

ENGLAND'S PERFORMING ARTS SHOWCASE

Commissioned by Arts Council England

Delivered by BAC, Dance4, Fierce Festival,
GIFT, MAYK and Transform

JOB PACK: Producer



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About England's Performing Arts Showcase

A consortium of four of the UK's brightest and most artist-centred international performing arts festivals (Fierce Festival, GIFT, MAYK and Transform) working in partnership with Battersea Arts Centre and Dance4, will deliver an artist focused international showcasing model. This collaborative approach will globally connect England's performing arts sector, and celebrate a new generation of international artists and cultural leaders across England. The pilot year in 2021 will take place online, UK-wide and at Edinburgh's festivals, in August 2021.

For further information about England's Performing Arts Showcase and its developments to date, please see [Arts Council England's announcement](#), alongside the consortium announcement [here](#), and first process blog [here](#). To read more about our approach, see our working culture 'live document' (Appendix 1).

The consortium is recruiting a project team to join us on this exciting new adventure. The role of Producer will be the lynchpin of the core team and will work closely with the consortium to manage and deliver the project.

Job description

Title: Producer, England's Performing Arts Showcase

Employer: All employed staff working on England's Performing Arts Showcase will be contracted through **Dance4** and subject to their terms and conditions of employment.

Key relationships: All consortium partners, funding organisations, the broader project team and Dance4's HR lead. The Producer will act as a key contact for England's Performing Arts Showcase Artists.

Responsible for: Project staff including the Project Assistant and Production Manager and other freelance delivery roles.

Location: Flexible (the role will have access to a working base in either Birmingham, Bristol, Gateshead, Leeds, London or Nottingham).

Salary: This is a full-time fixed term contract for 8 months (beginning in February 2021 to the end of September 2021) on a salary of £30,000 per annum. (The actual salary across the 8 month period totals £20,000 before tax and NI).

Purpose:

Working closely with the consortium partners, this key role will lead produce England's Performing Arts Showcase, becoming a vital part of a tightknit team to bring about a new approach in the showcasing of artists within Edinburgh festivals,



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across England and online, with clear objectives to internationalise artists based in England, and open up artistic dialogue and exchange across the world.

Main duties

- Utilising capacity, skills and experience across the consortium you will line produce all areas of delivery to successfully bring about England's Performing Arts Showcase presence in the context of Edinburgh Festivals and online
- In collaboration with consortium partners support the delivery of activities across the six partner locations
- Co-ordinate the selection processes for securing programme content
- Act as a first point of contact for the consortium with artists, producers and presenting partners
- Oversee showcase and project scheduling as required
- Be the first point of contact for attending delegates.

Management

- Manage the work of project staff and project teams
- Manage on the ground and digital delivery aspects of England's Performing Arts Showcase
- Report to the consortium partners on key areas of work
- Be an active member of the team engaging in the developments of the consortium and England's Performing Arts Showcase
- Act responsibly with confidential information.

Financial and legal

- Working to the Finance Director at Battersea Arts Centre, manage project budgets, establishing clear reporting processes that enable robust financial management
- Ensure appropriate contracting of artists, producers, freelance staff and partners
- Be responsible for handling, monitoring and reporting of petty cash.

Other duties

- Attend and service networks and external partnerships necessary for the successful delivery of programme
- Carry out risk assessments as required, and working with the consortium ensure appropriate insurances are in place, and that the showcase conforms to all financial, legal and contractual requirements
- Undertake training as required by the consortium to successfully carry out the work, UK travel is required, and international travel may be required
- Have a flexible approach to work as the role requires working unsociable hours, for which time off in lieu can be taken with prior agreement with line manager
- Contribute to agreeing and setting deadlines and ensuring they are met
- Undertake any other reasonable duties as requested by the consortium team.

