

# the SPACE

## ARTISTIC PROGRAMMING INFORMATION PACK



*“It’s been a huge success story... we’re just very lucky that it’s there  
for our use.”*

Sir Ian McKellen

*“Congratulations must go to the Space for continually providing a  
launch pad for new talent.”*

Spy in the Stalls

## About Us

The Space is managed by registered charity St Paul's Arts Trust. A converted church hall, we are one of London's most unique Off West End venues, providing an atmospheric yet flexible setting. Not a typical 'black box' theatre, we're currently only able to offer end-on, or reverse end-on staging options. We have a Steinway B grand piano, kept underneath the stage when not in use. Our specs include 4 platforms that can be used for raised seating, a PA system, stage lighting, livestreaming kit and a projector. The venue has ground level access to the theatre.

## Programming

We programme three seasons each year - Spring (January - April), Summer (May - August) and Autumn/Winter (September - December). We schedule 1, 2 and 3 week runs and are open to all types of theatre. We're currently able to consider shorter runs than normal.

We welcome proposals from fresh new companies, seasoned professionals and all stages in-between. We've regularly staged classics, new writing and revivals and past seasons have included puppetry, physical theatre, immersive theatre and musicals.

We like work that is engaging and/or relevant, we like people who are passionate and communicative and we like ideas that are new and/or interesting. We're supportive, creative, inclusive and courageous and hope to inspire that in others.

### 2020/2021

During lockdown, we delivered Locked Down, Looking Up, an online programme of plays, readings and workshops, which helped us to build an online audience, increase access and extend our reach both nationally and internationally.

We re-opened in late September with a socially distanced capacity of 30-40 seats (depending on group size of ticket bookers) and have measures in place to keep us COVID-safe. We livestream performances and have offered audience members the option of paying £5 (low income), £10 (standard) and £15 (supporter level) to access these. Since February 2021, we have invested in new livestreaming equipment and can now broadcast at a higher quality.

We will continue to be flexible and react to the changing circumstances and restrictions at the time.



*Festen (Space Productions)*



*The Royal Nutshell at the Roof Garden*

### Crossrail Place Roof Garden

We manage an outdoor amphitheatre on behalf of Canary Wharf Group. The venue is available from May-August. The Roof Garden is free to use but tickets must be free for audience members.

## How We Work & Application Process

Box office splits are offered to those who come through our seasonal application process. We currently operate a 50:50 box office split after a 5% admin fee is deducted (which covers the box office/credit card processing costs).

We accept proposals at any time, you can check the Perform page of the website or email Adam Hemming (Director) at [adam@space.org.uk](mailto:adam@space.org.uk) to find out the earliest dates available. Applications are made using our proposal form. Please tell us as much as you can about your production - you are encouraged to submit scripts, links to websites/examples of your work and reviews/testimonials from other venues/industry members where relevant. Larger files can be sent by wetransfer.

Our selection panel meets 3 times a year, deadlines are set in advance of these meetings for consideration in the next season.

Shortlisted proposals will be invited for a meeting with the Director of the Space. Once the meetings have been completed, offers of dates will be made to the successful proposals.

### **For all performances at the Space we provide:-**

- A full box office service (online, phone and door sales)
- Entry on our website, season brochure and fortnightly e-newsletters
- Listings entries on a number of websites
- Livestreaming support
- Marketing and Production support

## Hire

The Space is available to hire for shorter runs or one-off performances at a cost of £144 + vat per performance. We're also available for daytime rehearsals at £14.40 per hour + vat.

Arts hires can be programmed all year round. If you are seeking an artistic hire, please email [adam@space.org.uk](mailto:adam@space.org.uk) with details of your production and the dates you are seeking to perform.



*Nicholas Nickleby (Space Productions)*

## Marketing Support

The Space will endeavour to help publicise every event at the venue, the responsibility for publicity is shared with the incoming company. Together, we will plan and execute a detailed marketing campaign.

We will schedule a marketing meeting/discussion with all companies as soon as the season has been confirmed, and are keen to be kept updated throughout their rehearsal process. If you wish to discuss marketing, press or PR plans either once your show has been programmed or in advance of submitting a proposal, please email Matthew Jameson at [matthew@space.org.uk](mailto:matthew@space.org.uk).

Our marketing team will:

- Include the production or event on our website.
- We send a season announcement to the press and show-specific releases/press invites.
- Submit the production or event to the relevant listings sites.
- Send out regular Newsletters and E-shots.
- Display the company's publicity material in the venue.
- Feature the event in our social networking updates.
- Invite the company to be guests on our weekly live Facebook broadcast, 'Live @ 5', which takes place every Monday.
- Run special offers and promotional codes.
- Conduct interviews with company members to feature on our website.



*The Lighthouse  
(Space Productions)*

## Season Launch

We start each season with a Season Launch event. Invitations are sent to companies from our previous seasons, our Board, Arts Committee, regular patrons, members, Space Productions alumni, SpaceWorks community theatre members and press contacts. Tickets are also on sale to the general public with all proceeds going to maintaining the Space's arts programme.

