



Executive Producer

Job Pack

Thank you...

...for your interest in the position of Executive Producer with us. This is an exciting time for the company – financially stable with healthy reserves and a small, high performing team developing and delivering a fantastic range of projects. If what follow interests and excites you, we'd love to receive an application from you.

Following is, we hope, all the information you might need at this time:

- Job Description
- Person Specification
- Position Overview
- a page on Unlimited's values and history.

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

If you have any questions not answered here or on the site, please feel free to email me j@unlimited.org.uk - I'm happy to arrange a telephone call if you'd prefer.

We're inviting you to apply for this post by submitting your CV with a covering letter and an (optional) completed Equal Opportunities Monitoring form.

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 midday on Monday 5th November 2018.

If shortlisted, we will contact you by 5pm Friday 9th November with an invitation to meet us for interview.

Please submit your application preferably by email to j@unlimited.org.uk or by post addressed to me at: Unlimited Theatre, Studio 21 Munro House, Duke Street, Leeds LS9 8AG.

If possible, we'd prefer to receive any digital documents/attachments as PDF files.

We're looking forward to hearing from you.

With best wishes,

JON SPOONER, Artistic Director



JOB DESCRIPTION

Job Title: Executive Producer

Reports to: Artistic Director *Artistic*
Executive Director *Operational*

Line management of: Freelance Assistant Producers where appropriate

Job Purpose: Responsible for realising all of Unlimited's creative activities, dreams and potential, working closely with the Artistic Director (AD) and Executive Director (ED). The Executive Producer's primary responsibility is to make projects happen, in line with clear strategic plans and organisational aims.

MAIN RESPONSIBILITIES

STRATEGIC

- Collaborate with the core artists to develop imaginative and inspiring ideas and artistic plans that will sit at the heart of all of the company's future planning.
- Identify opportunities to scale up projects where appropriate, distributing the company's finished work as widely as desirable, including regional, national and international touring and creating work for digital and other platforms.
- Contribute to the ongoing conversation within Unlimited about our place in the world: in theatre, in science, in society, in politics etc.
- Work with the AD/ED/Board to develop strategic developmental and organisational plans for the company, including business planning, income generation, audience development and organisational structure.
- Work closely with the ED/AD/Board on the setting of all organisational budgets and income generation targets.

PRODUCTION

- In collaboration with the AD actively pursue, develop and secure opportunities for the company to create new work across all its strands including commissions, co-productions, programming slots, one-off funding opportunities.
- Develop (in collaboration with Assistant Producers where appropriate) detailed project management plans and oversee the management, producing and delivery of all artistic activity to the highest possible standards within the agreed timeframes and budgets.
- Support Assistant Producers in the delivery of all aspects of their project roles through regular contact, scheduled one-to-one sessions
- Nurture and develop the company's network of relationships - stakeholders, collaborators, partners, funders, taking a level of care that ensures all relationships remain strong and positive.
- In collaboration with the ED, negotiate all deals with artistic and production teams, and contract all freelance staff using standard company template agreements.
- Develop and set all projects budgets, and manage budgets and project finances, in collaboration with the ED, any assistant producers and Unlimited's Bookkeeper.
- Take responsibility for all project-based fundraising and income generation, from venue commissions to co-producing contributions, trust and foundation funding,



sponsorship, box office targets, merchandise and other appropriate sources, and line manage any external fundraisers brought in to support this activity, sharing this responsibility with the ED in accordance with the Income Generation Strategy.

- Oversee and be accountable for all project budgets and management of said budgets reporting to the management team and board as required.
- Oversee and be accountable for marketing, communication and audience development for each project
- Have oversight of the relationship between Unlimited and partners in any co-productions
- Support the team in the continual monitoring and evaluation, helping to capture project specific statistical and anecdotal data to support the ED in compiling reports, for both internal and external use, including submissions to ACE and other funders.

