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**Programme Producer**

**About Another Route**

Another Route is a new project that aims to support 12 England based artists or companies working in live performance, particularly those from historically excluded backgrounds, to internationalise their practice, partnerships and collaborations through a 15-month programme of networking, residencies, commissioning and creative development.

Another Route has been co-designed and is led by Forest Fringe, Total Theatre Network and Artsadmin in collaboration with a consortium of UK independent performance companies - 1927, Action Hero, Candoco, Coney, Forced Entertainment, Gecko, The Javaad Alipoor Company, No Fit State Circus, Quarantine, Stan’s Cafe, Tania El Khoury & ZU-UK.

The programme will be delivered in collaboration with UK and International venue, festival, residency and cultural agency partners and is funded and supported by Arts Council England, British Council and Jerwood Arts.

Across a 15-month programme running April 2022-June 2023, 12 artists or companies will undertake five key activities.

1. Mentoring & relationship brokering by an internationally experienced UK performance company
2. Participation in three labs, one in the UK, two overseas. The labs will be curated in collaboration with international partners and hosts.
3. A period of dialogue and exchange with an international peer relevant to each artist or company’s creative practice.
4. A 2-week international residency with a different international partner for each company.
5. A seed commission to develop new work during the residency

The project will also see UK and International partners, paired up with each artist to support the residency and seed commissioning strands of the project.

Another Route aims to reconfigure the conventional supported pathways through which UK artists connect with international programmers and artistic peers. As a majority white consortium, we are aware that artists with protected characteristics have been historically excluded in relation to international opportunities and international presentation.

We aim to reach these artists with this opportunity, ensure the selection process is unbiased and transparent, and ensure that artists receive appropriate care throughout the delivery of the fellowship. We have therefore built resources into the budget to make the call-out accessible and welcoming to people who identify as being from global majority and disabled backgrounds, and we are committed to bringing together an independent and representative selection panel, who will be paid to assess applications. We will maintain a clear and transparent dialogue with artists about their wellbeing and access needs throughout the project.

Drawing on decades of international working, the project is the consortium’s collective response to a deep shared concern about the lack of opportunities for a new generation of artists in the UK to build relationships with peers and partners in other parts of the world.

All partners understand intimately the value of working internationally and also recognise how difficult it continues to be for artists in this country to do so. Brexit is only making the UK’s artistic isolation more pronounced, as touring to our closest neighbours becomes incalculably more difficult. On top of this the coronavirus pandemic has created new and previously unforeseen barriers to the seeding and circulation of artistic opportunities and ideas. A looming environmental crisis necessitates further consideration of how we work creatively across borders and continents.

This project is our response to these challenging circumstances. It is an attempt to take our collective experience and international networks and use them to create a new opportunity for emerging and peer artists.

The project will be evaluated by the University of Glasgow whose findings will be distributed at the end of the project.

**Equity, Diversity and Inclusion**

The Programme Directors, Jo Crowley (Total Theatre Network) and Andy Field (Forest Fringe) and other members of the consortium will undertake equity, diversity and inclusion training as relevant.

For the recruitment of this freelance role, we are committed to ensuring that there is:

* At least one person of colour on the interview panel
* At least one disabled person on the interview panel

Once in the role, any successful candidate who is a person of colour or a disabled person will have access to an external coach or mentor to provide support in a majority white, able-bodied consortium.

The Another Route programme positively encourages applications from historically excluded groups irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age.

**Contract for Services**

The Programme Producer will work alongside the two Programme Directors Jo Crowley (Total Theatre Network) and Andy Field (Forest Fringe) and the Delivery Partner, Róise Goan at Artsadmin, to deliver the strategic aims and oversee the practical delivery of the IF programme. This is a freelance contract for services to be delivered with an average of 3 days per week, applied flexibly, running October 2021-June 2023. **The total fee for this contract delivery is £42,000. The workplan will be agreed with the Programme directors to accommodate periods of heightened activity and periods of reflection and review throughout.**

The Programme Producer is supported by an Assistant Producer and will report to Artsadmin. They do not need to be London-based, but will have access to a desk and facilities at Artsadmin and will need to be able to attend in person meetings in London on a regular basis and undertake UK and international travel for key programme elements.

