

Producer Application Pack

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call 020 7247 5102 or email access@artsadmin.co.uk.

Please find enclosed information on the role of Producer at Artsadmin. To apply you will need to complete our online application form.

Please apply at: <https://www.artsadmin.co.uk/about/jobs>

Deadline for applications: 10am, Monday 27 June 2022

Interviews: Monday 4 July 2022, with second stage interviews to follow

Thank you for your interest in Artsadmin.

Please refer to following in your application, contained in this pack:

- Applicant guidance notes (p.2)
- About us (p.3)
- Producer job description (p.4)
- Producer person specification (p.9)

We are seeking a Producer to join our team at an exciting moment of strategic change and high-profile, international project delivery in the organisation, including but not limited to delivering [The Making of Pinocchio by Cade & MacAskill](#), [Walking: Holding by Rosana Cade](#) and [What Shall We Build Here festival](#) in 2023. This role and all our producers are a critical relationship within the curation, commissioning and development of projects, working closely with artists, partners, Senior Producers, the Artistic Director, and the rest of the organisation to deliver Artsadmin's programme.

Kind regards,

Róise Goan and Ben Cooper-Melchioris
Artistic Director and Executive Director

Toynbee Studios, 28 Commercial Street London E1 6AB, United Kingdom

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VAT REGISTRATION NUMBER: 657086117. REGISTERED IN THE UK NUMBER: 2979487. REGISTERED CHARITY NUMBER: 1044645

PRODUCER APPLICATION GUIDANCE NOTES

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read Guidance Notes	To ensure you send the best application you can, so you're more likely to be shortlisted.	
Research Artsadmin	This will tell you about who we are and the work we do: artsadmin.co.uk	
Read the Job Description	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	
Read the Person Specification	These illustrate the minimum requirements for the role. It is important that you clearly demonstrate these in your application. The desirable requirements are indicative of potential specialities that are good to reference but not essential.	
Complete the application forms	Please complete all sections as fully as possible. Remember to include all relevant experience including voluntary work, placements etc along with paid employment. The online application form can be found at apply.artsadmin.co.uk Complete the Equal Opportunities Monitoring form, which is anonymised and separate to your application form.	
Submit your application	You will receive a confirmation email. If you have any difficulties with your online application, contact us 020 7247 5102 or email admin@artsadmin.co.uk Deadline: 10am, Monday 27 June 2022. We cannot accept applications after this time.	

ABOUT ARTSADMIN

Artsadmin creates the conditions for art to explore the spaces in-between.

Our work and projects explore the areas between social and environmental justice, the hyper-local and the international.

VALUES-DRIVEN

Artsadmin works with artists, communities, and collaborators in the development of creative work and conversations. Ensuring the success of these requires us to be led by our values, and to live them across everything we do.

We **nurture vision** from artists at all stages of their careers, with care and support

We **take action** to make projects happen locally, nationally, and internationally with creativity and ambition

We **cultivate connection**, with and in-between artists, communities, programming partners and funders with generosity and humility

We are actively interested in **progressing equity** in the projects we produce and the ways we work with commitment and empathy.

WHAT WE DO

We are a collaborative partner, working with artists as they explore and develop new projects, contexts, and ways of working. Everything we do is part of a unique curated artistic programme, from one-off hour-long creative support sessions at our east London home Toynbee Studios to multi-year global partnership platforms.

HOW WE DO IT

Everything we do is project-based. Some are artist-led, and some are conceived and led by Artsadmin. We work to develop and produce these projects and, with venue and festival partners, bring them to audiences locally and globally. At its heart, our work is about collaborating with artists, so their projects find the right context, partners and support.

We champion projects that speak to the 'here and now' really clearly, where artists are asking questions that feel urgent and essential. We value projects that align with our long-standing insistence that the arts have something to say about the climate emergency and social injustice. We are drawn to projects with an intuitive and rigorous enquiry rather than those making statements about the way the world is or should be.

The work we produce is neither defined or confined by any one particular artform. We produce creative, risk-taking projects that connect with the DNA of Artsadmin and the post-punk political context in which it was founded in 1979.

OUR PROGRAMME

We work across 5 main areas:

Projects — We curate, develop and produce works with artists that connect with audiences locally, nationally, and internationally

Platforms — We develop and deliver ongoing series and multi annual programmes, often in partnership, that progress our artistic agenda and drive important conversations.

Portals — We make space to share knowledge, expertise, and insight to further ways in and ways forward in our sector for artists and arts-workers.

