



# PRODUCER RECRUITMENT PACK

(BRADFORD)





# OVERVIEW

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## Job Title

Producer

## Reports to

Co-Artistic Director, Evie Manning

## Hours

21 hours per week (3 days per week)

## Contract

Fixed term until April 2023 with potential for extension dependent on funding, to be confirmed in October 2022.

## Base

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

## Salary

£32,400 pro rata, £19,440 for 3 days

## Application Deadline

Wednesday 8th June 2022 by 12pm

## Interview Date

Wednesday 15th June 2022

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

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





# ABOUT COMMON WEALTH

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## "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. Common Wealth are based in Bradford and Cardiff and 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 political, creative collective led by young women) **Common Space** (a new art, performance and community space in Bradford City Centre) and the programming of co-created work as part of the **Moving Roots Touring Network** in Cardiff.

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## "COMMON WEALTH WILL BE CHANGING THE WAY WE LOOK AT THE WORLD FOR YEARS TO COME"

John McGrath, Artistic Director,  
Manchester International Festival

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# ABOUT THE ROLE

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## A BRILLIANT OPPORTUNITY FOR AN EXPERIENCED AND AMBITIOUS PRODUCER TO COME AND JOIN US IN BRADFORD.

Highly-motivated and ambitious, you will have a wealth of experience and energy to bring to our 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 lead on producing Common Wealth productions and projects and support our work at Common Space and Speakers Corner.

You will have a strong understanding of contracts, building relationships for touring, project management and marketing. 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 champion and articulate the work we make, the how and the why. You will have a sensitivity to the creative process, and protect the company's creative time.

The first year of the role will involve developing and delivering the following key projects:

- Off the Curriculum, an 18 month project working with children, young people and artists to transform our current building Common Space
- Peaceophobia, a site-specific piece exploring modified car culture and islamophobia, touring in 2022-2023 in co-production with Fuel
- Burnley on the Catwalk, an interactive catwalk piece exploring fast fashion and our global relationships for the British Textile Biennial

You will have depth of insight and imagination to understand the potentials of touring this work and how the messages within the work speak to wider society. You will be passionate about social change and how the arts can have a role in changing the world.



# JOB DESCRIPTION

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## PRODUCING

- Support the planning and delivery of all rehearsals, projects and productions
- Liaise with partners to book and manage tours
- Build strong relationships with key stakeholders and partners
- Lead on the contracting and scheduling of artists and freelancers
- Manage freelance staff on projects and productions
- Secure accommodation and travel
- To source rehearsal and performance space as required and within budget allocation
- Monitor and track expenditure within agreed project budgets
- Develop marketing plans for each production and project
- To evaluate productions with partners and the creative team

## COMPANY WIDE

- Work with Arts Council England's Audience Finder tools and Annual Survey to understand our audience data to inform decision making
- Lead on our environmental strategy and reporting in Bradford
- Contribute to Risk Registers for the company as a whole
- Contribute to company evaluation and reflective learning

## AUDIENCE DEVELOPMENT & MARKETING

- Build relationships with communities, groups, individuals and partners
- Create and lead on audience development plans for each production with support from the wider team
- Lead on marketing and PR for each production with support from freelance press officers
- Support regular comms through company newsletter
- Support the maintenance of the Common Wealth website to make sure it's up to date and relevant for audiences and partners

## GENERAL DUTIES

- Attend events as required and represent Common Wealth at meetings
- Participate in organisational and strategic planning
- Take responsibility for the maintenance of good filing/archive systems and database
- Undertake any other appropriate duties required by the Co-Artistic Director



# PERSON SPECIFICATION

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## BACKGROUND AND EXPERIENCE

- At least 4 years' theatre producing experience with a demonstrable track record of successful production delivery
- Experience of working with different venues and partners
- Experience of fundraising with a successful track record in the arts, cultural or wider charitable sector
- Experience of contract negotiation and writing strong contracts
- Impeccable networking skills and confident in developing and maintaining contacts across various funding opportunities and partnerships
- Experience of working with marketing, press and communications
- An understanding of audience development and experience building relationships with groups and communities
- Track record of delivering projects within budget

## SKILLS AND KNOWLEDGE

- Strong organisational and time management skills, able to remain calm under pressure
- Excellent interpersonal skills, and the ability to build rapport through strong verbal and written communication
- Adept with various IT packages and comfortable working with technology

## QUALITIES AND BEHAVIOURS

- A desire for social change
- Motivation and tenacity
- Excellent attention to detail; can demonstrate logical and methodical approach
- An informed interest in the work of Common Wealth and a commitment to our vision and core values

## DESIRABLE

- Experience of producing site-specific theatre
- Experience of touring theatre productions
- Experience of producing devised/co-created theatre
- Experience of producing nationally and internationally

# TERMS OF EMPLOYMENT

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## SALARY

£32,400 pro rata, £19,440 for 3 days.

## ANNUAL LEAVE

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

## PENSION

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

21 hours per week (3 days per week)  
Specific working days will be agreed with the successful applicant.

## 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 Common Wealth's Bradford Office, Common Space, 1-3 John Street, Bradford, BD1 3JT. We will consider applicants from across the North of England. It is expected that the applicant will be in commutable distance to Bradford and be able to work at the office at least one/two days a week. We are a small company and have always encouraged flexible ways of working and are open to different ways the postholder may like to work. Please let us know in your application if you have a proposal of how the role could work for you.

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## HOW TO APPLY

To apply, please submit: Your **Application Form** and **Equal Opportunity Form**, available from our website [www.commonwealththeatre.co.uk](http://www.commonwealththeatre.co.uk) by email with 'Bradford Producer' in the subject line to [info@commonwealththeatre.co.uk](mailto:info@commonwealththeatre.co.uk) by **Wednesday 8th June 2022 by 12pm**

**Interview Date:** Wednesday 15th June 2022

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.

If you would like to have an informal, confidential conversation about the role, please contact Evie Manning, [evie@commonwealththeatre.co.uk](mailto:evie@commonwealththeatre.co.uk)

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TWITTER & INSTAGRAM: @COMMON\_WEALTHHQ

COMMONWEALTHTHEATRE.CO.UK