**The Brief**

This contract provides a pivotal role in the programme, liaising with artists, partners and Programme Directors, coordinating the logistics of all aspects of the programme as well as managing its efficient and careful delivery. It is the responsibility of this role toensure that the Another Route Programme is delivered on time and on budget. They will be responsible for:

* Co-ordinating the planning and delivery of the programme of work in accordance with the Programme’s workplan as submitted to Arts Council England, attached here for reference[[1]](#footnote-1).
* Co-ordinating and attending Programme Directors & Consortium Steering group meetings.
* Provide day to day management of the project
* Financial Management & Administration in line with the budget set by the Programme Directors and in accordance with Artsadmin’s systems.
* Co-ordinate the recruitment processes for participants and support the Programme Directors with the independent curatorial selection process.
* Overseeing all contractual arrangements including contracting UK and international partners and participating artists/companies.
* Developing trusting relationships and maintaining clear lines of communications with the Programme Directors, participants, consortium, partners and other relevant stakeholders.
* Develop trusting and supportive relationships with participating artists and ensuring their access and pastoral needs are fully considered and supported across the duration of the project.
* Supporting the Programme Directors with curating and planning the lab programme.
* Liaison with Residency and Lab partners and artists and overseeing the management and delivery of each lab and residency.
* Monitoring international travel requirements and restrictions brought about by the Covid-19 pandemic and brexit.
* Overseeing International Logistics – arranging visas, work permits and other necessary international permissions for all international residencies and lab activities.
* Overseeing the co-ordination and dissemination of all scheduling, organising transport, accommodation and other logistics arrangements for the three lab events and 12 residencies
* Supporting the tender process for a freelance Communications Manager and working with them, and the Programme Directors to design and deliver a communications strategy aimed principally at the arts and cultural sector with support for local partners to engage local media
* Ensuring risk management systems are being fully implemented and monitored.
* Supporting the recruitment of the Assistant Producer and supervising their work on a weekly basis
* Supporting the evaluation work by University of Glasgow, working with the Programme Directors to establish legacy plans.
* Provide monthly reports to the Programme Directors to an agreed standard and format and participate in weekly updates Ensuring end of project reports and data are created,
* Act as an advocate for the programme, its aims and objectives at all times

**How to Apply**

**Access support**

Access support is available for all applications, including alternative formats and tailored support. If, for access requirements, you’d prefer to meet one of our team or talk through these guidelines, please contact access@artsadmin.co.uk or call 020 7247 5102.

**If you would like to discuss the role informally, please feel free to contact**info@anotherroute.co.uk with your contact details and a member of the team will get back to you.

This is a freelance contract offered with a fixed fee over a 21-month period (October 2021 - June 2023)

To apply, please go to [apply.artsadmin.co.uk](about:blank) to complete the application form. Please complete the [Equal Opportunities form](https://forms.gle/WAhzGcc6hRia7jjR9)here: <https://forms.gle/WAhzGcc6hRia7jjR9>

The deadline for applications is 5pm on 20 September 2021.

Interviews will take place w/c 27 September 2021 by Zoom or in person.

Thank you for your interest in Another Route

Kind regards

Andy Field, Forest Fringe; Jo Crowley, Total Theatre Network; Róise Goan, Artsadmin

**Experience and skills required to undertake the contract**

**Essential**

* At least 5 years producing artists work, with demonstrable experience of being able to deliver complex, overlapping projects
* Knowledge of logistical considerations for international touring and working and experience of working with international partners (e.g. on touring projects, commissions, residencies)
* Experience of managing significant and complex budgets and reporting to different stakeholders
* A knowledge of a diverse range of cultures and a proven ability to work with people from a wide variety of backgrounds
* Knowledge, understanding and experience of working closely with multiple artists working across a range of art forms and scales
* Experience of collaborative and independent working with the self-motivation to deliver projects
* Ability to prioritise and work to deadlines and on budget
* Excellent communication skills
* Commitment to kindness and care
* A commitment to environmental sustainability and climate justice

**Desirable**

* Established freelance producing practice
* Experience of managing artist development or artist support programmes
* Knowledge of artistic contexts outside Europe
* Experience of digital projects to extend reach

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**Project plan at 1 June 2021**

This plans provides a draft overview of main action areas and delated leadership responsibility amongst the the Lead partners and delivery team. It is subject to ongoing modification as the project evolves.

