



National Youth Arts Wales Producer Job Pack

January 2019

Background

NYAW was formed in 2017 and is the lead organisation now responsible for delivering the six national ensembles as well as developing a sustainable year-round programme of work that also helps to promote greater access to the arts for young people across Wales, regardless of their background. With the appointment of a new CEO in May 2018, NYAW is now creating a new vision and is ever more focussed on creating new opportunities and new partnerships across a range of sectors that will help us strengthen and increase the impact of our work with the brightest and best young talent in Wales.

As part of our continued development, we are now seeking a full-time Producer to join our existing team at an exciting period of our continued evolution. By joining us, you will play a key part in changing the landscape for young people in Wales particularly for those who join our national ensembles, as well as helping us unlock opportunities for others to experience what NYAW has to offer. All staff are expected to work flexibly across each of the national ensembles as required at any time however, as NYAW Producer, you will have lead responsibility for shaping and delivering our work around theatre and the National Youth Theatre of Wales platform, taking the lead in developing new commissions, creative collaborations and more.

Partnerships and new collaborations are a primary focus for NYAW in this new era and in the last twelve months we have initiated new relationships with other national cultural institutions such as National Dance Company Wales, Wales Millennium Centre, the Royal Welsh College of Music and Drama, BBC National Orchestra Wales, Theatr Genedlaethol Cymru and Theatr Clwyd. We also work with other public bodies, local authorities and schools and colleges across Wales in the design and delivery of our artistic programmes for young people.

The NYAW team is small and flexible, expanding at key periods with freelance staff who provide additional support in areas of artistic delivery, welfare and technical. The Producer will be someone who works well as part of a small but effective staff team while being equally able to work on their own initiative, anticipating challenges and providing effective solutions.

The role of Producer is a full-time position with a salary of £30,000pa. Your office base will be the NYAW offices at Wales Millennium Centre however travel across Wales is required through the audition and residency periods. Staff are encouraged to work flexibly at other times.

Applications should include a c.v. and covering letter setting out your experience for this role and should be sent to: nyaw@nyaw.org.uk.

Anyone interested in applying is welcome to contact the CEO for an informal and confidential discussion about the role by emailing gillianmitchell@nyaw.org.uk in the first instance.

The closing date for applications is 12noon on **Wednesday 30 January 2019**. Candidates successfully selected for interview will be contacted by Friday 1 February.

Interviews will be held at Wales Millennium Centre on **Thursday 7 February 2019**.

National Youth Arts Wales

Job Description

Role: Producer

Reports to: Chief Executive
Day to day supervision by the Senior Producer

Responsible for: Supervision of project staff including Welfare Team.

Key relationships: NYAW staff team, artistic delivery partners, residency venue managements, tour venue managements, guest conductors, guest artists, tutors, technical team, welfare team, participants, music services and arts sector – especially youth arts, funders.

Overview of role:

- Operate as the main point of contact for all aspects of the NYAW programmes for theatre
- Contribute to artistic planning within the context of operational delivery and the current strategic plan
- Represent NYAW as required by the CEO and Board
- Plan & manage delivery of specific projects for which you are lead producer including new commissions, national and international partnerships and other creative or strategic collaborations
- Be responsible for managing operational budgets and contracts for projects
- Ensure high standards of delivery across projects
- Contribute to future planning, fundraising, income generation and other company-wide processes, projects and initiatives
- Contribute to a team-based work-ethic where everyone contributes and takes responsibility for the success of the organisation's activities

Artistic & Strategic leadership

- Support artistic leadership, working closely with the CEO and implementing the artistic plans through residencies, performances and other projects
- Operate as the key contact for artistic delivery partners and other collaborators with particular reference to theatre
- Explore opportunities for new commissions and collaborations at national and international level
- Facilitate relationships with conductors / directors / choreographers, including overseeing the contractual process
- Lead the process for tutor selection and manage the artistic relationship with tutors
- Oversee artistic development of ensemble members and contribute to their leadership development

