



# COMPANY PRODUCER JOB PACK

AUGUST 2020



SELINA  
THOMPSON<sup>LPC</sup>

# Hi, I'm Selina Thompson

## and I am the Artistic Director of Selina Thompson Ltd.

We're hiring a Company Producer to lead the company in delivering its activity for Elevate. Over the next two years we'll be writing a business plan, potentially an NPO application, experimenting with having our first dedicated space in Birmingham, and developing our board and governance structures. In the face of Covid-19 and the ongoing changes to our sector, resilience and adaptability will be key.

We'll still be making art: we'll continue to conduct experiments in democracy with *Oh God! Not Another One?*, *Race Cards* and *salt* will still be out in the world and we've still got to finish that Missy Elliott musical - and there are some really big and exciting dreams around adoption, scripting and how we might support and nurture other artists.

But this is a job about strategy - working with me, Toni-Dee (access assistant and artist associate), Sarah (administrator), and our board (Emma Frankland, Akwugo Emejulu, Tim Etchells, Priya Jethwa, Amahra Spence and Clare Clarkson) to build structures that give the company the stability it has needed for years. You need to be passionate about this stability, and all that that can open for artists, especially those of us typically marginalised. I also need someone who can be dedicated to Birmingham and to what it looks like to truly root a company in the city.

It's also about finding new approaches to the challenges and tasks outlined above: thinking about business plans as both political and artistic documents, thinking about how one might work restorative justice practices into company policy, thinking about how climate justice can (or cannot) be written into your company's ethos in a meaningful way when you depend on international revenue. All of this has to be turned into tangible processes to work, to make it happen.

We're a company that is committed to the marginalised. To people who are working class, have disabilities, to People of Colour, to Womxn, 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 Company 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.

So there it is: a callout for someone else who has that desire for collaboration, partnership, and sharing in the joyful, the utterly exhausting and the profoundly important nature of working in this sector.

Get your application in!

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**Job Title:** Company Producer

**Contract:** 4 days p/wk, Employed by Company

**Location:** Based in Birmingham.

**Fee:** £39,000 pro rata. Plus expenses.

**Duration of agreement:** Initial 18 months, with a 6 month review.

**Closing Date:** 5pm, 7th September 2020

**Interviews:** 14th September 2020

### **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 the past 12 months we've taken our multi award winning *salt* out to New York for its Off Broadway premiere, commissioned our first artist (who built a giant sleep vessel in the Birmingham REP rehearsal rooms), and been awarded £100k by the Arts Council to increase the ambition of our work. This Spring we will launch new work *Immersion* in Tower Hamlets, with revamped digital versions of works in the pipeline as an adaptation to the global health crisis. *Salt* is hopefully set to tour in Scandinavia and the Benelux, and the Missy Elliott project will continue to do its exciting work with young womxn across Ireland. In addition to this, *Race Cards*, continues to tour independently and has been translated into three languages so far.

There are exciting plans for new work and our focus over the next 18 months will be building sustainable structures that allow us to make our most daring work yet.

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

Following a change in direction for the company and short period without a 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](http://www.selinathompson.co.uk)

Winner of The Stage Edinburgh Award, The Filipa Braganca Award for Best Female Solo Performance & The Total Theatre Award for Experimentation, Innovation and Playing with Form for *salt*.

Recipient of the 2019 Forced Entertainment Award

'*a force of nature*' – The Stage

'*an inspiration*' – The Independent

Featured in *BBC Front Row's riskiest Art Works of the Decade*



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## About the role

**Responsible to:** Artistic Director & Board of Directors

**Purpose of the role:** The Company Producer will work closely and strategically with the Artistic Director to deliver an exceptional artistic programme, develop the company's profile and 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 organisation, 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:

#### COMPANY DEVELOPMENT

To lead on the organisational development of the company, in collaboration with our team, board, Elevate partners and business consultants. This will include but is not limited to:

- Creating a well-resourced and resilient company structure that increases capacity and develops expertise.
- Evolving company governance and developing the skills of the board.
- Developing a new business plan with a focus on NPO, and with company Wellbeing & Access model access at its heart.
- Partnership building in Birmingham for stability and engagement and on national stage to build profile and critical context.
- Diversifying and increasing income streams.
- Exploring and developing our strategic role, base and engagement in Birmingham, including but not limited to exploring the potential of a permanent space for the company.

#### 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, including managing show and production budgets.
- To support the Artistic Director and creative team during research, development and making processes, ensuring all working environments are safe and accessible, with the highest standard of pastoral care.



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## 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 and other key stakeholders
- 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 Company Administrator, Engagement Manager, and 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) setting, writing and managing annual budgets, delivering Finance reports to the Board and overseeing day to day financial processes.
- To lead on Governance alongside the Board of Directors and AD by generating appropriate reports and monitoring any actions set in previous meetings.



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## COMMUNICATIONS

- To Advocate for the company at key networking and industry events.
- To generate and implement audience development activities.
- To work with the Engagement Manager (as required) to ensure all work with young people and audience development activities are within company policy.
- To collaborate with the Company Administrator to:
- Maintain oversight across all company marketing and communication channels.
- Act as a point of immediate contact for all partners, funders and team members in collaboration with the Company Administrator
- Work with agencies and in-house PR and Marketing teams across all projects, pursuing national and international media coverage as well as generating and supplying marketing materials to partners and venues as needed.
- 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 Company Producer may be required to perform duties outside of this as operationally required.**



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## Person Specification

### ESSENTIAL SKILLS AND EXPERIENCE

- Minimum of five years demonstrable experience as a Producer.
- Experience of working within a small, independent organisation.
- 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 proven 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 1 page) 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](mailto:info@selinathompson.co.uk).

**Please contact us if you have any queries, especially if there are ways in which we can make this application process more accessible to you.**



Supported by  
**ARTS COUNCIL  
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