



Arts and Performance

Producer Recruitment Pack

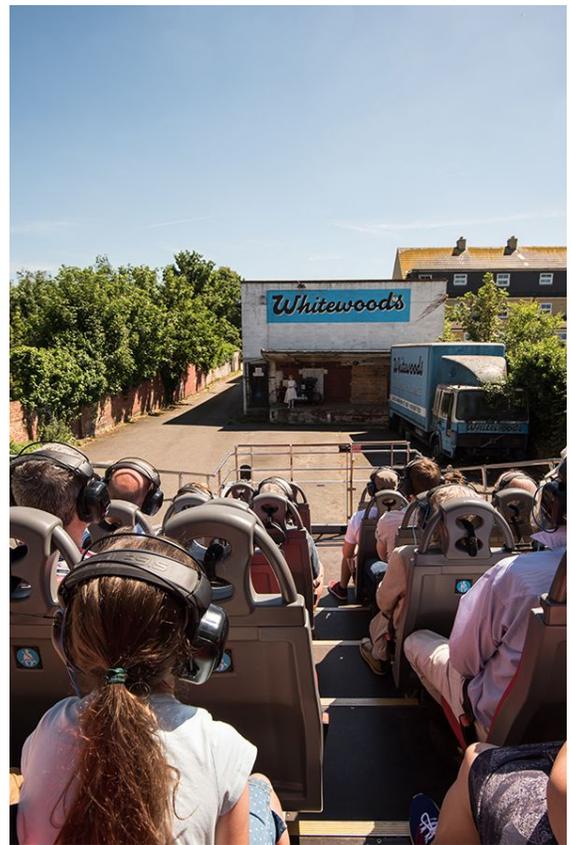
Deadline: 20 January 2020

Start Date: February 2020

Based: Halifax, West Yorkshire

We make
digital projects
360° & 2D video
live performing arts
video, sound and sculptural installations
workshops and events for everyone

It's all made from scratch
at our base in Halifax
in the Pennine Hills
and we tour the country
and cross the seas



'The new IOU theatre show is a little bit special, wonderfully poignant piece about seeing ourselves clearly from a distance' Lyn Gardner, The Guardian.



Thank you for your interest in the position of Producer.

IOU is seeking an experienced producer to support IOU's programme of work and lead and expand the company's talent development strand.

Please use the covering letter to demonstrate how your experience and skills match the requirements of the position, with reference to the Job Description and Person Specification.

The closing date for applications is 10am on Monday 20 January, 2020. If shortlisted, we will contact you by 5pm Thursday 23 January, 2020 with an invitation to meet us for interview on Monday 27 January, 2020 in Halifax.

This is a full-time fixed term position for one year, with a view to making the role permanent.

Please submit your application by email to **joanne.wain@ioutheatre.org**

For information on the company as well as current and past projects, visit our website www.ioutheatre.org.uk

If you have any questions, please feel free to email me.

We're looking forward to hearing from you.

With best wishes,

Joanne Wain
Executive Director

About IOU

IOU aims to make innovative and original art-work and to find inventive ways to present work in unexpected places for new and diverse audiences to experience. The company encourages people to explore their own imagination and creativity and helps to nurture and support a new generation of artists, technicians and producers. IOU is distinctive in the way it combines engineering, construction and new technology with the arts and performance based skills.

IOU is an Arts Council Portfolio company based in Halifax, a mill town in the scenic Pennine landscape and takes a leading role within the expanding creative ecology of the region. The company's creation base is designed by Gagarin Studio Architects and is an adapted space within Dean Clough Mills. Here we devise, make and often show the work before touring to other destinations. It houses IOU's administration, workshop, galleries and studio and is a place for the public to visit, see the work and take part in open workshops and creative activities.

