

CURVE

EXECUTIVE PRODUCER

Job Description

Person Specification

DEPARTMENT: Producing, Programming and Touring

REPORTING TO: Chief Executive Officer

POSITION SUMMARY

MAIN JOB FUNCTION

Reporting into the Chief Executive and working closely with the Artistic Director, the Executive Producer is responsible for the delivery and management of all of Curve's produced, programmed and touring work in accordance with theatre's business plan. The Executive Producer will be committed to ensuring our programme of work is bold, dynamic and reflective of the communities in which we serve. The Executive Producer will lead and manage the producing and programming team and oversee all artistic budgets ensuring ambitious, yet realistic financial targets are in place. In addition, the Executive Producer will play a key role in the ongoing exploitation of Curve's produced work and will collaborate with colleagues to maximise income generation from the theatre spaces.

RELATIONSHIP/POSITION IN THE ORGANISATION

KEY WORKING RELATIONSHIPS

INTERNAL: CEO, Artistic Director, SMT, and all teams across the theatre.

EXTERNAL: Regional theatres, commercial partners, agents, rights' holders, UK Theatre, Equity, Musicians' Union and freelance creative and production teams.

RESPONSIBLE FOR: Producer - Made at Curve, Production Coordinator, freelance Production Managers.

JOB DESCRIPTION

MAIN DUTIES

Producing, Programming and Touring

- Take a creative leadership role in the development of our Made at Curve slate of produced work and the curation of a diverse, ambitious and well-balanced programme of visiting work.
- Ensure all produced and visiting work is delivered to the highest possible standards, on time and within budget.



RUTLAND STREET, LEICESTER LE1 1SB
ENQUIRIES: 0116 242 3560 TICKETS: 0116 242 3595
WWW.CURVEONLINE.CO.UK

Leicester Theatre Trust Limited
Registered in England 00772880
Registered Charity 230708
VAT registered 212580047



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



- Work with the CEO and Artistic Director on the long-term planning of all produced and visiting work, securing co-producing partners where appropriate.
- Oversee rights and deal negotiations across all visiting and produced work.
- Take responsibility for overseeing commissioning new work and manage the appointment of creative teams, casts and artists.
- Collaborate with the Director of Audiences to set targets for produced and visiting work, using customer insight and data.
- Grow and develop Curve's touring provision nationally and internationally, ensuring exploitation opportunities are maximised.
- Deputise for the CEO across produced and programmed work where appropriate.
- Collaborate with the Head of Creative Programmes to integrate Creative Programmes with produced and visiting work, seeking opportunities to support Curve's objectives for audience engagement wherever possible.

Financial

- Set and monitor all budgets for the Producing, Programming and Touring department ensuring organisational processes and controls are adhered to and accurate financial information is delivered to the finance department and CEO in a timely manner.
- With the Finance Director, set terms and conditions for Theatre Tax Relief with co-producers, as well as making sure that the best financial deals are in place for Curve.

Leadership and Management

- Oversee the day-to-day management of the Producing and Programming team, ensuring all areas of the department are staffed and resourced to a consistently high standard.
- Manage the performance of staff in line with the company's staff development and appraisal processes and procedures.
- Line-manage freelance Production Managers ensuring all projects are delivered in line with company policies and within budget.
- Collaborate with colleagues from across the organisation to devise and develop audience initiatives to build and sustain first-time attendance and increase the diversity of our audiences.
- With the Senior Management Team, develop and deliver business strategies for Curve.
- Work with the Director of Audiences to ensure integrated working between artistic and communications/box office teams.
- Implement good lines of communication and working relationships with all departments across the organisation.

General

- Capture and monitor data for monthly/quarterly/annual reporting.
- Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.
- Take reasonable care of your own Health and Safety and that of others who may be affected by your actions. Co-operate in the implementation of LTTs Health and Safety and Environment policies and their supporting arrangement and statutory regulations and codes of practice.
- Comply with and uphold the principles of relevant legislation and company policies and procedures.

- Be an ambassador and advocate for Curve and promote Curve's company values and behaviours.
- Undertake any additional tasks as may reasonably be required from time-to-time.

The postholder will be required to work from the theatre in Leicester. It is a requirement of Curve that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The Executive Producer will be required to work weekends and evenings from time-to-time for which time off can be taken in lieu. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

PERSON SPECIFICATION

Essential: the successful candidate will meet the majority of these requirements.

Experience

- Significant experience in theatre administration and producing theatre on a variety of scales.
- Extensive practical production experience.
- Demonstrable experience of budgeting and monitoring production budgets and exercising financial control.
- High-level experience of leading and managing artistic/producing teams.
- Experience negotiating deals and contracts for both small- and large-scale projects.

Skills and Knowledge

- Ability to manage multiple projects concurrently.
- Strong people management and team leadership skills.
- Proven experience of scheduling and planning productions.
- Excellent computer literacy (including Microsoft Office).
- Exceptional written and verbal communication skills.
- Ability to plan in the short, medium and long-term concurrently.
- Up-to-date knowledge and interest in the theatre industry, ideally across both the commercial and subsidised sectors.
- Highly developed administrative skills.
- Ability to work under pressure.

Education, Training and Qualifications

- No formal qualification required.

Personal Attributes

- A strategic leader who is able to contribute across the organisation and inspire others.
- A commitment to artistic excellence and creating work that reflects and speaks to the communities in which we serve.
- Able to solve complex problems.
- Naturally entrepreneurial and able to identify and follow-up opportunities.
- A strong team player and communicator who will work in partnership with other senior managers to achieve joint objectives.
- Ability to manage multiple stakeholder relationships.
- Highly detail orientated.

- Be committed to achieving high standards with the resources available.
- Commitment to equality of opportunity and staff development.
- Flexible approach to working, including the ability to work unsocial hours.
- Commitment to the work of the theatre.
- A person who thrives under pressure and enjoys delivering against deadlines.

Desirable: the successful candidate should meet some of these requirements.

Experience

- Working within a producing theatre.
- Casting experience.
- Co-production/collaboration with a variety of partners.
- Experience of touring theatre.
- Programming visiting work across a range of genres.
- Experience of developing the commercial viability and exploitation opportunities for theatre productions.
- Experience of tour planning.

Skills and Knowledge

- An understanding of working within the terms of national union and trade agreements, in particular UKTheatre, BECTU, Equity & Musicians’ Union.
- Knowledge of resource management software, such as Artifax Event.
- Awareness of Health & Safety practice and procedures.

Education, Training and Qualifications

- Theatre, business or arts administration qualification.

SUMMARY OF TERMS

Contract	Full time, permanent (39 hours per week)
Start date	We would like the successful candidate to start in post as soon as possible, accepting that notice may need to be worked.
Salary	Circa £45k - £50k per annum
Probation period	Six months, with one month’s notice on both sides.
Notice period	Three months on both sides, following successful completion of probationary period.
Pension	Company auto-enrolment scheme
Holidays	25 days plus statutory Bank Holidays

HOW TO APPLY

If you feel you have the skills suitable for this role, please click on the 'apply now' button [HERE](#) to submit a covering letter setting out why you are suitable for the role and why you want to work at Curve (no more than 2 A4 pages) along with your CV (no more than 1 A4 page).

Deadline for applications: Sunday 7 February 2021

1st stage interviews: Wednesday, 17 February 2021 (via zoom)

2nd stage interviews: Thursday 25 February 2021

You can find out more about the role and working at Curve by visiting our website

<http://www.curveonline.co.uk/about-us/careers/>.
