



## REGIONAL ASSOCIATE PRODUCERS - APPLICATION PACK

**JOB TITLE:** ASSOCIATE PRODUCER  
**LOCATIONS:** COLCHESTER, COVENTRY, DERBY, LANCASTER  
**CONTRACT:** EQUIVALENT OF 18 OR 30 MONTHS (VENUE DEPENDENT) F/T, EMPLOYED  
**SALARY:** £21.8k PER ANNUM, PRO RATA  
**INTERVIEWS:** 10 APRIL 2017  
**START DATE:** VARIES (JUNE ONWARDS)

### CONTEXT

[Tamasha](#), working in partnership with 7 regional theatres ([Contact Manchester](#), [Belgrade Theatre Coventry](#), [Derby Theatre](#), [Dukes Lancaster](#), [Luton Culture \(The Hat Factory Arts Centre\)](#), [Mercury Colchester](#), and [Richmix London](#)) is offering an exciting new opportunity for Black Asian and Minority Ethnic (BAME) theatre producers. This programme, supported Arts Council England's Sustained Theatre programme, will provide a minimum of 18 month placements for 4 BAME producers wishing to develop their producing skills and experience. The producers will each be placed at one of the regional theatres, as Associate Producers, and each will produce one new show over the period of their associate role. Two of the producers will work on a studio-scale show over 18 months, one will work on a mid-scale show over 18 months and the fourth will work on a mid-scale show over 30 months. The productions will premiere at the host venue and then go on tour to one or more of the other consortium partners (and further afield if funding permits).

### The four host venues are:

[Belgrade Theatre Coventry](#)  
[Derby Theatre](#)  
[Dukes Lancaster](#)  
[Mercury Colchester](#) (30 month placement)

The three other theatre partners (i.e. [Contact Manchester](#), [Luton Culture \(The Hat Factory Arts Centre\)](#) and [Richmix London](#)) may take the touring productions and will also be involved in elements of the artist development / outreach activities to support the overarching ambitions of the programme – i.e. to diversify the cultural workforce and reach wider diverse audiences across England.

### ASSOCIATE PRODUCER – PURPOSE OF THE ROLE

The Associate Producer will be a key member of the artistic team in the host venue and will lead on the delivery of one production during their placement period (18 months or 30 months).

The Associate Producer will contribute to key artistic and programming decisions during their placement and will lead on the development of community outreach and artist development activities to support the Sustained Theatre production as well as to enhance the reach of the theatre's overall programme of work.

The host venue will issue the contract of employment. This post will fit into the host venue's staffing structure as appropriate and the Associate Producer will be informed of this on appointment. The Associate Producer will be line managed by a senior level member of staff at the host venue however they will also have some reporting requirements to Tamasha Theatre Company, as the overall project lead for the Regional Associate Producers Scheme.

## RESPONSIBILITIES

### Producing

- Alongside the Artistic Director (AD) / Artistic team contribute to the overall planning and delivery of the theatre's programme to the highest possible artistic standard
- Lead producing the Sustained Theatre production, in close liaison with the theatre AD and production teams and with Tamasha as overall Sustained Theatre project lead. This will include:
  - Identifying / developing a suitable project for the venue and audiences
  - Commissioning writer(s), contract negotiation and the recruitment / contracting of creative teams, including the director where appropriate
  - Negotiating co-production agreements for the Sustained production where relevant
  - Supporting the casting process with the director
  - Drafting and managing the production budget, in line with standard procedure
  - Fundraising as required to support the production
  - Scheduling of all production meetings, rehearsals, technical rehearsals, dress rehearsals, previews, press night and cultivation night(s) in liaison with the Production Manager and Artistic team
  - Booking the tour for the Sustained Theatre production, in consultation with Tamasha and the consortium theatres
  - Exploring options for publishing of the Sustained production play text

### Outreach and audience engagement

- Working with Tamasha, and the theatre's outreach / education teams, develop and oversee community outreach programmes to generate interest and local engagement with the Sustained Theatre production and other key theatre initiatives
- Lead community activities such as networking events / ambassador outreach etc to promote the Sustained Theatre and wider host theatre's activities