The IOU team is led by Artistic Director, David Wheeler and Executive Director, Joanne Wain; with Technical Manager, Dan Powers; Communications Manager, Emma Bosworth and Finance Manager, Katie English. Project teams are brought together from a pool of experienced IOU artists, makers, writers and performers and we attract and develop new talent through collaboration, R&D and professional development programmes. IOU is a charity and governed by a board of Trustees

In 2020-2022 we are working towards several different objectives:

- The delivery of a touring strand of existing work.
- The development of two new projects Sea to Sea and an as yet untitled 360° film.
- The launch of a new website which includes a digital archive and new screen based IOU art.
- Developing and delivering a learning and talent development programme.
- A year round programme of exhibitions in our gallery and studio.



About The Role

IOU is seeking an experienced producer to support IOU's programme of work and lead and expand the company's talent development strand.

The role is for a producer with experience and energy to bring to our small team and help realise the ambitious and complex projects we create. You will be passionate about making exciting projects for a diverse audience and open and enthusiastic to work in new and varied ways.

You will have knowledge of the sector and the arts and will be able to champion and articulate, verbally and in writing, IOU's work. You will have extensive knowledge of fundraising, or wider income generating experience, and evidence of meeting fundraising goals. You will be inventive and tenacious in finding new routes to funding projects and be able to identify and seize new opportunities while remaining appropriate to the company's ethos and values.



Visit [Rear View Drone Footage](#) of our previous show in Blackpool.

Visit [Rear View 360](#) to see a 360 Film of our previous show in Grantham.

Job Description

Title: Producer (Projects & Learning)

Reports to: Executive Director

Responsible for: Project management and fundraising for new projects; producing and developing our talent development and learning strand; developing IOU's touring portfolio including fundraising and fee generation. Other responsibilities include logistics, artist liaison, networking with emerging artist groups, building opportunities and underpinning audience development activity.

IOU Team: Artistic Director, Executive Director, Technical Manager, Marketing & Communications Manager, Finance Manager, Freelance artists and temporary staff.

Based: Halifax

Job Purpose

Work with and support the Artistic Director and Executive Director on specific year round projects, including but not limited to the IOU touring programme, digital projects, exhibitions, workshops and our talent development and learning strand. Fundraising and income generation across all projects.

Key Responsibilities

PRODUCING GENERAL

- To work alongside the Directors to develop projects from concept to inception including fundraising, relationship management, programming, logistics, tour management, budget management and evaluation.
- To continue the expansion of our talent development and learning strand including - the volunteer programme, Making It, Space Time Tools Advice and Explore It.
- Build strong relationships with key stakeholders.
- Lead on contracting and scheduling of artists and freelancers.
- Support in the planning and delivery of productions/projects.
- Secure accommodation and travel where required.
- Ensure that all programmes are well managed in terms of communications and logistics at all levels.
- Evaluate productions with partners and the creative team.
- Work with effective project management systems.
- Produce high quality work across all areas of work.
- Willing to travel and weekend work as required (TOIL in place)
- Undertake any other appropriate duties required by the Executive Director

FUNDRAISING, PROMOTIONS & REPORTING

- Research potential funders and strategic partners, from all sources and sectors.
- Write, compile appropriate supporting materials, and present requests for funding (including applications, proposals and one-to-one asks)
- Work with the Executive Director and other members of staff as appropriate to write bids to trusts and foundations.

- Prepare regular reports for the Board and appropriate reporting for all grants' relationship management.
- Achieve fundraising targets.

TOURING

- To be active in the touring networks of both indoor arts venues and outdoor sector.
- Connect with local relevant organisations for tour booking and partnerships.
- Find engagement and show locations.
- Make presentations and pitch to secure booking.

LEARNING & TALENT DEVELOPMENT PROGRAMME

- To fundraise to develop the talent development and learning offer.
- To programme, and manage the logistics for the talent development and learning programme.

MANAGEMENT

- Monitor and track fundraising expenditure within agreed budgets.
- Attend events as required and represent IOU at meetings.
- Be a champion of equal opportunity.
- To line manage project staff and volunteers.

