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**PRODUCER INFO PACK**

**Job Title:** Producer
**Responsible to:** Rhiannon White and Evie Manning, co-artistic directors

**Salary and Contract:** £30,000 pro rata starting January 2019. Fixed term 2 year contract, with a probationary period of 3 months and with a possibility of extension to April 2022.

**Location:** Ideally close to Bradford or Cardiff although could be based anywhere in the UK if prepared to travel to one of our base cities at least once a month.

**Working Hours:** 21 hours per week, (equivalent of 3 days). The job will include evening and weekend work, and some work away (incl. outside the UK).

**Deadline:** Midday, Monday 12th November 2018

**Interviews:** 29th November,In Bradford and 4th December, In Cardiff

**Our Work**

Common Wealth are an award winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim. Our work is political and contemporary. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally. Recent productions include We’re Still Here (National Theatre Wales), No Guts, No Heart, No Glory, (Scotsman Fringe First Award / Live from TVC on BBC4), Our Glass House, (Amnesty Freedom of Expression Award.)

*“Common Wealth will be changing the way we look at the world for years to come”* John McGrath, Artistic Director, Manchester International Festival

We’ve been working together for 9 years and are entering a new phase after a successful Arts Council England National Portfolio application. We are looking for someone inspiring and ambitious to join us as a Producer to help us deliver our programme of work over the next few years.

**Who We’re Looking For**

You will be an experienced and effective producer, highly motivated to bring energy and vision to the delivery of Common Wealth’s productions, management and organizational ambitions. You will be passionate about the work we make and able to get under the skin of each project and why and how we make it. We see each play as a campaign and we’re looking for a Producer who will be inventive and creative, having ideas about how we get messages out through partnerships, marketing, digital and other approaches. You will be a skilled fundraiser, able to champion and articulate the work we make and how we make it.

You will be part of a small team that is delivering high-quality contemporary theatre to communities across the UK and internationally. The ability to work independently is vital, as is the confidence to deal with urgent matters decisively on the company’s behalf. A sensitivity to the creative process is essential, and the Producer will be crucial for protecting creative time for the company.

We welcome applications from everyone and particularly encourage applicants who are usually under-represented in the theatre industry.

If the person we’re describing sounds like you, we would love to hear from you. Read the job outline below and download the application form from our website: [www.commonwealththeatre.co.uk](http://www.commonwealththeatre.co.uk)

Please email completed application and equal opportunities forms to info@commonwealththeatre.co.uk putting the title ‘PRODUCER APPLICATION’ in the subject line.

If you want to ask questions about any aspect of the role or the application process, please get in touch with us on the email address above.

**Purpose Of The Role**

To work with the Artistic Directors to deliver the artistic programme of Common Wealth. To support the delivery of productions, workshops and events. A key element of this role will be to lead on fundraising applications, which we imagine may make up 40% of the role.

**Job Description**

Since this is a new post, we imagine the scope/detail of the role will develop as we work together. In the first instance however, the role will include the following:

* To support with all aspects of producing Common Wealth’s programme
* To lead on funding applications with support from the Co-Directors
* To meet with co-producers and partners to develop projects
* To support securing site-specific venues for productions
* To lead on key areas including drafting of standard contracts, creation of contact sheets, production schedules and other admin tasks
* To lead on availability checks for creatives and stage management teams required for productions
* To attend R&D’s, rehearsals and productions
* Ensure that all production budgets are kept up to date and accurate, collating invoices and leading the day-to-day management of the production budget with support from the Company Manager
* To secure accommodation and travel for artists working with Common Wealth as required
* To source rehearsal space as required and within budget allocation
* To evaluate productions with partners and the creative team

**Person Specification**

**Essential:**

* A desire for social change
* An informed interest in the work of Common Wealth and a commitment to our vision and core values
* Passion for supporting people new to the arts
* At least 4 years’ producing experience with a demonstrable track record of successful project/production delivery
* A demonstrable track record of fundraising for ambitious projects
* Experience of working on and facilitating artistic processes
* Proven experience in managing multiple projects simultaneously, familiar and experienced with gantt charts
* Experience of successful production and project budgeting and management
* Excellent communication skills and the ability to develop relationships
* Experience of contract negotiation
* Experience of partnership working
* Ability to work as part of team, to work fast and effectively under pressure and to tight deadlines
* Excellent IT and computer skills, specifically Excel

**Desirable**

* Experience of producing site-specific theatre
* Experience of working with marketing and communications and an understanding of audience development

**EQUAL OPPORTUNITIES MONITORING FORM**

Common Wealth is committed to equal opportunities and diversity. To ensure we receive applications from all sections of society we ask applicants to complete an equal opportunities monitoring form. You may choose not to complete this form, or not to answer specific questions. All information provided is treated in the strictest confidence. This form will be detached from your application and will be used only for monitoring purposes.

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| **White:** |  |  |  |  |  |
| British |  |  | Irish |  |  |
| Any other white background\* |  |  |  |  |  |
| **Mixed:** |  |  |  |  |  |
| White & Black Caribbean |  |  | White & Black African |  |  |
| White & Asian |  |  | Any other mixed background\* |  |  |
| **Black or Black British** |  |  |  |  |  |
| Caribbean |  |  | African |  |  |
| Any other Black background\* |  |  |  |  |  |
| **Asian or Asian British** |  |  |  |  |  |
| Indian |  |  | Pakistani |  |  |
| Bangladeshi |  |  | Any other Asian background\* |  |  |
| **Chinese or Other Ethnic group** |  |  |  |  |  |
| Chinese |  |  | Other Ethnic Group\* |  |  |
| \* Please specify |

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| **Gender** |  |  |  |  |  |
| Female |  |  | Male |  |  |
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**Date of birth** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Do you consider yourself to have a disability?***The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-tern effect on the person’s ability to carry out normal day to day activities”* |
| Yes |  |  | No |  |  |
| If yes, please state the nature of the disability: |