### Artists' development

- Working closely with Tamasha, and where the host venue has its own programme with the host venue, to deliver artists' development programmes in the host theatre region, based on an assessment of regional artists' interests and needs – this may include training workshops, peer learning events, showcases of work and / or bursaries for emerging artists
- Creating and overseeing regional artist networking opportunities to encourage BAME artists to engage with the host venue
- Periodically meeting with the other Sustained theatre producers at other host venues to share knowledge and skills
- In collaboration with the other Sustained theatre producers, Tamasha and each host venue, produce a event showcasing the overall programme
- Fundraising as necessary to support additional developmental activities, eg for regional Scratch nights for emerging artists to present new work for example

### **Artistic Strategy**

- Alongside the Artistic Director and Artistic team contribute to the long term artistic policy and vision, including programme, outreach and engagement activity and artists' professional development.
- Where appropriate identify and produce new projects and programmes of work to support the theatre's artistic policy
- Keep up-to-date with all current industry activity and practice guidelines

### **Advocacy and Relationship development**

- Working as part of the Artistic team to build relationships and partnerships, collaborations and co-productions with a wide variety of organisations, venues and artists locally, nationally and internationally to deliver the host venue's artistic objectives
- Keeping abreast of key developments in the sector as these relate to the role and the host theatre, including briefings from relevant industry bodies and events such as ITC, UK Theatre, UK Theatre and Equity
- At all times acting as an advocate for the Sustained Theatre consortium project and the host theatre and contributing towards good working relationships with relevant artistic and industry partners
- Participate in strategic business and planning discussions as required

### **Finance**

- Be responsible for the set-up of relevant production and project budgets alongside the Executive Director, Finance Manager and/or appropriate venue staff members
- Alongside the ED be responsible for ensuring that all produced productions and projects are fulfilled within the agreed budget
- Maintain, run and reconcile budgets for all relevant productions and projects including logging and authorising invoices, petty cash expenditure etc. in line with the standard procedures of the host venue
- Assist with the administration of Theatre Tax Relief as required

### **Fundraising and Reporting**

- Contribute to the delivery of fundraising strategies including researching, identifying and making applications to support Sustained Theatre activity as required
- Collate data and draft narrative for use in reports required by funders, including Arts Council England

### **Monitoring and evaluation**

- Support the monitoring and evaluation of all Sustained Theatre activity and contribute as required
- Ensure that all outreach and engagement activities are monitored and data / feedback collected in line with the agreed evaluation procedures
- Draft short progress reports for the Sustained Theatre consortium partners, on a to be agreed regular basis



### **Marketing and Press**

- Work closely with the marketing team and partner organisations to develop appropriate marketing material and PR communications for the Sustained Theatre productions and related activities
- Proof marketing materials as required to ensure they are in line with the ambitions of the Sustained Theatre programme
- Oversee the drafting of relevant plays texts and written publications, ensuring these are in keeping with the Sustained Theatre ambitions

### **General**

- Engage in the life of the theatre and operate as a core member of staff, working on projects, productions and other activities as appropriate
- Comply with host venue's policies, procedures, working culture and brand
- Demonstrate a clear commitment to diversity and equal opportunities principles and practice as well as other company policies
- Ensure compliance with Health and Safety regulations in all aspects of work, in line with standard host policies
- Attend company meetings as required and board meetings including being an advisor to them where necessary
- Attend mentoring and professional development meetings at the Tamasha and elsewhere as required.
- Undertaking other duties as deemed appropriate to the post as required

### **DEVELOPMENT OPPORTUNITIES**

A core aspect of this role will include providing the successful candidate with an appropriate package of support and mentoring to aid their professional development. This will include:

- 1-2-1 management and support from the host venue
- An external mentor facilitated by Tamasha
- A training budget of £2000
- Peer learning opportunities with the other Associate producers and networking opportunities with other BAME artists across the country.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION AND IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE.

