

PRODUCER RECRUITMENT PACK

NOV 2019



OVERVIEW

JOB TITLE

Producer

REPORTS TO

Co-artistic Director, Rhiannon White

HOURS

35 hours per week (5 days per week)

CONTRACT

Fixed Term starting March 2020 until March 2022, with an ambition to extend subject to funding

SALARY

£30,600

APPLICATION DEADLINE

Monday 3rd February 2020, 10am

INTERVIEW DATE

Monday 10th & Tuesday 11th February 2020

Common Wealth are based in Bradford, England and Cardiff, Wales. This role will be based in Cardiff.

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

We are interested in hearing from those who don't have any formal training as a producer - who might have picked up skills in a more DIY way or from working in other sectors such as voluntary or education.



ABOUT COMMON WEALTH



“THE COMPANY WHO BURST OPEN
OUR CONSCIOUSNESS”

Lyn Gardner, *The Guardian*

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. We make work that tours across the UK and internationally.

Recent productions include **I Have Met the Enemy (and the enemy is us)** (Northern Stage), **Radical Acts, 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.)

Our values are expressed in our name 'Common Wealth' which points to the wealth of experiences, stories and imagination in places and communities often dismissed as 'poor' or 'in need' of cultural development. In being common and in being in common with our audiences, we create riches to share. Our work is rooted in the communities where productions are made and it has international relevance; we have seen the universal nature of the stories we present connect with people across the world.

Common Wealth sees its work as a campaign that

contributes to making change possible. We believe that each production has a series of ripples from it and different ways of connecting and having impact on people's lives.

Common Wealth is led by Co-Artistic Directors Rhiannon White and Evie Manning who both live and work from their hometowns, Cardiff and Bradford. Operating from these two locations we run a programme of activity that spans large-scale site-specific touring productions, ground-breaking participatory work, artist development, Speakers Corner (a social space led by women & girls) and the programming of co-created work as part of the Moving Roots Touring Network.

“COMMON WEALTH WILL BE
CHANGING THE WAY WE LOOK AT
THE WORLD FOR YEARS TO COME”

John McGrath, Artistic Director,
Manchester International Festival

ABOUT THE MOVING ROOTS TOURING NETWORK

The Moving Roots Touring Network is a three-year project that aims to revolutionise participation and develop a new model of touring co-created work that engages local people in deep and lasting ways.

Common Wealth will collaborate by programming three co-created projects across three years in East Cardiff. The co-created projects will have live performance at their heart and will be a vehicle for local people to engage with relevant and pertinent topics or central questions. The project will act as a catalyst for long term social change.

THE WORKING AIMS OF THE PROJECT ARE:

- Local people have increased agency and take an active role in shaping creative activity in their hometown.
- To demonstrate that co-creation works as a mechanism for change, starting direct and impactful social change in towns and cities.
- For partner locations to be perceived locally and nationally as artistically vibrant places.



ABOUT THE ROLE

A BRILLIANT OPPORTUNITY FOR AN AMBITIOUS AND PASSIONATE PRODUCER TO JOIN US IN CARDIFF.

Highly motivated and ambitious, you will have a wealth of experience and energy to bring to our small ambitious team. You will be passionate about making political theatre for working-class audiences, and have a curiosity and desire to work in new ways. You find it easy to communicate verbally and in writing and enjoy building collaborative relationships.

You will have a wealth of fundraising or wider income generating experience and a track record of meeting your fundraising goals. You will be able to suggest relevant new routes to money and be able to identify and seize new opportunities.

You will be able to champion and articulate the work we make, the how and the why. You will have a sensitivity to the fundraising process, and protect the company's creative time. You will be passionate about social change and how the arts can have a role in changing the world. Being proactive, you will seek out co-created productions and artists to collaborate with as part of the Moving Roots Touring Network.



JOB DESCRIPTION

PRODUCING GENERAL

- Build strong relationships with key stakeholders.
- Lead on the contracting and scheduling of artists and freelancers.
- To support in the planning and delivery of all rehearsals and productions.
- To secure accommodation and travel.
- To source rehearsal space as required and within budget allocation.
- To evaluate productions with partners and the creative team.
- Undertake any other appropriate duties required by the Co -Artistic Director.