Companies offered a box office split/run will be expected to present something at our season launch event to market their show. Presentations can be live performance, a trailer, an interview or a speech and should last a maximum of 5 minutes. Rehearsal slots will be allocated on the day of the launch and all pieces should be discussed with the Space in advance.

## Box Office Details and Services

We use Spektrix, a fully-integrated box office system, to sell all tickets for events at the Space. Tickets are available to purchase through our website and over the phone. A 5% service charge is deducted from the box office total to cover the costs of running our system.

The phone line is manned from 12pm – 6pm, Monday to Friday. All tickets must be purchased in advance, we're currently unable to offer door sales.

We aim to have two members of staff on the box office for each show, one of which will always be the designated Duty Manager. As we rely on voluntary staff, we may occasionally only have one staff member working, meaning one of your company may be asked to assist with ushering.

### **Booking Details:**

[www.space.org.uk/020 7515 7799](http://www.space.org.uk/02075157799)

Standard tickets are £15 full price, £12 concessions, £10 Friends of the Space.

Livestream tickets are fixed at £5 (low income), £10 (standard) and £15 (supporter level).

Special offers (eg. Early Bird discounts) and discount codes can be created. We are happy to discuss this with you at a marketing meeting.

We recommend a 7.30pm starting time. Once programmed, we're happy to discuss the option of Saturday matinee/Sunday early evening performances.

### **Technical Support**

We currently have no in-house technician and it is the company's responsibility to find someone to rig, focus and programme as well as operating each performance. The Space is happy to recommend contacts for this. A basic level of support and introduction to the systems will be provided at the get-in. Appointments can be made to visit the venue and discuss technical requirements in advance.

We have a fully operational lighting system and PA, and a full technical specification can be obtained on request.

### **Venue Visits**

We are happy to facilitate a visit to the venue for companies that are considering applying. Please email [adam@space.org.uk](mailto:adam@space.org.uk) in the first instance and we will arrange a viewing.



*Vernon God Little  
(Burn Bright Theatre & Space Productions)*

## Testimonials

*'The @SpaceArtsCentre #Festen in its intimate traverse production on a tiny budget gives the @AlmeidaTheatre original a run for its money'*  
- Festen playwright David Eldridge

*'I've said this before and I'll say it again, the Space programmes incredibly ambitious and interesting work.'*  
- Theatre Box

*'The Space is one of the most exciting fringe venues in London.'*  
- Grumpy Gay Critic

*'... a terrific venue ... consistently punches above its weight'*  
- Londonist

*'Thought-provoking fringe theatre ... The Space is a venue with a great deal to offer.'*  
- The Public Reviews

*'Upon walking into the Space, you immediately realise this is going to be an altogether different theatrical experience.'* -The Docklands

## SpaceWorks

We deliver creative workshops and performance opportunities for local residents. This interaction with members of our community has helped to build our local audience.

## Friends of the Space

As part of our commitment to providing affordable tickets for local residents, we established Friends of the Space, a scheme which provides different benefits to members.

Membership costs £30 per year and provides £10 tickets to all events at the Space.



*The Man Who Found His Freedom  
(Space Productions 2015)*

## The Space Bar

Our bar provides a welcoming space for a pre or post show drink. The bar is open to the public from 5-10pm Tuesday-Sunday and is not currently offering food. We aim to extend our opening hours and re-open our kitchen in the near future.

## Our Team

The Space is run on a day-to-day basis by two full-time staff and a part-time support team. We're given valuable support from our board of trustees, arts committee, associate artists and a team of volunteers.

### **Our team consists of:**

#### **Adam Hemming - Director**

[adam@space.org.uk](mailto:adam@space.org.uk)

#### **Matthew Jameson - Deputy Director**

[matthew@space.org.uk](mailto:matthew@space.org.uk)

#### **Keri Mason - Theatre Manager**

[keri@space.org.uk](mailto:keri@space.org.uk)

#### **Mike Carter - Literary Manager**

[mike@space.org.uk](mailto:mike@space.org.uk)

#### **Sepy Baghaei - Associate Director**

[sepy@space.org.uk](mailto:sepy@space.org.uk)

**For information about any aspect of the Space, please email [adam@space.org.uk](mailto:adam@space.org.uk) or call 020 7515 7799.**



*Director Adam Hemming,  
Chair Pradeep Jeyaratnam-Joyner  
and Patron Sir Ian McKellen*



## Find Us

### **The Space**

269 Westferry Road  
Isle of Dogs  
London  
E14 3RS

Nearest stations:

Canary Wharf (Jubilee Line/DLR)  
Mudchute (DLR)

### **The Roof Garden**

Crossrail Place  
Canary Wharf  
London  
E14 5AR

Nearest stations:

Canary Wharf (Jubilee Line/DLR)

**Full directions are available in the Your Visit section of our website - [www.space.org.uk](http://www.space.org.uk).**

**Facebook: /thespace**

**Twitter and Instagram: @SpaceArtsCentre**