GENERAL

- Represent and advocate for the company at festivals, industry events and arts markets throughout the world, to raise profile and develop new relationships.
- Work closely with the Unlimited team, including the Operations Manager and freelance staff, as required, including supervision and line management where appropriate.
- Attend Finance Meetings, weekly company meetings and Management Meetings as required (either in person or via the internet), preparing reports and information in advance, where necessary.
- Attend Board meetings and contribute where required on reporting back on the progress of projects and on future plans.
- Adhere to company Financial Procedures and support the Bookkeeper where required.

SUMMARY OF RESPONSIBILITIES

- Develop, produce and distribute work with the core artists
- Fundraising for projects (with ED)
- Audience development, business planning, organisational structure (with ED, AD)
- Financial reporting of projects
- Financial variance reporting
- Project variance reporting
- Line management of Assistant Producers and other freelancers as required
- Negotiating deals and contracts (with ED)
- Stakeholder management (with AD, ED)
- Reporting to the board of trustees
- External advocacy
- Monitoring, evaluation and reporting (with ED, AD)

SUMMARY OF ACCOUNTABILITY

- Financially accountable for projects
- Audience development strategy
- Venue/Partner deals and contracts (formal and informal spaces and locations)
- Distribution of work



PERSON SPECIFICATION

You have...

...a deep experience and understanding of:

- producing contemporary work across a range of venues and for a range of audiences
- strategic planning and development of creative organisations
- fundraising and funding policy in the arts sector at local and national level

You are...

- a hands-on problem solver capable of managing multiple priorities
- an excellent communicator – internally within the team and externally to partners, audiences and funders
- well connected within the arts sector, particularly the performing arts

You enjoy...

- working effectively and efficiently with others in an ever-evolving environment
- working collaboratively with artists and “making a difference”
- meeting new people and creating new opportunities
- a challenge and finding creative solutions to unexpected ‘problems’
- working in sincere collaboration with your colleagues

You are also ideally...

- well connected to other arts professionals working at a senior/exec level
- connected to senior professionals in other sectors e.g. science/broadcast
- interested in Unlimited’s ongoing conversations about theatre, science, politics and the wider world
- experienced in working with local authorities and city councils
- keen eyed for opportunities to develop projects beyond their original scope

POSITION OVERVIEW

You will work in close partnership with our Artistic Director (Jon Spooner), Executive Director (Tessa Gordziejko) and Operations Manager (Alison McIntyre) to co-lead the company through an exciting time of new projects and ongoing growth.

Depending on the projects, you will also work closely with additional producers, frequently in an oversight and mentoring capacity, as well as producers working with our partner organisations, such as Civic Digits (Clare Duffy’s company). You will also have regular contact with Clare and occasionally Chris Thorpe, who, with Jon, are the founding artists at the heart of the company. You’ll also have interactions with the Board of Directors.

The current staff and management team consists of:

- Board (voluntary)
- Artistic Director (full time)
- Co-Director and founding member Clare Duffy (project specific, 10+ wks per year)
- Executive Director (3 days a week – normally Tuesday to Thursday)
- Operations Manager (normally Tuesday and Thursday)
- Bookkeeper (1 day a fortnight – normally Thursday)
- Other freelance and contractual staff join the team as required (Creative Team, Production and Stage Management, cast, Press and Marketing reps etc)



As you can see from the above, all part time staff work Tues-Thurs and this is an important (and very successful) part of our operating structure to ensure regular and consistent contact and communications. While there is always flexibility for staff, we would expect to maintain this structure with the Exec Producer normally working Tuesday, Wednesday and Thursday of most weeks.

Induction will take place on commencing the role and training provided where needed.

While the company is currently based in Leeds, our work is also with partners across the UK and sometimes overseas, with a particular focus in the North of England. While there may be weeks when you and the Artistic Director are working remotely because of the development, production or touring schedule, you will always have contact with and support from all members of the team who are used to working remotely.

