

SELINA THOMPSON LTD EXECUTIVE PRODUCER JOB PACK



Hi, I'm Selina Thompson and I am the Artistic Director of Selina Thompson Ltd.

We're looking for a new Executive Producer this year. It's a bit scary for me, I've worked with the same Producer for about five years, give or take, and I've only been making work outside of educational contexts for seven years, so it's no small thing.

I guess, when an artist – especially one that is largely solo, and is making autobiographical work – goes looking for a producer, what they go looking for is a partner in crime.

Somebody who will love the art as much as they do, who will fight for it and believe in it. My practice has my heart and soul in it, my very bones. So I need someone who will feel responsibility of that, and care for it.

We're a company that is committed to the marginalised. To people who are working class, have disabilities, to People of Colour, to Women, to people who identify on the LGBTQIA spectrum, to elders and children, to people with chronic illnesses, to people with complicated immigration statuses. So whoever this producer is also has to be someone who is keeping the company accountable to those values, to a code of ethics that sees art as something that pushes back against oppression.

Now don't get me wrong – I'm not looking for someone with no perspective. I'd like somebody who takes their weekends and their evenings as frequently as possible, who knows that breakfast needs to come before the meeting, and that sometimes that's enough work and its time to go to the pub. At best work is fun – a series of adventures that we get paid for. So it would be good if you had a sense of humour, and a rich exciting life of your own. Its only art, after all.

But above all, I want ambition! And fire. That's what I seek in all my collaborators. Someone who reads all of that above and still sees the sky as the limit, who thinks that the work we create, with the values it holds, can go anywhere and do anything, and wants to actively be a part of planning and executing that – and knows that its only worth it if we still have integrity and health when we get there.

I'm not looking for someone perfect. The best producers have made mistakes, I reckon – and they're open and honest about those mistakes, because they've learnt from them, and see their value. I'm not looking for all the answers, or golden expertise – we'll figure something out together.

I'm just looking for a partner in crime.

Big love,

S xxx



Job Title: Executive Producer

Contract: Freelance (flexible, approx. 2 days p/wk)

Location: National. Primarily between London and Birmingham.

Fee: £150 p/day, approx. £15,600 annually. Plus expenses.

Duration of agreement: 12 months, with a 6 month review.

Closing Date: 12pm, 20th February 2019

Interviews: W/C 25th March 2019

About Selina Thompson Ltd

Selina Thompson Ltd makes work that is urgent, playful and intimate. We work around the world. So far our performances and installations have been presented in Australia, Canada, Germany, the US, Brazil, Ireland and across the UK.

In 2019 we're set to tour our award winning production 'salt.', which was presented by the British Council Showcase in 2017 and has been received with international acclaim, across Canada and North America, to the Royal Court in London and into Europe. Alongside 'Race Cards', which tours independently and has been translated into three languages so far.

We will also be developing two exciting new projects: 'Oh God Not Another One', a project exploring democracy and 'The Missy Elliott Project, an ambitious and international new musical centering black teenage girls.

Selina Thompson leads the company as Artistic Director, supported by an Assistant and exemplary Board of Directors.

Following the departure of our previous Producer, we are now looking for someone who is able to join us in a strategic and senior position to continue developing our international profile and unique portfolio of new projects in development. You can see more about our work at www.selinathompson.co.uk

Winner of The Stage Edinburgh Award

Winner of The Filipa Braganca Award for Best Female Solo Performance

Winner of The Total Theatre Award for Experimentation, Innovation and Playing with Form

'a force of nature' – The Stage

'Thompson is so personable you could eat her up' – Lyn Gardner, The Guardian

'an inspiration' – The Independent

Featured in *The Stage 100 Most Influential Leaders 2018*

Named in the top '10 Black British Women Killing It In Their Field' – BuzzFeed

ABOUT THE ROLE



Responsible to: Reporting to the Artistic Director and Board of Directors

Purpose of the role: The Executive Producer will work closely and strategically with the Artistic Director to deliver an exceptional artistic programme and develop the company's profile. They will lead on the company's strategies across fundraising, R&D, touring and development of the business model. They are a core collaborator and leader of the organization, there to support the creative teams and artistic process by creating a considered and sustainable environment for new work to be developed and produced.

