



## **WILDWORKS PRODUCER// JOB PACK**

Wildworks is delighted to invite applications for the role of Producer

### **1. WHO THIS JOB IS FOR**

This role is for an experienced Producer in site specific theatre. We recognise that many people experience barriers to working in the arts and it is important that the work we create reflects the whole of our society and that our team is representative of the wide range of communities we engage with. We actively encourage people from a variety of backgrounds with different experiences and skills to join us and continue to develop our working practice. We are particularly keen to hear from candidates from Black, Asian or ethnically diverse backgrounds and candidates who self-identify as disabled and neurodiverse or from a lower-socio economic background.

### **2. THE ROLE**

**Role:** Producer

**Reporting to:** Executive Director

**Duration:** Full time. Fixed term for 7 months. Extension possible based on project funding.

**Hours:** 37.5 hours per week

**Salary:** £30,000 per annum

**Location:** Cornwall plus project locations

#### **Role overview:**

To produce the creative work and lead the successful delivery of the Wildworks artistic programme

#### **Roles and Responsibilities:**

##### **Project Planning**

- Work with Executive Director and Artistic Director to devise appropriate budgets and schedules for individual projects
- Identify appropriate co-producers and other partners to promote the sharing of resources, extend the life of productions and generate income
- Support the work of the General Manager to ensure procedures are in place for required data capture

- Work with the Executive Director to identify and pursue fundraising and sponsorship opportunities so as to meet all income targets
- Manage the effective delivery of co-productions with co-producing partners and be first point of contact for day-to-day liaison.

### **Production Delivery**

- Anticipate and manage creative needs within the constraints of schedules and budgets.
- Monitor production budgets and ensure effective systems of communication and control, providing Executive Director and Finance Manager with regular and accurate updates of budget and cash flow projections and other information as required
- Work closely with technical personnel to manage production budgets and ensure a high quality of delivery and effective use of resources
- Liaise with Executive Director and any partner/freelance communications personnel to ensure inventive, effective, appropriate and timely promotion of productions to achieve agreed income targets and develop audiences for the work
- Work with Artistic Director and artistic team to deliver targeted outreach into new audiences particularly wide ranging communities
- Ensure effective internal production communication, communication between the creative team and all departments, and communication with artists and production partners.
- Work with Artistic Director on casting and recruitment of the creative team
- Identify, contract and support freelance production teams
- Negotiate and draft contracts with actors, designers, agents and production personnel
- Be responsible for the music rights for productions and liaison with PRS
- Being the first point of contact for the Company Stage Manager whilst productions are developed and delivered
- Overseeing booking of company travel, assisted by the General Manager
- Working with the technical team to deliver live broadcast and other digital projects

### **General**

- Line management of Assistant Producer
- To support the Executive Director on the National Portfolio Organisation reporting, applications and Arts Council and Local Authority relationships
- Work closely with the Executive Director in the follow up of potential partnerships and the scoping of project proposals/ general enquiries
- Represent the company at external meetings and events as required
- Producing extra events, such as talks, workshops talent development events
- Support the Executive Director with fundraising activities, including drafting applications and managing relationships with funders and supporters
- Coordinating the creation of show programmes, free sheets and other merchandise
- Updating the website with project information



### 3. WHO WE ARE

Wildworks makes landscape theatre. The projects can happen anywhere but in theatre venues- large scale spectacular performances or small intimate artworks that grow out of their locations; quarries, cliffs, harbours, derelict industrial sites, castles, empty department stores... And we work with the people who belong to these places to make the shows. They help us by telling us their stories and memories, and by donating their skills and passions. Narrative is at the centre of our work. We bring the seeds of a story to a site and weave in the strands that tie people and place together.

<https://wildworks.org.uk>

Our values are :-

#### **Brave**

We take calculated risks and make difficult, bold decisions.

#### **Experimental**

We create a playground for new ideas, to try new techniques, work with new people and explore impossible conversations. We are prepared for some of these to work and others to fail.

#### **Fluid**

We are shapeshifters. No two projects are the same. We are always evolving and adapting to the world around us. We can change direction quickly and without hesitation if we need to.

#### **Human**

People are at the heart of everything we do. We are hosts. We tell everyday human stories. We are committed to breaking down barriers to the arts. Everyone's invited.

We use these values to help guide us and to help us make decisions if we're uncertain for both company and artistic pursuits.

We're a team of people with slightly different skills that come together to make theatre projects wherever and whenever we can and with the widest range of people.

As a small team we all muck in. Everyone makes the tea, goes out to get the biscuits, tidies up and tries to fix the printer. Everyone gets a piece of the creative action and everyone has a voice and the power to make a difference to the work that we make and the people we make it for.

The Wildworks salaried team is currently a full time Executive Director and Artistic Director and part time Finance Manager and we are also recruiting for a part time General Manager. The wider Company is made up of freelance multi-disciplined artists. As a registered charity, a Board of Trustees governs Wildworks. The team expands when we're delivering a project (e.g. 50+ freelance creative and production team and 200+ participants).