FUNDRAISING & REPORTING

- Research potential funders and strategic partners, from all sources and sectors.
- Write, compile appropriate supporting materials, and present requests for funding (including applications, proposals and one-to-one asks)
- Work with the Co-Artistic Director and other members of staff as appropriate to write bids to trusts and foundations.
- Prepare regular reports for the Board and appropriate reporting for all grants' relationship management.

MOVING ROOTS TOURING NETWORK

- To see co created work and be active in programming discussions.
- Host artist pre-visits.
- Support in shaping evaluation framework.
- Connect with local relevant organisations for partnerships.
- Advocate with local council.
- Find engagement and show locations.
- Marketing

MANAGEMENT

- Monitor and track fundraising expenditure within agreed budgets.
- Manage any internships and placements.
- Attend events as required and represent Common Wealth at meetings.
- Be a champion of equal opportunity.
- Be an advocate for social change.

COMPANY DEVELOPMENT

- Participate in organisational and strategic planning.
- Take responsibility for the maintenance of good filing/archive systems and database.
- Contribute to and participate in monitoring and evaluation.
- Act as an advocate for Common Wealth's mission and values at all times.

PERSON SPECIFICATION

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- At least 4 years' producing experience with a demonstratable track record of successful project/production delivery.
- An informed interest in the work of Common Wealth and a commitment to our vision and core values.
- Experience of fundraising with a successful track record in the arts, cultural or wider charitable sector.
- Experience of devising, delivering and monitoring fundraising strategies.
- A confident knowledge of the scope of potential trusts and foundations.
- Experience of facilitating artistic processes.
- Experience of contract negotiation.
- Impeccable networking skills and confident in developing and maintaining contacts across various funding opportunities and sectors.
- Motivation, tenacity and ability to implement a robust and resilient tactical campaign.
- Experience of working with a Board of voluntary Trustees.
- Excellent organisational and time management skills, able to remain calm under pressure.
- Good interpersonal skills, and the ability to build rapport at all levels, including senior management level and funders.
- Excellent attention to detail; can demonstrate logical and methodical approach.
- Adept with various IT packages and comfortable working with technology.
- Strong literacy skills.
- A desire for social change evaluation.
- Act as an advocate for Common Wealth's mission and values at all times.

DESIRABLE

- Experience of managing events.
- Experience of producing site-specific theatre.
- Experience of working with marketing and communications and an understanding of audience development.
- Experience of tour booking and management.



TERMS OF EMPLOYMENT

SALARY

£30,600

ANNUAL LEAVE

33 days paid holiday including British public holidays and bank holidays.

PENSION

33 On completion of the probationary period, we will offer a pension under auto-enrolment legislation with pension provider, NEST. Employer contributions will be paid at a rate of 3% on qualifying earnings.

WORKING HOURS

35 hours per week (5 days per week).

We are flexible in our approach and are open to receiving applications from applicants who can only work part-time or who might want to job share. Joint applications are welcome.

PROBATION PERIOD

Three months, during which either party may terminate the contract with two weeks' notice. Notice period is one month following the successful completion of the probation period.

BASE

The post is based at Commonwealth's Cardiff Office, Llanrumney Hall, Ball Road, CF3 4JF

HOW TO APPLY

To apply, please submit:

Your CV and application form, available from our website www.commonwealththeatre.co.uk

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees.

All offers of employment will be subject to the receipt of satisfactory references.

Please submit your application and completed equal opportunities form by email with 'Cardiff Producer' in the subject line to rhiannon@commonwealththeatre.co.uk by 10am on Monday 10th February

If you would like to have an informal, confidential conversation about the role, please contact Rhiannon White at rhiannon@commonwealththeatre.co.uk



**BATTERSEA
ARTS CENTRE**

phf Paul Hamlyn
Foundation

TWITTER: @COMMONWEALTHHQ

COMMONWEALTHTHEATRE.CO.UK