Operational delivery

Successful operational delivery includes ensuring that all needs are met regarding:

- Technical requirements – people, equipment, logistics
- Tutors & other artistic staff
- Welfare / pastoral support
- Health & Safety and Safeguarding
- Accommodation, catering, transport and travel
- Scheduling
- Communications with participants and parents
- Internal communication and planning
- Contribute to the creation of social media content in line with organisational policy

Have lead responsibility for specific ensembles and projects within the portfolio and provide detailed operational management for these, including:

- Manage the projects to achieve successful outcomes for participants, tutors, artistic teams and artistic delivery partners, and to meet the expectations of NYAW and its funders
- Oversee logistics requirements including: equipment, insurance, trucking, lighting, decking, technical support
- Produce detailed operational plans for each project to agreed timescales
- Oversee the contractual process for artistic staff
- Have day to day relationship with artistic staff to facilitate successful project delivery
- Attend auditions and support the selection of participants
- Ensure suitable catering and accommodation provision and transport where relevant
- Plan and produce detailed advance and daily schedules which meet the needs of artistic and pastoral requirements
- Implement effective scheduling of staff with appropriate provision for time-off as relevant
- Oversee welfare and technical provision to ensure first class project outcomes
- Produce risk assessments or delegate accordingly
- Determine child performance licence / DBS requirements and oversee licencing process
- During projects hold daily meetings with staff, technical and welfare teams to identify issues and feed in to administrator
- Ensure suitable platform / stage management for performances and sharings
- Oversee communications with all participants and, if relevant their parents
- Identify instrument hire and other artistic / technical equipment needs
- Attend all projects for which you are the lead producer and manage all day to day issues that emerge within the projects
- Attend other NYAW projects as required and provide practical support to the lead producer
- Contribute to an evaluation process through de-briefs and other methods
- Oversee the robust collection of statistical data for reporting to the Board, Arts Council and other stakeholders

Financial management

- Create a budget for each project for which you are the lead producer and manage accordingly
- Delegate some budget codes to other team members, ensuring that they have an appropriate process and guidance for managing these
- Provide financial reporting to agreed timescales for budgets / codes for which you have delegated responsibility
- Manage petty cash and debit / credit card expenditure to agreed limits
- Finalise contracts with residential and concert venues gaining approval from lead role

Business planning and organisational management

- Contribute to the business planning process as required
- Contribute to funding submissions as required
- Support the staff recruitment process as required
- Contribute to Board papers / Board meetings as required
- Work closely with marketing / press freelancers to produce promotional materials and implement marketing plans for participant recruitment and concert / performance attendance
- Support the fundraising strategy by providing information about projects, participant numbers and other analyses as required

PERSONNEL SPECIFICATION: Producer

The successful candidate will need to pass a DBS (disclosure and barring service) check.

Essential attributes	Desirable attributes
Experience of working within an arts organisation with responsibility for producing and managing high quality performance based events	Experience of working with young people in an arts context
Experience of commissioning artists	Welsh speaker
Experience of successful fundraising from e.g. ACW, other trusts and foundations	Experience of securing sponsorship
Knowledge and interest in the arts in Wales, especially the performing arts	Knowledge of youth arts in Wales
Able to work under pressure and to use own initiative in decision-making	Experience of supervising / managing staff in project delivery situations
Able to work within a small team and to support colleagues with their workload when necessary	Knowledge of basic safeguarding requirements
Able to work flexibly including evening and weekend working at times (mainly auditions and project delivery)	Experience of producing risk assessments
Able to work significant hours during project delivery and in residency locations	Full driving licence
Excellent IT skills for office-based systems and good planning / scheduling skills	Producing within theatre or dance
Able to relate to and communicate effectively with a range of people including young people, tutors, conductors / directors / choreographers, welfare staff, technical staff, venue staff	
Well-developed skills in project budgeting and budget control	