### **We are looking for practitioners who:**

- have a strong and demonstrable interest in developing a career in theatre producing
- have experience of producing in some capacity (e.g. producing own shows, theatre or otherwise, working on small scale productions etc.)
- have a strong interest / active engagement in culturally diverse theatre and/or reaching diverse audiences
- have a good understanding of the current situation in theatre producing in the UK
- have experience and understanding of audience engagement and outreach activities



- understand the needs of emerging theatre artists and have ideas on how these can be supported
- have good negotiation skills and are able to speak with passion and authority to achieve the best outcomes for the host venue / Sustained Theatre project
- have experience of devising and managing budgets
- have a genuine desire to further develop their understanding and skills in relation to producing and have a strong sense of where they see their producing role over the next 3-5 years
- are proactive, hard-working individuals, with excellent communication skills
- are organised and efficient, able to prioritise and take initiative
- are discreet, and with the ability to keep calm under pressure
- are a team player who are sensitive to colleagues' pressures and instinctively supportive

### TAMASHA

Tamasha is Britain's leading touring theatre company producing [new plays](#) inspired by who we are as a nation and how the nation is changing. We place the vital voices of diverse artists' centre-stage, facilitating them to turn their lived experience, creative ideas and political passions, into bold, moving and fun encounters for audiences across the UK.

Landmark productions include *East Is East* (1996), *A Fine Balance* (2006), *Snookered* (2012), *My Name is...* (2014), *Blood* (2015), and *Made In India* (2017), winning acclaim from audiences and critics alike.

Alongside our national tours, Tamasha continues to nurture the next generation of theatre-makers through [Tamasha Developing Artists](#); a national artist development programme with a track record of providing high-quality training and tangible professional opportunities for emerging and established theatre artists throughout their careers. We facilitate theatre-makers to engage with communities, young people and audiences through unique engagement, education projects and creative collaborations. [www.tamasha.org.uk](http://www.tamasha.org.uk)

### FOR INFORMATION ON EACH OF THE PARTNERS PLEASE VISIT THEIR RESPECTIVE WEBSITES:

BELGRADE THEATRE COVENTRY:	<a href="http://www.belgrade.co.uk">www.belgrade.co.uk</a>
DERBY THEATRE:	<a href="http://www.derbytheatre.co.uk">www.derbytheatre.co.uk</a>
DUKES LANCASTER:	<a href="http://www.dukes-lancaster.org">www.dukes-lancaster.org</a>
MERCURY COLCHESTER:	<a href="http://www.mercurytheatre.co.uk">www.mercurytheatre.co.uk</a>
CONTACT MANCHESTER:	<a href="http://www.contactmcr.com">www.contactmcr.com</a>
LUTON CULTURE (THE HAT FACTORY):	<a href="http://www.lutonculture.com/hat-factory">www.lutonculture.com/hat-factory</a>
RICHMIX LONDON:	<a href="http://www.richmix.org.uk">www.richmix.org.uk</a>



## HOW TO APPLY

Application is by CV and covering letter – which should be no more than 2 sides A4 and include:

- Specific reference to the job description & person specification, telling us why you are a suitable candidate
- What you hope to gain from this position

Please also include:

- A statement that you are happy to take up the role in any of the four host venue and are able to relocate if necessary
- Details of any notice period / current commitments and the date when you are available to start
- Names and contact details for two employment referees
- A statement that you have the right to work in the UK or that you require a work permit to do so.

**NB: If for any reason you are not able to relocate to any of the four host venues please state this clearly in your covering letter.**

Please include a completed [Equal Opportunities form](#), which is for monitoring purposes and will be detached from the application. [The Equal Opportunities form can be downloaded by clicking here.](#)

**Applications should be addressed to Debo Adebayo, TDA Producer, Tamasha Theatre Company, but they should be sent to [projects@tamasha.org.uk](mailto:projects@tamasha.org.uk) with “Regional Associate Producer” in the subject line.**

**The deadline for receipt of applications is 12pm on Monday 3<sup>rd</sup> April 2017.**

**The first round of Interviews will take place on Monday 10<sup>th</sup> April at Belgrade Theatre Coventry.**

Large print copies of this pack are available, if required, by contacting emailing Tamasha at [admin@tamasha.org.uk](mailto:admin@tamasha.org.uk) or by calling the office on 0207 749 0090.

If you have questions or would like to discuss any aspect of the role before applying, please contact Debo Adebayo at Tamasha.