**Key:**

FF: Forest Fringe (AF: Andy Field; Co-director of Forest Fringe)

TT: Total Theatre Network (JC: Jo Crowley, Co-Director of Total Theatre Network)

AA: Artsadmin (RG: Róise Goan, Artistic Director of Artsadmin; DC: Deborah Chadbourn, Executive Director of Arts Admin)

PP: Project Producer (to be appointed, supported by an Assistant Producer 2 days pw)

**I. Project Leadership & Delivery**

**Planning & Preparation**

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| --- | --- | --- | --- | --- |
| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Greenlight Project | 26/5/21 | 30/6/21 | FF/TT/AA | Completed |
| Project Leads Planning Summit & Planning meetings | 11/6/21 | 11/6/21 | FF/TT/AA | Completed |
| Project Leads & Management structures & responsibilities agreed | 11/6/21 | 30/6/21 | FF/TT/AA | Completed |
| Project Initiation Document Finalised and Signed off | 1/6/21 | 30/6/21 | AF | Completed |
| Final Workplan in place | 1/6/21 | 30/6/21 | JC | Completed |
| Final Budget & Cashflow in place | 1/6/21 | 30/6/21 | JC & DC | Completed |
| Fundraising Strategy agreed and implemented | 1/6/21 | 30/8/21 | FF/TT/AA | In progress |
| Project leads Final Partnership agreements in place | 1/6/21 | 30/6/23 | JC & DC | Completed |
| Consortium Final partnership agreements in place | 1/6/21 | 30/7/23 | JC | Completed |
| Project Initiation Day with consortium members | 1/6/21 | 30/7/21 | AF | Completed |
| Co-Leads administrative, financial, delivery and reporting systems finalised | 26/5/21 | 30/8/21 | JC/AF/RG | In progress |
| Curatorial Section Panel identified & Curatorial selection process panel agreed | 1/10/21 | 30/11/21 | JC & AF |  |

**Partnerships & Stakeholder Management**

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| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Arts Council England Funder relationship management | 26/5/21 | 30/6/23 | AF & JC | In progress |
| Jerwood Foundation Funder relationship management | 26/5/21 | 30/6/23 | AF & JC | In progress |
| British Council Funder relationship management | 26/5/21 | 30/6/23 | AF & JC | In progress |
| Howlround relationship management | 1/8/21 | 30/6/23 | AF & JC |  |
| Partner & Stakeholder cultivation | 26/5/21 | 30/6/23 | AF & JC | In progress |
| Partner & Stakeholder agreements in place | 26/5/21 | 31/5/22 | JC & PP |  |
| UK & International Stakeholder relationship management | 26/5/21 | 30/6/23 | JC & PP | In progress |
| Liaison and partnership working with British Council & other cultural agencies | 26/5/21 | 30/6/23 | JC & AF | In progress |
| International networking for continued relationship cultivation | 26/5/21 | 30/6/23 | JC & AF | In progress |

**Project Announcement & Recruitment**

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| --- | --- | --- | --- | --- |
| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Producer & Assistant Producer Job Specs created | 11/6/21 | 30/6/21 | JC & AA | Completed |
| Producer Recruitment process Task & Finish Group in place | 1/8/21 | 1/2/22 | TT & AA | Completed |
| Recruitment campaign for Producer & Assistant Producer | 1/7/21 | 30/9/21 | AA | In progress |
| Programme Producer & Assistant Producer in place | 30/10/21 | 30/10/21 | AA |  |
| Press, Comms & Digital Campaigns Associate brief agreed | 1/8/21 | 30/9/21 | AF/JC/AA |  |
| Press, Comms & Digital Campaigns Associate(s) / agency or other recruited | 1/10/21 | 30/1/21 | AF & AA |  |
| Press, Comms & Digital Campaigns Associate(s) / agency or other appointed | 1/10/21 | 1/11/21 | AF & AA |  |

**Project Management & Delivery**

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| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Strategic Programme Direction & Delivery | 1/6/21 | 30/6/23 | JC & AF | In progress |
| Programme Producing & Delivery | 30/10/21 | 30/6/21 | AF, JC, RG & PP | In progress |
| Project Producing, Management & Administration | 1/6/21 | 30/6/23 | PP, AA |  |
| Project team line management | 30/10/21 | 30/6/23 | AA |  |
| Inclusion Mentor for Project Delivery Team | 1/10/21 | 30/11/21 | AA |  |
| Financial Administration & Management systems in place | 1/6/21 | 30/6/23 | AA |  |
| Financial Administration & Management of project | 1/6/21 | 30/6/23 | AA, PP |  |
| Insurances in place | 1/6/21 | 30/6/23 | AA & PP |  |
| Financial Auditing | 1/6/21 | 30/6/23 | AA |  |
| Monthly Lead & Delivery partners meetings | 1/7/21 | 30/6/23 | PP |  |
| Bi-weekly delivery SMT team meetings | 1/7/21 | 30/6/23 | PP |  |
| Steering group meetings for consortium members | 1/7/21 | 30/6/23 | AF, JC, RG & PP |  |