COMPANY DEVELOPMENT

- Participate in organisational and strategic planning.
- Take responsibility for the maintenance of good filing/archive systems and database.
- Contribute to and participate in monitoring and evaluation.
- Act as an advocate for IOUs mission and values at all times.

COMMUNICATIONS

- To work with the Marketing Manager to ensure programme marketing aims are delivered for IOU and partner venues on time and to schedule.
- To assist in the promotion of specific projects and programmes.
- To contribute to evaluation and documentation of the programme.

FINANCE

- To manage programme budgets by working with the Executive Director.
- To adhere to company financial systems.

POLICIES

- To be fully conversant with all IOU policies including Equal Opportunities and Health and Safety and ensure by following established working practices and guidance that all policies are adhered to at all times.

REPORTING

- To provide narrative and data for reporting and evaluation purposes.

Accountabilities

- To secure funding for projects and the talent development strand.
- To secure bookings and fees for touring portfolio.
- To manage and develop the talent development and learning strand.
- To deliver logistics for all programming elements.
- To create fundraising bids for the relevant programmes and effective income generation.
- To manage budgets and deliver appropriate reports.

Please note: the tasks listed become necessary at different times of the year and support the varied pattern of IOU's work.

Person Specification

Essential

- At least 5 years' producing experience with a demonstrable track record of successful project/production delivery.
- Experience of fundraising with a successful track record in the arts, cultural or wider charitable sector
- Experience of devising, delivering and monitoring fundraising strategies
- A confident knowledge of the scope of potential trusts and foundations.
- An informed interest in the work of IOU and a commitment to our vision and core values.
- Experience of tour booking and management of a variety of small and large-scale art projects including indoor and outdoor theatre and installations.
- Experience of managing workshops and events and a talent development and learning programme.
- Experience of contract negotiation
- Impeccable networking skills and confidence in developing and maintaining contacts across various funding opportunities and sectors.
- Motivation, tenacity and ability to implement a robust and resilient tactical campaign
- Excellent organisational and time management skills, able to remain calm under pressure.
- Excellent attention to detail; can demonstrate logical and methodical approach.
- Adept with various IT packages and comfortable working with technology.
- Strong literacy skills.
- Act as an advocate for IOU'S mission and values at all times.

Desirable

- Experience of producing site-specific theatre
- Experience of working with marketing and communications and an understanding of audience development.
- Knowledge of the North as a cultural and creative hub.

The duties listed above should not be regarded as exhaustive or inclusive as other tasks associated with the post may be required.

Terms & Conditions of Employment

Job Title: Producer

Salary: £26,000-£28,000 FTE

Contract: Fixed Term Temporary One Year Contract with a view to making permanent

Place of Work: IOU at Dean Clough, Halifax, West Yorkshire.

Hours a week: 37.5 hours a week (5 days a week)

Probation Period: Six months, during which either party may terminate the contract with a months notice. Notice period is three months following the successful completion of the probation period.

Equal Opportunities: IOU is committed to a policy of equality of opportunity in its employment practices with the aim of ensuring that everyone who works for us receives fair treatment

Identity checks: The successful applicant will need to provide official documents to confirm they have the right to work in the UK and undergo a check with the Disclosures and Barring Service. [Compliance with Asylum and Immigration Act 1996]

Application Requirements

Email the following to joanne.wain@ioutheatre.org.

Please use the subject heading Producer Application

- A cover letter which responds to the job description and why the post is of interest to you
- A CV

Deadline 10am on Monday 20 January 2020

Interviews 27 January 2020

Start Date February 2020

Please complete the online anonymous [Monitoring & Diversity form here](#):

IOU promotes equality and diversity in the workplace. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

In compliance with the Data Protection Act, IOU will treat all information contained within this form as confidential. The information you provide is for monitoring purposes only and will stay confidential, anonymous and be stored securely.