About You

Essential	Desirable
A minimum of 3 years' experience of producing projects / programmes in the performing arts or similar experience in a different role which you consider has relevant transferable skills you can outline in your application	Knowledge and experience of festival management and producing
Leadership skills, especially in freelance and dispersed teams	Experience of monitoring and evaluation processes
The ability to assess skills in others	Experience of reporting to funders, networks, forums, boards
Knowledge and experience in the context of Edinburgh Festivals	
Ability to work on own initiative and to seek support when necessary	
Anti-racist with a sound knowledge of equality, diversity and inclusive approaches	
Experience of reporting to funders, networks, forums, boards	
Demonstrable experience of managing budgets	
Environmentally aware	
Strong and effective communicator	

To Apply:

All applicants are required to submit a CV (no longer than 2 sides of A4) and a supporting statement (no-longer than 2 sides of A4) demonstrating how you meet the requirements of the role. Please provide two referees. If you wish to use an alternative format, such as a video or audio recording please ensure this is no longer than 4 minutes long.

If you require this information in an alternative format and / or to arrange an informal, confidential conversation about this role, please contact David Bowley at Dance4 / david@dance4.co.uk who can arrange a member of the consortium member to talk to.

We particularly welcome applications from individuals with lived experience of disability and people who are Black, from the African Diaspora, from the South, East and South East Asian Diaspora, who are ethnically diverse and who experience racism as these voices are currently underrepresented in our consortium. Therefore, our interview panels will be representative of a spectrum of protected characteristics.

Deadline for applications: 12 noon, 6th January 2021. Shortlisting will begin later that afternoon.

Send to: jobs@dance4.co.uk marked Private and Confidential: FAO Paul Russ

First round interviews will take place on 15th January 2021.

Second round interviews will take place on 22nd January 2021

Interviews are likely to take place online.

For the purposes of reporting to consortium partners and funding agencies we would like you to complete our [online equal opportunities monitoring form](#).

Due to the short and fixed-term nature of this role candidates will need to be able to start in role in early February 2021.

APPENDIX 1

Notes on Our Working Culture

Context:

This is a brand-new consortium comprising BAC, Dance4, Fierce Festival, GIFT, MAYK and Transform. We formalised in autumn 2020 when offered the commission from Arts Council England to deliver an international showcase within the contexts of Edinburgh Festivals.

This live document offers an insight into our thoughts around our working culture and core values as a consortium. We expect it to develop and grow, as our work together and team develops and grows. It is starting point for us to collectively think about our core values and behaviours. We want everyone involved in England's Performing Arts Showcase to influence and inform this document throughout the life of this project and so consider this a 'live' document that will ebb and flow, as we learn from the activities we deliver and each other.

Running throughout our core work we want to centre four core principles:

- Transparency
- Friendliness and care
- Disruption and playfulness
- Being fair, equal and inclusive

Working Principles:

Friendly and Caring:

Our work will be rooted in a notion of friendship, that holds at its core the facilitation of long-term sustainable relationships that are honest, kind, adventurous and emboldening. We will listen and we will care.

Across artists, delegates, partners, audiences and other stakeholders we will work with respect and without hierarchy.

We will meet the needs of our work acknowledging our dependency on our planet and the work of artists to achieve a sustainable future.

Transparent:

We won't keep secrets or won't hide stuff. We are transparent, sharing what we are doing and how we do it, working openly and collaboratively, trusting experience and knowledge.

We will ensure our work has a sustainable legacy: environmentally, financially and artistically.

Disruptive/Playful:

We will question how things are done, in imaginative pursuit of something better. We will aim to cultivate artistic friendships that are honest, supportive and that bridge roles, boundaries and borders.

Fair, equal and inclusive:

We refuse to exclude anyone on the basis of who they are and what they need in order to participate. We will break down barriers that limit people's possibilities and ensure an equality of representation across the programme.

We will respond to the individual circumstances of our community and ensure an equality of representation across the programme.

We will ensure our work has a sustainable legacy: environmentally, financially and artistically.