

Job Title: Producer

Hours: 1.5 days a week freelance contract / 6 month fixed term contract

Salary: £185 per day

Location: Remote

Reports to: Artistic Director

Closing date and time for applications: 30th September 2021

Interviews will be held in the weeks of 18th October 2021

Start Date of appointment: 1st November 2021

ABOUT THE COMPANY

Founded in 2012, Body Politic (BP) is a critically acclaimed professional Hip Hop company based in Oxford, a flagship female led organisation, whose work empowers the voices of under-represented communities both, on and off the stage.

Body Politic work with artists primarily from diverse communities. Through producing evocative dance theatre work and implementing ambitious outreach programmes, we seek to actively address the imbalance in representation of artists of Black and Asian origin and hip hop theatre as an art form.

ABOUT THE ROLE

The Producer is responsible for overseeing the delivery of creative projects, managing finances and logistics, coordination collaboration and communication between Body Politic and external partners/venues, liaising with artists and collaborators.

The role requires experience, exceptional organisational skills and an appetite for detail. This role is pivotal to the delivery of Body Politics forthcoming productions and future strategy.

Working closely with Artistic Director, Emma Jane Greig you will develop a strategy for Body Politic projects including current creations of their new work *THEM*, the growth of artist development strands such as *The Writer's Toolkit* and scoping digital facing opportunities; that respond to contemporary and future ways of connecting dance (and Hip Hop dance) to broad audiences.



To develop and maintain strong partnerships and to attract key investors and stakeholders from the arts sector and beyond. Be responsible for the day-to-day management of Body Politic budgets and support Emma Jane Greig's fundraising activities.

To lead on the coordination of projects, negotiate financial contracts with creatives and manage freelance creatives employed for such projects. Together with the Artistic Director act as a senior advocate for the organisation within the locality, the sector and nationally.

KEY RESPONSIBILITIES

- Shape, manage and lead on Body Politic's theatrical projects and programmes.
- Create and control project budgets (excluding book keeping and management of accounts etc)
- Support Artistic Director with the overall vision of Body Politic, including preparing and attending consultancy meetings.
- Contributing to artistic programming and networking Artistic Director with other artistic collaborators, venues, facilitators etc.
- Collaborate with the Artistic Director on the producing strategy for projects and support bid writing.
- Plan contingency timelines for worst case scenario funding resubmissions
- Seek partnership and funding opportunities - Partnerships with Swindon Dance, Omnibus Theatre, Dancin Oxford
- Work with partners to build artistic projects and propose partnership structures, financial deals etc.
- Tour booking
- Act as a springboard for educational activities where they crossed over into core artistic / developmental activities
- Liaising, briefing and contracting all freelancers
- Co-design and deliver evaluation models
- Feedback on artistic works in the studio, and work closely with Artistic Director to ensure high quality creative outputs
- Produce Artist Development Programmes such as Writer's Toolkit
- Build BP profile & represent organisation (with Marketing Manager)

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

PERSON SPECIFICATION

The successful applicant will demonstrate the following skills, experience, and personal qualities:

ESSENTIAL

- Demonstrable experience of working with artists and supporting creative processes
- Experience in producing successful performing arts productions, particularly on small to middle scale in subsidised and/or commercial sectors
- Proven ability to draft and manage production and touring budgets, preparing monthly management accounts and end of production accounts.
- Demonstrable experience of negotiating and drafting contracts with venue, artists and performers
- Excellent organisational and time management skills
- Excellent interpersonal and communication skills both verbal and written
- Able to work on own initiative, and prioritise a varied workload
- Ability to work well under pressure in a busy environment
- Ability to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload
- Willingness to work evenings and weekends, including both UK and overseas travel as required.
- Expert user of Excel and Word and basic knowledge of Outlook
- Comfortable with being privy to confidential and sometimes sensitive information, and able to maintain discretion when appropriate
- Flexible approach and 'can do' attitude

DESIRABLE

- Excellent knowledge of the UK and international arts scene, particularly in relation to dance
- Familiarity with the work of Body Politic
- Experience of managing tours in the UK & abroad with freight requirements
- Experience of dealing with copyright and licence holders, publishers, PRS and PPL, Equity, Musician's Union
- Able to start immediately

CONDITIONS OF EMPLOYMENT

This is a part-time position. Normal office hours are Monday – Friday, 9.00am – 6pm. Flexibility over working hours and days will be required.

Candidate must be available for team meeting on Mondays 9:30-10:30am

This post is offered as a 6-month fixed-term contract. This is offered under a freelance basis.

This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review, the notice period becomes two months.

HOW TO APPLY

Please send CV and 1 page cover letter before the closing date to: **Emma-Jane Greig** at email: Emma-Jane.Greig@bodypoliticdance.com

Closing date and time for applications: 30th September 2021, 12pm

Interviews will be held in the weeks of 18th October 2021

Start Date of appointment: 1st November 2021

Body Politic encourages people from any background to apply for this post. We are committed to creating a workforce which is representative of our society, and to bringing together those with a variety of skills and experiences to help shape what we do and how we work.