Responsibilities:

Producing

To tour book and manage the company's productions across the UK and globally: negotiating correct deals with partners and maintaining overall quality control for each work.

To work closely with the Production and Stage Management team and maintain oversight across project developments, pre production periods and touring.

To manage show and production budgets.

To support the Artistic Director and creative team during research, development and making processes.

To ensure all working environments are safe and accessible, with the highest standard of pastoral care.

Communications

To maintain oversight across all company marketing and communication channels.

To act as a point of immediate contact for all partners, funders and team members.

To work with agencies and in-house PR and Marketing teams across all projects.

To pursue national and international media coverage.

To manage and generate content for the company's website.

To advocate for the company at key networking and industry events.

To generate and implement audience development activities.



To generate and supply marketing materials to partners and venues as needed.

To work with the Engagement Manager to ensure all work with young people and audience development activities are within company policy.

Fundraising

To create and lead on sustainable fundraising strategies.

To identify and build relationships with Trusts and Foundations.

To keep in communication with Arts Council England.

To identify, write and deliver fundraising applications.

To generate Earned Income through commissioning, co producing, touring and other avenues.

Management

To act as Line Manager for the Artist Assistant.

To maintain excellent working practices across the company's activities and ensure all team members are paid and treated fairly.

To manage freelance and other company staff where appropriate.

To project manage key projects by writing and implementing schedules, identifying key milestones, acting as evaluator and completing evaluation reports where necessary, liaising with partners, attending key events and meetings and maintaining a high standard of communication across all elements of the project.

To lead on financial management for the company including (but not limited to) writing and managing annual budgets, generating and updating cash flow, processing invoices, running payroll and reporting to the Board.

To lead on Governance alongside the Board of Directors by arranging Board Meetings and generating appropriate reports, whilst monitoring any actions set in previous meetings.

To be a core part of the company's team and Artistic Programme, including attending performances, sharings, premieres, meetings and audience development events.

This list of responsibilities is not exhaustive and the Executive Producer may be required to perform duties outside of this as operationally required.



PERSON SPECIFICATION

Essential skills and experience:

Minimum of 5 years demonstrable experience as a Producer.

Understanding of interdisciplinary contexts of making and creating work – has an interest in visual and music arts.

A solid understanding of small scale work in both national and international landscapes, with an ambition to move towards middle scale work.

Ability to demonstrate well-rounded interpersonal skills and to work with a range of stakeholders, with a confidence in communicating and working with people from a variety of backgrounds and fields, within and outside of the arts.

Excellent networking skills. Able to advocate for the Company and field conversations where necessary.

Demonstrable and extensive fundraising experience.

Experience in financial management including monitoring and preparing annual accounts, overseeing companies cash flow and project specific budget management.

Experience of contracting including commissioning, co-producing, touring and freelance team agreements.

Ambitious - able to set own aims, targets and goals, self-motivate and to use own initiative, in order to contemplate next steps and prioritise and manage conflicting demands.

Ability to respond quickly and troubleshoot issues calmly and flexibly.

A genuine commitment to maintaining and broadening cultural diversity and access across all areas of Selina Thompson Ltd and the industry as a whole.

No formal qualifications are required for this role – and we are open to applications from those wishing to take the next step in their careers. We are looking to work with somebody who enjoys being a core part of a small team.

Desirable (but not essential) skills and experience:

Knowledge of Selina Thompson's work.

Experience of working in contemporary / live art.

Experience of working mid-to-large scale and knowing what that transition looks like.



Well travelled and well networked across the creative sector – national and international.

Experience of working with access needs and / or advocating for them.

Understanding of GDPR rules and regulations.

To Apply: Please submit a CV and short covering letter (no more than 2 pages) stating your interest in the role and relevant experience, alongside two contacts for references from previous roles in similar fields to info@selinathompson.co.uk

Please contact us if you have any queries.