**Comms, Dissemination & Sharing**

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| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Development of digital &/or comms strategy | 1/7/21 | 30/10/21 | AF |  |
| Partnership agreement with Howlround in place | 1/6/21 | 30/7/21 | JC/AF |  |
| Digital platform strategy agreed | 1/6/21 | 30/12/21 | AF |  |
| Digital Archive up & running | 30/5/22 | 30/6/23 | PP |  |
| BSL - public facing digital content | 1/5/22 | 30/6/23 | AA |  |
| Stage text - subtitling - public facing digital content | 1/5/22 | 30/6/23 | AA |  |
| Audio Description - public facing digital content | 1/5/22 | 30/6/23 | AA |  |

**Part 2 - Creative Programme Delivery**

**Launch Fellowship Programme**

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| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Press, Comms & Digital Campaign active | 1/11/21 | 30/11/21 | AF/JC/AA | In progress |
| Programme Press launch | 1/11/21 | 1/12/21 | PP& AF | In progress |
| Open Call announced/publicised | 1/11/21 | 1/1/22 | PP |  |
| Artists online information sessions | 1/11/21 | 1/1/22 | PP |  |
| Deadline for artist applications | 31/1/22 | 31/1/22 | PP |  |

**Artists Selected & Supported**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Curatorial panel fully briefed & prepped | 1/7/21 | 1/10/21 | AF & JC |  |
| Curatorial panel meet | 15/2/22 | 28/2/22 | PP |  |
| Artists selected | 15/2/22 | 28/2/22 | AF/JC/AA |  |
| Artist liaison | 1/3/22 | 30/6/23 | PP |  |
| Fellowship artists access support discussed & confirmed | 1/3/22 | 30/6/23 | AA/JC/AF |  |
| Agreements with Artists in place | 1/3/22 | 31/3/22 | PP |  |
| Participant pastoral care programme confirmed & operational | 1/3/22 | 31/3/22 | AA |  |
| Pastoral support for Participants in progress | 1/3/22 | 30/6/23 | AA |  |
| Fellowship artists announced publicly | 1/3/22 | 31/3/22 | JC/AF/AA |  |

**Lab Programme**

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| --- | --- | --- | --- | --- |
| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Lab 1 location & partner(s) confirmed | 1/6/21 | 31/10/21 | AF & JC |  |
| Curation & design of programme for Lab 1 | 1/11/21 | 30/4/22 | AF, JC, AA, PP |  |
| Consultation & planning with Horizon Consortia | 1/9/21 | 30/6/23 | JC & AF |  |
| Lab 1 logistics managed – accommodation, travel, sharing, scheduling, access needs, pastoral support etc | 1/11/21 | 30/5/22 | PP |  |
| Lab 1 Programme confirmed | 1/11/21 | 30/4/22 | AF/JC/PP |  |
| Lab 1 – digital capture plan in place | 1/11/21 | 30/4/22 | AF & PP |  |
| Lab 1 takes place (including seeing work, discussion, venue visits, artist talks) | 1/5/22 | 30/5/22 | PP |  |
| Lab 1 digital dissemination | 1/5/22 | 30/6/23 | PP |  |
|  |  |  |  |  |
| Lab 2 location & partner(s) confirmed | 1/6/21 | 31/10/21 | JC & AF |  |
| Curation & design of programme for Lab 2 | 31/12/21 | 30/8/22 | AF, JC, AA, PP |  |
| Lab 2 international logistics managed – visas, permits, vaccines & immunisations, insurances, permissions etc | 1/4/22 | 1/10/22 | PP |  |
| Lab 2 logistics managed – accommodation, travel, sharing, scheduling, access needs, pastoral support etc | 1/4/22 | 1/10/22 | PP |  |
| Lab 2 Programme confirmed | 1/6/21 | 30/12/21 | AF/JC/PP |  |
| Lab 2 – digital capture plan in place | 1/11/21 | 30/8/22 | AF & PP |  |
| Lab 2 takes place (including seeing work, discussion, venue visits, artist talks) | 1/9/22 | 30/9/22 | PP |  |
| Lab 2 digital dissemination | 1/6/21 | 31/3/22 | PP |  |
|  |  |  |  |  |
| Lab 3 location & partner(s) confirmed | 1/6/21 | 31/3/22 | JC & AF |  |
| Curation & design of programme for Lab 3 | 1/3/22 | 1/12/22 | JC/AF/PP |  |
| Lab 3 international logistics managed – visas, permits, vaccines & immunisations, insurances, permissions etc | 1/3/22 | 30/1/23 | PP |  |
| Lab 3 logistics managed – accommodation, travel, sharing, scheduling, access needs, pastoral support etc | 1/1/23 | 30/1/23 | PP |  |
| Lab 3 Programme confirmed | 30/1/23 | 30/6/23 | PP |  |
| Lab 3 – digital capture plan in place | 1/5/22 | 30/1/23 | PP |  |
| Lab 3 takes place (including seeing work, discussion, venue visits, artist talks) |  | 30/5/22 | PP |  |
| Lab 3 digital dissemination | 1/5/22 | 30/6/23 | PP |  |
| Press around labs | 1/5/22 | 30/1/23 | PP |  |

