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

Producer network responsibilities across the city include:

* 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 (i.e. Devoted & Disgruntled).
* 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 life

* 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