Pilots — We enquire, explore, and innovate to address gaps in our field of enquiry, and find new models, ways of working and tools that push these forward,

Place — Artsadmin's home is Toynbee Studios in the heart of Tower Hamlets; a creative eco-system that houses other arts organisations, provides accessible studio hire, and a welcoming, creative canteen. We use our spaces to deepen understanding, engagement, and relationships in our hyperlocality through our engagement and public programmes.

Our Team

We are a friendly team comprising around 30 people where everyone's contribution is valued. However, we acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us. As a result, we have developed and are currently writing new stretch milestones in our [anti-racist strategy](#) as part of a commitment and ongoing process to create a diverse and inclusive workplace.

Artsadmin is a London Living Wage employer.

Our Recruitment Approach

We are particularly interested in hearing from people who are underrepresented in the sector, such as those who identify as D/deaf and/or disabled, those from low socio-economic backgrounds, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, South East Asian heritage, people of Middle East and North African heritage* and those who have experienced racism. By the term 'those who have experienced racism', we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture. [*#BAMEOver – A Statement for the UK, Sept 2020](#)

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

- At least one person of colour on the interview panel
- Interviews guaranteed for those who identify from the Global Majority* and meet our minimum essential criteria in the person specification.

- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview

And that, once in role, any successful candidate who identifies as part of the Global Majority will have access to an external coach or mentor to provide support for working in a majority-white team during their first year at Artsadmin.

In using the term 'Global Majority' we refer to people who identify as Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'.

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.

Policies and More Information

Find out more [about Artsadmin](#), [our policies](#), and [how we work](#).

Producer (Maternity Cover)

Job Description

Responsible to: Senior Producer, Mark Godber

Additional reporting: Artistic Director

Responsible for: Artists, partners, freelancers, and other project staff

Contract: Permanent

FTE: Full-time 1.0 FTE (5 days per week)

Salary: £28,000 - £32,000 gross per annum depending on experience

Hours of work: 40 hours per week including a paid lunch hour. Office hours are usually 10am – 6pm, Monday to Friday. Additional, occasional evening and weekend work will be required. No overtime will be paid, but time off in lieu can be taken if assigned in advance by a Director.

Location of work: The Artsadmin office in Toynbee Studios. Significant national and international travel will be required. Hybrid remote working will be possible in alignment with Artsadmin's Remote Working Policy.

Holidays: 20 days, plus eight bank holidays. Artsadmin currently operates an additional two-week, discretionary closure over Christmas and New Year.

Probation period: 3 months

Notice period: 2 months (post probation)

Benefits (post probation):

- 4% employer pension contributions, 1% above statutory minimum
- Sick pay and income protection scheme
- Cycle to Work Scheme
- Travel card / Season ticket loan
- Health scheme, reimbursing medical costs including eye tests and glasses
- Life Insurance scheme, at four times annual salary
- Enhanced Maternity, Adoption and Shared Parental Leave Policy
- Additional holiday and childcare benefits for length of service

Purpose of the Post:

- **To develop, commission, curate, and deliver the projects approved by the Artistic Director and Senior Producer at a high-quality level, on budget, on time, including leading the engagement of the rest of the**

organisation to achieve these; and through this, support the curation of Artsadmin's programme.

- **To collaborate and support the artists, partners, and communities of interest and place engaged on Artsadmin's projects in a nurturing, accessible, inclusive, and anti-racist manner.**

Project Planning and Development

- Work closely with artists, the Artistic Director, and Senior Producers on developing and producing a range of arts projects including drawing up financial and strategic plans and developing firm relationships with national and international venues, publishers, and agencies. This includes supporting curation, managing income planning, securing internal project approval, securing internal budget and cashflow approval, establishing project roles and responsibilities, and briefing artists and partners.
- Help artists and Artsadmin during project planning and setup phase by maintaining clear and effective communication between all parties, and to delegate where necessary to freelance contractors and project teams.

Public Programme Producing

- In alignment with planning duties above and project delivery below, work with Senior Producer, Mark Godber to curate and deliver What Shall We Build Here festival in June 2023.
- Curate and deliver some public events as required, within capacity.