- Salary:** from £35-38,000 per annum (pro rata) dependent on experience
- Contract:** Permanent (subject to probationary period)
- Hours:** Part time – minimum 24 hours per week. Lunch and other breaks are not included in the hours of work.
- Pension:** Company managed Stakeholder Pension scheme of which the Company's contribution shall not exceed 3%.
- Holidays:** 24 days per annum pro rata (not including public/statutory holidays).
- Notice Period:** 12 weeks



UNLIMITED THEATRE

Unlimited is a Company Limited by Guarantee and a Registered Charity. We are currently an Arts Council of England National Portfolio Organisation with funding secured through to 2021. We have successfully secured Arts Council NPO and core funding since 2003

OUR VISION

To create inspiring new stories and world changing experiences.

To share our stories across many platforms with people throughout the UK and internationally.

OUR VALUES

Empathy, generosity and collaboration in partnerships

Rigour, curiosity and optimism in process

Innovation, adventure and brilliance in presentation

Our core values underpin everything we do, including our approach to 'back office' functions and administration. We strive to take an ethical approach to all aspects of our work and start and finish with thought, love, care and attention for what we do and the people with whom we work.

OUR CHARITABLE OBJECTIVES

We are committed to evolving new ideas and pushing non-mainstream voices centre stage. We produce and tour our work in ways that always consider how we can reach the most diverse range of people possible. Our aims are underpinned with a programme of education and outreach work that widens participation while empowering and developing the creative potential of those who participate.

BACKGROUND

Founded in 1997, Unlimited is a company of artists and producers based in Leeds UK making and telling inspirational stories for live performance in public spaces – theatres, festivals, galleries, museums, the streets of your city, on the internet and for broadcast.

We specialise in collaborating with scientists and telling stories inspired by leading edge developments by researchers at the forefront of their fields.

“Unlimited have been pioneers in combining theatre and science, fearlessly going where few other companies have gone before in exploring the metaphysical and everyday impact of scientific advances on our lives” The Guardian

While much of our work with scientists is for an adult audience, we have a dedicated strand for children delivered through the **Unlimited Space Agency (UNSA)**. UNSA's patron is the British astronaut Tim Peake and regular partners in our mission to “inspire the next generation of poet-scientists and space explorers” include the Science Museum, the Royal Observatory, the Met Office, the British Science Association and the European Space Agency.

“The Unlimited Space Agency is great. Their approach to inspiring children about science is rigorous, fun and it works! I'm proud to serve with them on their mission to inspire the next generation of scientists and space explorers.” Tim Peake, astronaut



UNSA creates interactive adventures for children to inspire them in science and has won a **series of prestigious prizes** for its work including a National Charity Award, the Sir Arthur Clarke Award for Space Education & Outreach, the WISE Champion Award for inspiring young women and girls in STEM subjects and the global **“Best Mission Concept” from NASA**.

Beyond our work with scientists, we also create touring shows inspired by our obsessions – our most recent shows have been about money, death and flying bears. We are currently producing a show in co-production with HOME in Manchester that Jon and Clare have made in collaboration with RashDash [Future Bodies](#) and Jon is the lead artists/producer for the headline performance event for [Manchester Science Festival](#).

While Unlimited is led by a core creative team of artists and producers, the shows are always co-created in collaboration with an expanding pool of associate artists, scientists, technologists and permanent support staff. Whenever possible we aim to create the shows *with* as well as *for* our audiences.

We regularly work in partnership with some of the UK’s most exciting theatres (e.g. HOME and the Royal Exchange in Manchester, Northern Stage in Newcastle, The Bush in London), science organisations (e.g. The Science Museum group, The Met Office, UK Space Agency) and festivals (e.g. Latitude, Green Man, Bluedot).

We tour extensively in the UK and have presented work at international festivals and venues in the Republic of Ireland, Germany, Zimbabwe, The Philippines, Papua New Guinea, Ukraine, Singapore, South Africa, and the USA among many others. We are long standing and active members of both the Independent Theatre Council and the IETM, regularly attending plenary meetings overseas.

Welcome to the shows. We hope you can join us...