**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **POST:**  | **Producer for Hull Theatre Producing Sector Initiative**  | **DEPARTMENT:** | **Programming & Delivery** |
| **REPORTS TO:** | **Producer & Arts Development Officer**  | **DIRECT REPORTS:** | **N/A** |

**SALARY:** Competitive

**LOCATION:** Hull

**CONTRACT TYPE:** Full-time or flexi-time employed (including evening and weekend working)

**PURPOSE:**

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 Independent 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 emerging artists and companies, who are at varying stages of their career, to further develop and increase their capacity. The Producer would be pivotal to networking the sector in Hull locally, nationally and internationally and connecting companies and artists with new partners, venues, festival and organisations, creating new and exciting opportunities to present work in Hull and beyond.

The Producer will work with a number of partners in the city, including University of Hull, Hull Council City Arts and Hull Truck Theatre. Whilst being hosted and contracted by the Hull 2017 City of Culture team, the Producer will need to be a dynamic individual with a flexible approach to work.The successful candidate will be based at different locations in the city; a freelance approach to work will be vital to the success in the role.

**1 Sector Development**

* Nurture and develop the producing infrastructure.
* Act as an advocate and representative for local companies.
* Mentor and transfer knowledge and expertise.
* Work with the artistic community to create a framework in which artists and producers can communicate with each other, and other organisations.
* 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.
* Support networking, building relationships with co-producers, funders, commercial producers & tour bookers.
* Work closely with the new MA in Theatre Making and other research and postgraduate work at the University of Hull.
* Support the continuing career professional development of new and emerging producers.
* Establish a community of producers who are actively engaged in campaigning, challenging, and debating current issues facing the sector.
* Be an active member of trade association bodies eg ITC, UK Theatre.
* Collaborate with Hull Truck Theatre, Hull Council City Arts, University of Hull and independent venues such as Fruit, Gulbenkian and Kardomah and Network Neighbourhood Venues to build intra-city networks.
* Develop a sustainable business model with funding for HIPI for the future.
* Advise and assist with the organisation of press nights and other events, forging solid networks with other organisations, funders, producers and tour bookers.
* Proactively seek opportunities for the further exploitation of produced productions such as touring and transferring, or adaptation to alternate media.

**2 Business Planning**

* Advise and support producers setting up new companies including good governance principles.
* Support the artistic vision as identified by the companies and translate into business planning etc.
* Create connections between companies and potential board members.
* Attend board meetings as appropriate.

**3 Fundraising**

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

**4 Marketing and Communications**

* Support companies to deliver audience development strategies including marketing, digital and press, reflecting the artistic vision of their work and generating solid audiences.
* Work with artists and organisations to monitor box office reports.
* Explore future life for the work across a range of online and digital platforms.

**5 Other**

* Observe and uphold Hull 2017’s policies on procurement, sustainability, equal opportunities, volunteering, Health & Safety, evaluation & monitoring.
* Sign and observe Hull 2017’s non-disclosure agreement.
* Contribute to the development and successful delivery of the overall Hull 2017 project.
* Any other duties that are commensurate with the post as agreed with the Producer / Arts Development Officer.

**PERSON SPECIFICATION**

**REQUIRED SKILLS & EXPERIENCE**

* Good working knowledge of theatre producing with a strong track record of producing, developing new work, touring, project management and commercial and future exploitation of work across a range ofplatforms.
* 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 &audience development.
* Live networks in the UK in theatre sector and cross other art forms.
* At least 3-5 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.
* Commitment and passion for developing emerging talent and mentoring.

**DESIRABLE SKILLS & EXPERIENCE**

* Driving licence.
* Experience of touring and producing on the international and festival circuit.
* Experience of working with artists across many disciplines, at different stages in their career.
* Monitoring and reporting to funding organisations.
* Working knowledge of underlying rights, IP& broadcast issues.
* Experience of commissioning of writers and artists.
* Delivery of projects involving international artists / organisations.
* Working knowledge of agreements with unions in the arts sector.
* DBS certificate.

**PERSONAL ATTRIBUTES**

* Positive, proactive, self-motivated and flexible approach.
* Interest in the arts and culture.
* Ability to work on their own initiative as well as part of a team.
* Able to manage time effectively.
* Ability to cope with demanding work.
* Be a logical and effective problem solver and decision maker.
* Able to carry out work under pressure and maintain good humour and diplomacy.
* A willingness to work evenings and at weekends when necessary.
* A desire to learn and develop.
* Be able to show initiative and resilience when dealing with change.
* Must be based in Hull or have a willingness to relocate to Hull.

**HOW TO APPLY**

Please send the following to recruitment@hull2017.co.uk:

* Curriculum Vitae
* Covering letter (no more than two sides of A4)
* Current salary and any salary expectations
* Completed equal opportunities monitoring form

**ADDITIONAL INFORMATION**

**CLOSING DATE:** 9.00am TBC

**INTERVIEW DATES: W/C** TBC

**FURTHER INFORMATION:** [www.hull2017.co.uk](http://www.hull2017.co.uk)

**Hull 2017 is an equal opportunities employer and welcomes applications from all sections of the community.**