Project Delivery including any Potential Tour Booking

- Deliver projects assigned by the Artistic Director and/or the Senior Producer
- Proactively project manage and/or book tours, locally, nationally, and internationally
- Liaise with all venues over budgets, technical and publicity requirements.
- Negotiate and exchange contracts with venues and co-producers
- Contracting the lead artist(s), performers, designers, producers, composers, and other collaborators for both rehearsal and touring periods, ensuring the following objectives are met.
- Assume responsibility for the travel arrangements to and from promoting venues and the designated home base of the Company, including arrangement of right to work checks and where necessary visas.
- Ensure that good accommodation is provided for all members of the Company during the tour.
- Pay per diems at rates not less than relevant union rates, unless agreed.
- Inform all Company members and relevant personnel of details of the project or tour arrangements in writing.
- Arrange transportation of set and props to each promoting venue according to a previously agreed itinerary.

Fundraising

- Research and identify appropriate project funding sources, likely to include commissioners and co-producers, Arts Council England, British Council, and with the support of other colleagues in Development, other funds as appropriate.

- Develop project outlines, pitches, presentations, and budgets to different funding opportunities. Submit applications, manage relationships appropriately, and ensure that all contracts of support are achievable.
- Coordinate the evolving relationship between a fundraising budget that is subject to change and a formally approved, cash working budget with confirmed income

Financial Management

- Assume responsibility for project budgets and cashflows, from early draft to project completion stage.
- Secure financial vetting approval from the Executive Director and project strategy approval from the Artistic Director for the cash working budget prior to the project going live and at the beginning of each financial year for multi-year projects.
- Manage the project budget ensuring both quality control and good value for money, including authorising expenditure via any payment method, tracking all transactions, and tracking actual, committed, and forecast (uncommitted) costs.
- Track income, request sales invoices, and submit a third-party audit trail for all income received.
- Reconcile the project budget and cashflow to our accounting system on a monthly basis, in liaison with the Finance Manager. Report to the Head of Finance and Executive Director on a quarterly basis to ensure management accounts and end of project accounts are prepared.
- Ensure prompt payments within 28-day terms.
- Coordinate financial funder reporting as needed.

Marketing and PR

- Work to maintain the profile of Artsadmin, our projects, the artists on these nationally and internationally.
- Work with the Communications team and the artists to plan and deliver marketing campaigns and implement appropriate marketing for each tour or project
- Ensure our CRM KIWI lists all formally agreed project crediting, including up to date co-producer, partner, and target presenter contact details.
- Engage in hands-on digital communications and digital programme content development, particularly the image strategy, photoshoots, and artist collaboration in content development.
- In some instances, collaborate with freelance marketing and PR professionals to ensure appropriate publicity and profile for the projects and artists. This includes leading and supporting the Communications team to oversee press campaigns, produce and update press releases, update copy in all publicity brochures and packs, and send out publicity photos.
- Arrange photography and video documentation as necessary.
- Produce venue marketing packs.

Administration

- Ensure all day-to-day project administration and touring is carried out efficiently and appropriately, and that all project activity and outcomes are compliant with statutory regulations and carried out in line with Artsadmin's

policies and procedures, including and not limited to: insurance, liability, health & safety, safeguarding, privacy & data protection, equity, diversity and inclusion.

General

- Regularly attend Artsadmin events and activities both within the building and elsewhere, and take an active interest in viewing work
- Keep abreast of developments in contemporary performance, theatre, dance, live art, and current arts fundraising practice
- Provide a flexible approach and undertake to the best of your abilities any other reasonable duties requested by Artsadmin in or around the general scope of this job description.

PERSON SPECIFICATION

Essential skills and experience:

- At least 3 years' experience of working effectively as a producer in the cultural sector with a wide variety of artists, groups, and partner organisations
- Demonstrable project management, administrative and organisational skills
- Demonstrable numeracy and project budgeting skills
- Experience of drafting and controlling a project budget and cashflow
- IT literate and confident across a range of programmes and platforms
- Experience of working with young people in the arts
- Awareness of safeguarding management principles and best practices

Essential competencies and aptitude

- Keen interest in and knowledge of the breadth of practices in the contemporary performance, live art, and participatory arts sectors
- Attentive and observant in your communication with others
- A proactive team player, able to effectively prioritise workload
- Understanding of and commitment to equity, diversity, and inclusion
- Commitment to kindness and care in all working relationships and project delivery

Desirable skills, experience, competencies, and aptitude

- Knowledge and/or experience of national and/or international opportunities and support structures for artists working with contemporary performance, live art, or interdisciplinary arts practice
- Knowledge of Artsadmin's work
- Experience delivering national or international project touring
- Experience of delivering online, digitally presented, and/or hybrid digital projects
- Knowledge of design software (e.g., Photoshop, InDesign, audio, and video editing etc)
- Awareness of access, inclusion, and anti-racism best practices in the cultural sector.