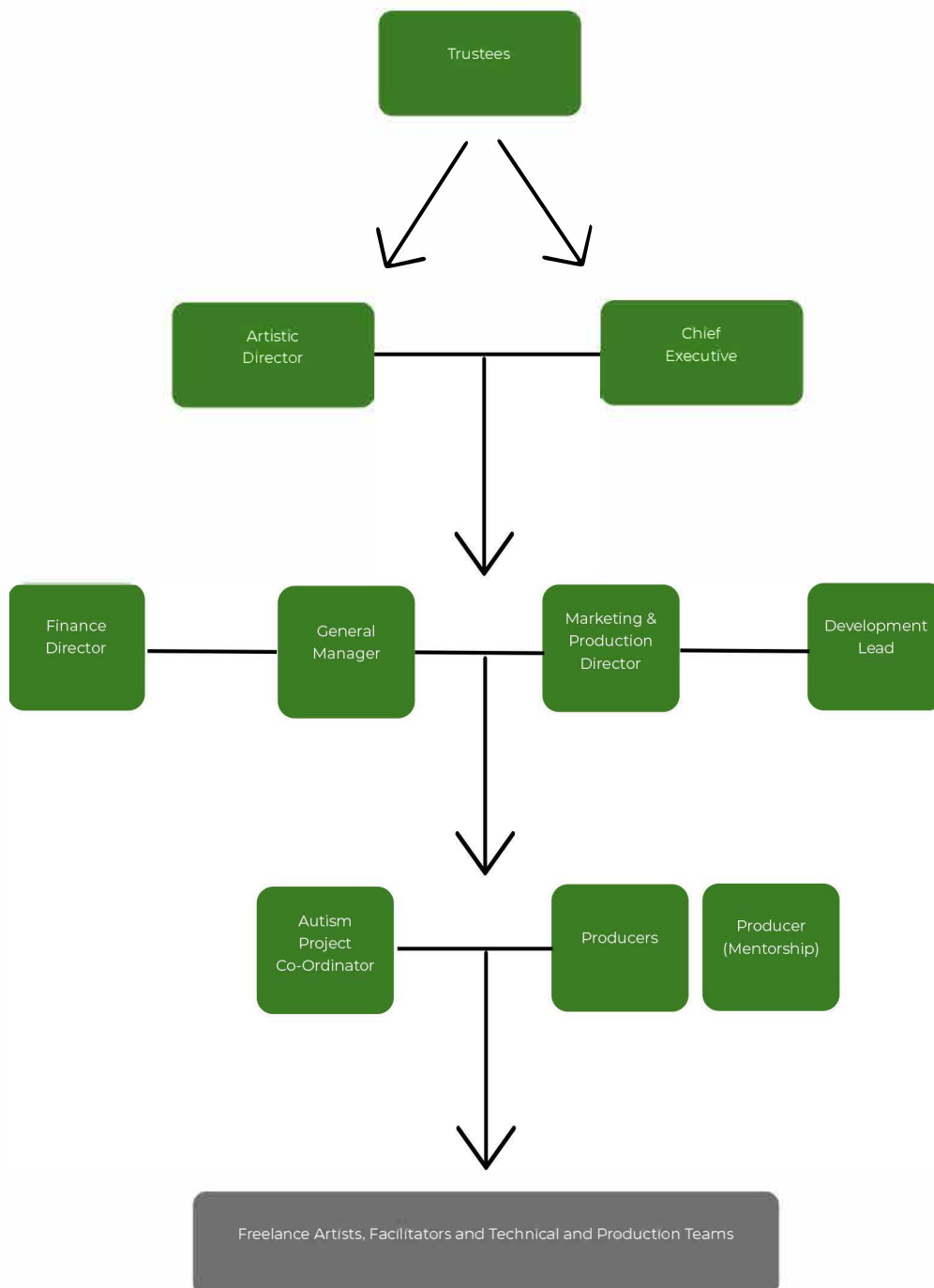
Visit turtlekeyarts.org.uk for more details.

