**Job Description – Producer - Hull Independent Producer Initiative:**

**Context:**

**In 2017, the eyes of the world will be on Hull as it becomes UK City of Culture. Hull UK City of Culture Ltd. has been set up to deliver 365 days of transformative culture through a range of diverse and high-profile events and projects. The role of Assistant Producer will play a key role in the successful delivery of the Hull 2017 programme.**

Hull is a hotbed of performative talent, with a great legacy of artists and companies who operate locally and nationally. This new role is to enable these artists and companies, who are at varying stages of their career, to further development and increase their capacity. The Producer would be pivotal to networking the sector in Hull locally, nationally and internationally and connecting these companies and artists with new partners, venues, festival and organizations to create new opportunities.

Working with a number of partners in the city, whilst line managed (or hosted) by the Hull 2017 City of Culture team; the Producer will need to be a dynamic individual with a flexible approach to work, the Producer will be based at different locations in the city; a freelance approach to work will be vital to the success in the role. The successful candidate will need to be based in Hull.

Partners: Hull2017, University of Hull, Hull City Arts, Hull Truck. Include these above.

The Producer will nurture and develop a sustainable sector in Hull with a local, national and international reach. The Producer will also be required to deliver on a range of strategic objectives of Hull 2017, and its legacy.

The success of the role will be determined by:

Creating a stronger creative network, who communicate with each other regularly and understand how they can best achieve success.

Enhance capacity.

Export Hull’s culture further, increasing the amount of work toured.

Networking the sector.

Capacity growing initiative.

Who else do we need around the table: do we ask BBC, do the partners meet 4 times every year?

Steering group: JMK, BBC, University, Louise, Hull Truck, ITC, RTYDS – as well as partners.

Project Plan:

Meeting where we come together with confirmed partners.

How does line management and project management work.

We need:

A timeline.

Governance of the post.

Hull 2017 will lead. Act as an employer of post.

Once we have this we can go to the BBC.

Take Goodwin Trust and the space out of the mix.

At the moment, no money for full 24 months.

Post needs to be based in Hull.

Hosted by Hull 2017

Sections

Sector development

Business Planning

Fundraising

Marketing and Communications

Laptops, project staffing budget.

£25k Start at that point.

Be clear about the extra expenses, and facilities that will be available to the person in the position.

Travel won’t be included in the wage. People come to Hull to talk and meet.

W/C 9 May: for a meeting, review jd and ask how BBC will partner.

**Core Objectives:**

Sector Development:

* To nurture and develop the producing infrastructure.
* To act as an advocate and representative for companies.
* To mentor and transfer knowledge and expertise.
* To work with the artistic community to create a framework in which artists and producers can communicate with each other, and other organisations.
* To develop a platform for new ideas in the form of work in progress sharings, scratch nights etc, giving new work the opportunity for feedback and discussion.
* To support networking, building relationships with co-producers, funders, commercial producers & tour bookers.
* To work closely with the new MA in Producing at the University of Hull.
* To support the continuing career professional development of new and emerging producers.
* To establish a community of producers who are actively engaged in campaigning challenging, and debating current issues facing the sector.
* To be an active member of trade association bodies eg ITC, UK Theatre.
* To collaborate with Hull Truck, City Arts, the University and independent venues Fruit, Gulbenkian and Kardomah and Network Neighbourhood Venues to build intra-city networks.
* To develop a sustainable business model with funding for HIPI for the future.

Governance, organisational planning

* To advise and support producers setting up new companies including good governance principles.
* To support the artistic vision as identified by the companies and translate into business planning etc.
* To create connections between companies and potential board members.
* To attend board meetings as appropriate.

Fundraising

* To support companies to access funding through a range of sources including ACE, Local Authority, health & service providers.
* To advise and support companies accessing funding streams, writing and submitting bids, attracting investment for projects and companies including NPO applications.
* To assist companies, individuals and organisations in applying for funding and establish links with co-producers.
* To advise on progress reporting regularly, including contributing to stakeholder reports and annual submissions.

Producing

* To support companies through the commissioning process and securing underlying rights including identifying writers, negotiating deals and contracting.
* To advise on a range of producing tasks such as contracting, negotiating, budgeting, scheduling, marketing, press & fundraising.
* To attend a range of producing touch points as appropriate, supporting and mentoring companies including parameters meetings, production meetings, read-throughs, first day of rehearsals, previews, press nights, audience development and marketing.

Marketing, digital & press

* To support companies to devise and deliver marketing, digital and press strategies, reflecting the artistic vision of their work and generating solid audiences.
* To work with artists and organisations to monitor box office reports.
* To explore future life for the work across a range of online and digital platforms.

Future Exploitation

* To advise and assist with the organisation of press nights and other events, forging solid networks with other organisations, funders, producers and tour bookers.
* To proactively seek opportunities for the further exploitation of produced productions such as touring and transferring, or adaptation to alternate media.

Person Specification:

* A skilled and experienced theatre producer with a strong track record of producing theatre, developing new work, touring, project management and commercial and future exploitation of work across all platforms.
* Current working knowledge of fundraising for theatre, trusts & foundations, lottery distributors & ACE including writing successful NPO applications.
* Current working knowledge of business operations and strategic planning, including governance, finance, accounting, contracting, marketing, press & communications.
* Live networks in the UK in theatre sector and cross other art forms.
* At least 5 years experience working in producing.
* A proven ability and enthusiasm for working with a wide range of people.
* Excellent written and verbal communication skills.
* Ability to manage multiple priorities and work to deadlines.
* Experience of working with artists across many disciplines, at different stages in their career
* Commitment and passion for developing emerging talent and mentoring
* Must be based in Hull or a willingness to relocate to Hull.