**Mentoring**

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| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Mentoring Match partnerships identified & Agreed | 1/3/22 | 31/3/22 | JC/AF/PP |  |
| Mentoring in progress | 1/4/22 | 30/6/23 | PP & SG |  |
| Mentor & mentee management | 1/4/22 | 30/6/23 | PP |  |

**Dialogues & Exchanges**

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| --- | --- | --- | --- | --- |
| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Dialogue & Exchange partnerships identified & agreed | 1/6/22 | 30/6/22 | JC/AF/PP |  |
| Artist to Artists/arts partners dialogue & Exchange in progress | 1/6/22 | 30/6/23 | PP |  |
| Dialogue & Exchange partnerships management | 1/6/22 | 30/6/23 | PP |  |

**Commissions & Residencies**

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| --- | --- | --- | --- | --- |
| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| International residency partners confirmed | 1/2/22 | 1/12/22 | JC & AF |  |
| UK & International Commission Partners on board and confirmed | 1/6/21 | 30/1/22 | JC & AF |  |
| Fellowship artists and residency partners matched | 1/2/22 | 1/12/22 | JC/AA/PP |  |
| UK & International Commission Partners matched | 1/2/22 | 30/9/22 | JC & AF |  |
| Residency partnerships management | 1/2/22 | 30/6/23 | JC & PP |  |
| 12 Residencies - international logistics managed – visas, permits, vaccines & immunisations, insurances, permissions etc | 1/2/22 | 30/6/23 | PP |  |
| 12 Residencies - Lab 3 logistics managed – accommodation, travel, sharing, scheduling, access needs, pastoral support etc | 1/1/23 | 30/6/23 | PP |  |
| 12 Residencies – company liaison and management | 1/1/23 | 30/6/23 | PP |  |
| 12 Residencies – company pastoral support | 1/1/23 | 30/6/23 | pp |  |
| Residencies taking place (12 x 2 week residencies) | 1/1/23 | 30/6/23 | PP |  |
| Post commission future crediting agreed | 1/1/23 | 30/6/23 | AA, FF |  |
| Post commission & residency liaison & future strategy planning | 1/1/23 | 30/6/23 | AA, FF, PP & Mentors |  |

**Part 3 - Evaluation**

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| --- | --- | --- | --- | --- |
| **Action/Task Area** | **Start date** | **End date** | **Lead by** | **Status** |
| Evaluation framework agreed | 1/6/21 | 30/7/21 | AF |  |
| Evaluation strategy & approach agreed with University of Glasgow Evaluation team | 1/6/21 | 31/7/21 | AF |  |
| Evaluation Systems in place | 1/8/21 | 30/6/23 | AF |  |
| Evaluation in progress | 1/5/22 | 30/6/23 | PP |  |
| Evaluation report delivered | 25/6/23 | 30/6/23 | AF & JC |  |
| Dissemination of Fellowship learning / insight | 1/6/22 | 30/6/23 | AF/JC/AA |  |
| Legacy evaluation & monitoring | 30/6/23 | TBC | UoG |  |

1. The version of the workplan is below the job pack in this document is for reference. We would expect the Programme Producer to contribute to its development and evolution as required to meet the outcomes of the project [↑](#footnote-ref-1)