“Turtle Key Arts promote many initiatives and implement a series of measures to engage with the most vulnerable and disadvantaged parts of society.”

EVERYTHING THEATRE



3 COMPANY STRUCTURE





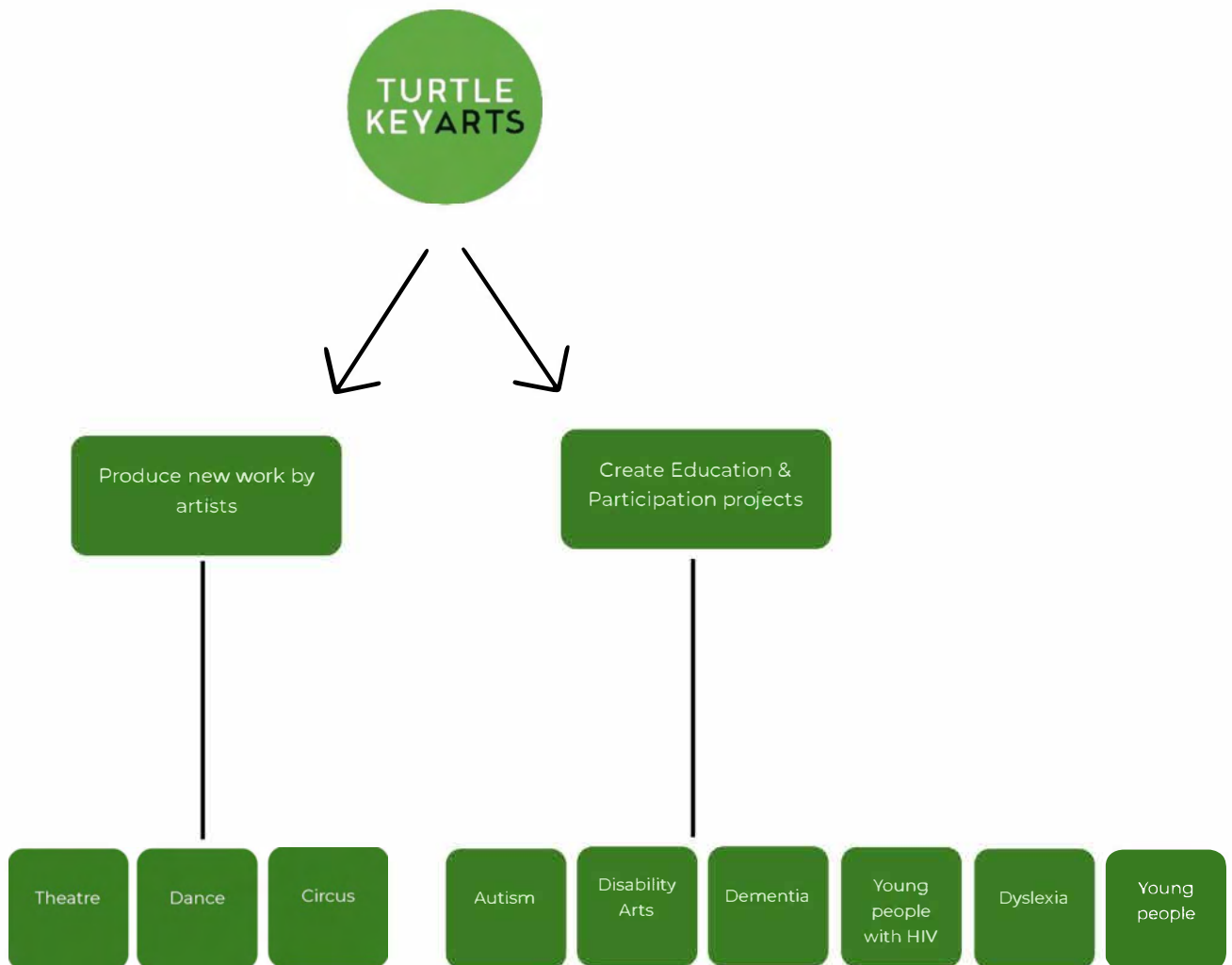
4 OUR WORK

We have a dual focus:

Producing new work by artists.