The artistic programme generally consists of two types of work; shows initiated from an idea from the Artistic Team and work that we have been invited to develop. Although our work is often many years in the making and programming five years ahead is not unheard of, we try not to restrict possibilities for future Wildworks shows. Projects come along all the time and if instinctively it feels like a suitable match (artistically satisfying, good for the Company and rewarding for the individuals involved) – we will be flexible across schedules, scale and locations in order to make an exciting project happen.

#### **4. WHERE WE ARE**

We have a studio at Krowji Ltd in Redruth and we spend part of our time here. We also work from home and when we're on a project we work from wherever that might be. We have a flexible working policy that allows for all the other things that we have to manage in our lives i.e. caring for family or health and welfare needs. In 2021 we have plans for projects in Cornwall and at least one outside of Cornwall. This role is a hands-on delivery role and will need to travel with the projects.

#### **5. WHO YOU ARE**

It's important that you believe and share our values when we're working together. We make theatre for people who love theatre AND people who think they don't like theatre. We're interested in what you bring as an individual and your lived experiences, not purely what employment experience you have, and we understand that your journey to where you are today may be via an untraditional route.

We need you to be the momentum and drive behind project delivery and have a proven track record in producing site specific theatre. You need to be highly organised, a great

communicator and brilliant at leading delivery teams. We need you to be ready to hit the ground running in this hands-on, delivery role.

### **Personal specification:**

#### Essential

- At least 2 years' experience in a producing / project management role in medium to large scale, site specific theatre
- Knowledge and understanding of theatre union agreements and Equity/UK Theatre/ ITC contracts
- Excellent verbal, written and interpersonal communication skills
- A high level of computer literacy and knowledge of IT systems
- Highly numerate with proven experience in financial management, budgeting and spend management
- Excellent organisational and time management skills and the ability to manage a busy workload, prioritise and work to deadline and on budget
- Excellent attention to detail

#### Desirable

- Mental health first aid certificate
- Experience working with and negotiating contracts with commissioning partners
- Experience raising money from Trusts & Foundations and / or Individuals
- Knowledge and understanding of the arts funding system with particular reference to Arts Council England
- Experience of working with Local Authority departments
- Experience producing digital/ live stream projects

#### Personal attributes:

- Ability to remain calm under pressure and in dealing with unexpected situations
- Ability to work as part of a small team and a large team
- Keen problem solver
- Flexible and positive attitude
- Passion for the arts and creative pursuits
- A people person – enjoys collaboration, partnership and working in a team
- Passionate about working with people from different backgrounds with different needs

## **6. WHAT YOU WILL GET IN RETURN**

In addition to the salary we will provide :-

**Equipment:** Laptop, mobile phone and data package, anything else identified for you to fulfil the role

**Pension:** Auto enrolment after an initial 12-week probation period (opt out available)

**Holiday:** 14.5 days (based on 7 month contract) plus bank holidays

**Training:** Wildworks is committed to personal development for all team members.

## 7. HOW TO APPLY

Please send us...

- A letter or 3 min film stating why you are interested in the post and how you meet the knowledge, skills and experience criteria
- An up-to-date CV or 3 min film telling us about your CV
- Contact details for two referees (Offer of employment will not be made without two satisfactory referee reports. We will not make direct contact with them without seeking your permission)

Complete online

- Equal opportunities monitoring form

Applications should be emailed to Emma Hogg, Executive Director ([emma@wildworks.org.uk](mailto:emma@wildworks.org.uk)), clearly stating in the email subject 'name- application for Wildworks General Manager



## 8. GOT QUESTIONS AND WANT TO SPEAK TO SOMEONE?

You can email [emma@wildworks.org.uk](mailto:emma@wildworks.org.uk) for an informal chat if you have questions.

We also know it's useful to speak with someone who isn't part of the selection process so you can speak freely and ask what might feel like stupid questions. So, we've asked a range of people to give a few minutes of their time if you would like to speak or email them with questions. We think this is a really good way to see if you think you'll enjoy working with us. Below is some information about four people who work or have worked with us and a bit about them to help you choose who to contact. These conversations will be confidential.

Mercedes- Wildworks Founding Artist- originally from Spain and has lived in Cornwall for 40+ years [mercedes@wildworks.org.uk](mailto:mercedes@wildworks.org.uk)

Josh (he/his)- lighting and projection designer- various Wildworks projects- grew up in Shropshire, then moved to London and recently relocated to Cornwall - [joshpharo@googlemail.com](mailto:joshpharo@googlemail.com)

Ammar- Performer/writer/director- various Wildworks projects since 2012- originally from Syria now living in London [ammarelhahmad@hotmail.com](mailto:ammarelhahmad@hotmail.com)

## 9. SELECTION PROCESS AND TIMELINE

Application deadline: Midday 26 April

Interviews: Week commencing 26 April and week commencing 3 May

Interviews will be in a zoom room due to the ongoing restrictions. We will ask you a set of questions that we will send you in advance and you can ask us questions before, during or after our questions.

We recognise that some people experience disabling barriers and racism and we will interview any disabled applicant or applicant that experiences racism who meets the job criteria and are committed to supporting any access requirements at interview or if appointed. Please let us know if you identify with either of these when you submit your application.

Role begins: as soon as possible

