



## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Producer (Maternity Cover)</b>
<b>Responsible to:</b>	<b>Programmes Director</b>
<b>Responsible for:</b>	<b>Performing Arts programme co-ordinator Performing Arts Trainee</b>
<b>Department:</b>	<b>Programmes Team</b>
<b>External contacts:</b>	<b>Young people, youth and community organisations, artists, arts and cultural organisations, funding bodies, external directors, promoters and producers.</b>

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### **About the Roundhouse:**

The Roundhouse is a place of great spectacle and a home for young talent. It is a hub of inspiration where artists and emerging talents create extraordinary work and where young people can grow creatively as individuals. We believe in the power of creativity to change lives.

By giving young people aged 11-25 the chance to engage with the arts through music, new media and performance projects, we inspire them to reach further, dream bigger, and achieve more.

### **MAIN PURPOSE OF POSITION**

To research, develop, produce and deliver a diverse, imaginative, engaging, high profile and dynamic range of artistic programmes annually for and with 11-25s (both artists, participants and audiences) under the direction of the Programmes Director

To oversee and manage the Roundhouse Resident Artists scheme, with particular emphasis on developing links with and routes to the creative industries. To line manage the Performing Arts programme co-ordinator and Performing Arts trainee, nurturing their talent and aiding their personal development.

To develop, programme and produce an interesting, engaging and coherent programme of in-house performing arts productions and commissions across all available Roundhouse spaces, as agreed with the Programmes Director, including ensuring exceptional opportunities for young people to participate and perform at all scales.

To work with the Programme Director to develop long-term strategic relationships with partners to extend our reach, develop new communities and find new places for our work.

### **DUTIES AND RESPONSIBILITIES**

#### **Annual Artistic Programme**

- To develop contacts with artists, producers, promoters, directors and other collaborators.
- To develop and lead produce, where allocated, a dynamic and coherent range of in-house productions, as agreed with the Programmes Director, ensuring exceptional opportunities for young people to participate and perform in all the available Roundhouse spaces

- To ensure this programme meets Roundhouse objectives around participation opportunities for young people, maximising audience engagement, digital innovation and diversity
- To co-produce the annual spoken word festival at the Roundhouse.
- To contribute relevant and resonant programming for the Sackler Space, in collaboration with other Producers, Head of Music and other colleagues across all art-forms.
- To represent the Roundhouse producing team at festivals and other relevant events both nationally and internationally.
- To proactively seek to provide a positive, supportive and efficient service to all incoming artists/companies/hirers and other collaborators.
- To maintain good liaison and effective communication of information from incoming artists and to ensure the smooth running of all performing arts events under your remit..
- To oversee the production of detailed and accurate show information for the organisation, on all performing arts events under your remit .
- To encourage and contract Performing Arts Artists performing at the Roundhouse to work with young people aged 11-25, for example – the coaching of young actors, dancers and poets, giving radio and TV interviews, live streaming and the giving of workshops and master classes.
- To work with the Programmes Director on creating an innovative programme for and with 11-25s, both in advance, during and after the opening of the Roundhouse Campus building

### **Administration and Finance**

- To be responsible for effective administrative and financial management systems, to ensure the efficient running of the performing arts produced programme
- To manage artistic programme contracts
- With the Finance Director, to oversee all areas of finance relating to the performing arts produced programme, including providing financial reports when required.
- With the Programmes Director, to set appropriate annual financial targets and manage budgets in order to achieve these.
- To optimise income through effective cost management and negotiating improved deals with suppliers and service providers.

### **Marketing and Communication**

- To work with the Roundhouse's Marketing and Press team on the delivery of marketing and press campaigns for the Roundhouse programmes.
- To supply up to date information to the Marketing team for use on all marketing and press materials.
- To monitor ticket sales and ensure that all holds are correct and released as necessary.
- To ensure relevant facts and information are provided to Marketing and Communications teams in order that they can tell our story as strongly as possible

### **Fundraising**

- To work with the development team, to raise funding for the Roundhouse programmes from the public sector, corporate sponsors, individuals and campaigns.
- Support the development team with the completion of funding applications and all relevant reports for Arts Council and other funders.

### **People Management and development**

- To assist in the recruitment of all those involved in delivering Artistic programmes for 11-25s. This includes all freelance artists, tutors and directors.
- To manage the Performing Arts Programmes Co-ordinator. This includes supervising workload, undertaking appraisals and professional development.

### **Evaluation**

- To be responsible (lead on) for the evaluation of the annual artistic programme for 11-25s, in conjunction with the Head of Youth Engagement, against agreed criteria
- To be responsible for oversight of the development of the Emerging Artists Membership scheme, in conjunction with Head of Music, Business Manager and Data Manager.

## **General**

- The Producer will work as a team, deputizing for each other when and where necessary
- To advocate for the 11-25s, Resident artists and community projects within the Roundhouse and ensure both a good understanding, and clear integration into wider Roundhouse processes and procedures, of all programmes
- As a member of the Programmes team, play an active role in organisation-wide activities, including attending and supporting Roundhouse events
- To be committed to putting young people at the heart of everything we do
- To promote and comply with current legislation and the Roundhouses policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others.
- To promote, develop and comply with our policies and practices to lessen the environmental impact of the Roundhouse
- To be responsible for identifying and undertaking own training and personal development to meet business needs.
- To undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of the Roundhouse.

## **REVIEW ARRANGEMENTS**

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes

## **PERSON SPECIFICATION**

### **Essential**

- Proven experience of delivering large scale work with and for young people
- Proven track record and experience of producing middle and large scale performing arts shows
- Proven track record of arts management experience
- Experience of programming and promoting performing arts activities for young people aged 11-25, including those in informal and formal education sectors
- Experience/knowledge of working on projects created by young people
- A commitment to and enthusiasm for encouraging participation in the performing arts amongst young people
- Excellent communications and presentation skills in person and in writing and experience of leading a team and function.
- Excellent people management skills
- Experience of working in a collaborative manner to achieve the required outcomes
- Experience of negotiating and contracting artists and companies
- Experience of strategic planning in a cultural context
- Excellent financial and budget management
- Excellent administration and IT skills
- Excellent team working and the ability to communicate across departments at the Roundhouse

### **Desirable**

- Experience of writing funding applications
- Experience of report writing
- Understanding and knowledge of marketing, press and PR
- Ability to work within challenging environments and with people from diverse backgrounds

## Conditions

Contract	Fixed term contract
Hours	40 hours per week
Annual Leave	The annual leave period runs from April to March and you will be entitled 25 days holiday per year plus Bank Holidays
Notice Period	3 Months