Creating education and participation projects with and for communities.

Our projects span theatre, dance, circus, music, spoken word, film, and cross-disciplinary art forms.



ARTISTS AND PROJECTS ARE INTER-RELATED AND EACH INFORMS THE OTHER AND OFFERS OPTIONS FOR COLLABORATION



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JOB OVERVIEW

Turtle Key Arts is looking for the ideal person to join their producer mentorship scheme working from their office based at the Lyric Hammersmith Theatre.

POSITION:	Producer Mentee
LOCATION:	Turtle Key Arts Office Lyric Hammersmith Theatre Lyric Square, London W6 0QL
HOURS OF WORK:	Full-time, 5 days per week. Office hours 10am-6pm. The Producer will occasionally be expected to work some evenings and weekends but is not expected to work more than an average of 40 hours per week in line with the Working Time Regulations. We operate a time off in lieu policy to support this.
CONTRACT:	Fixed-term, 18 months
SALARY:	£26,000 per annum,
START DATE:	Beginning of October 2026
HOLIDAY:	20 days paid holiday per annum plus statutory bank holidays

We are open to discussing flexible working arrangements subject to mutual agreement.

“Turtle Key Arts has a long-standing reputation in its role as creative producers advancing participation in the arts by disabled, disadvantaged and socially excluded people.”

DISABILITY ARTS



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JOB DESCRIPTION

The Producer Mentee will be involved in all aspects of Turtle Key Arts' work including producing, administration, marketing, organisational planning and all other aspects of the role of a Producer.

You will learn under the mentorship of the Turtle Key Arts team including CEO, Alison King, and Artistic Director, Charlotte Cunningham. Alison and Charlotte both have over 30 years of theatre production and outreach experience, and you will work alongside them as well as the rest of the Turtle Key Arts team to deliver high-quality projects and productions.

Across the scheme, the Producer Mentee will learn:

- How to develop, book and produce theatre and circus tours and productions, including live and digital work.

- How to develop and produce community outreach projects.

- An understanding of the subsidised art sectors financial landscape and how to successfully raise and manage project funds.

- Marketing and promotional skills to engage and develop audiences and participants



7 PERSON SPECIFICATIONS

We are looking for an early career individual who is passionate about Producing and the opportunity to work for Turtle Key Arts across all areas of the company's varied and exciting programme of work.

As this is an entry level role, no explicit experience is required however below is a list of transferable skills that will be useful for the role and can be referred to in your application:

- Administration and organisational skills

- Computer skills

- Communication and interpersonal skills

- Ability to use initiative and problem-solving skills

- Ability to work well within a team environment as well as independently

- Self-motivated

- Ability to manage and work to deadlines



8 JOB BENEFITS

Lunch provided when working at office base

Free and discounted tickets to Turtle Key Arts and partner company productions

Office closure over Christmas and New Year

Company pension scheme

Training and professional development opportunities

HOW TO APPLY

To apply, please email a CV and covering letter (max 2 pages) or up to three minutes of audio outlining your skills and experience and why you would like to apply to the role to:

admin@turtlekeyarts.org.uk

Deadline for applications: Monday 15 June 2026 at 5pm

First round interviews (in person/online):
w/c 29 June 2026

Second round interviews (in person, Lyric Hammersmith): w/c 6 July 2026

We are an equal opportunities employer with an accessible workspace. If you need this information in another format, please contact Turtle Key Arts on 020 8964 5060 or:

admin@turtlekeyarts.org.uk

