



FREELANCE PRODUCER AND CHANGE AGENT JOB DESCRIPTION

DATED: [AUGUST 2019]

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About Us

Diverse City is a team of passionate optimists who believe that we are all enriched by a more diverse, dynamic, relevant performing arts culture. All that we do aims to increase diversity and equality of opportunity in the arts so that no one is left behind or left out. Diverse City is a charity registered in Dorset where the majority of our team are based (in Poole, Swanage and Bridport). We are committed to flexible and inclusive working practices and the team works remotely across the South West in Bristol, Gloucestershire, Somerset and London. We tour our work regionally, nationally and internationally. Please contact Becky Chapman (Executive Director) for details: becky@diversecity.org.uk

Our Values

<i>Optimism</i>	<i>We can change things for the better</i>
<i>Collaboration</i>	<i>We work together to create impact</i>
<i>Justice</i>	<i>We champion equality for all</i>
<i>Creativity</i>	<i>We find creative ways to make change</i>

Job Context

This key freelance role is an agent for change that works alongside a network of producers to lead transformational partnerships nationally. The role is responsible to Diverse City SMT alongside the SMT of Extraordinary Bodies (our collaboration with Cirque Bijou Ltd) for programming, producing and touring key aspects of Diverse City's artistic programme. The producing role may include working with festivals, co-producers and communities. The role reports to this Senior Management Team and is contractually responsible & line managed by Executive Director. Opportunities for development include peer to peer exchange and facilitated Action Learning Set.

Your to-do List

- Lead-produce remount of *What am I Worth?* (The Production), including all creative access, and tours to confirmed venues The Lowry Salford and Theatre Royal Plymouth and potentially to unconfirmed venues which are funding dependent. **Please see appendix 1 for project background, outline and tour schedule.**
- Initiate and set parameters for The Production and create a producing plan that will realise the ambition of directors and design teams, with the support of the SMT, Production Management and Finance Manager.
- Negotiate contracts for example with venues, promoters, agents and creative teams to include access, availabilities, royalty agreements, fees, work permits, Access to Work, travel and accommodation arrangements, community

participation and engagement process, contras, marketing, FOH and evaluation requirements where appropriate.

- Provide support and timely information about the production to SMT, colleagues in Production, Marketing and Communications, CYP and Doing Things Differently.
- Support the director(s) and creative team through the planning, rehearsal, production & ongoing evaluation process and act as company representative/ manager on tour.
- Take on all producing responsibilities in order to deliver The Production to the highest standard with support from Production, Marketing and Communications and administration teams.
- Ensure accurate and prudent management of all delegated production budgets, provide timely and accurate updates of budget projections, cashflows and other financial information as required and within agreed finance procedures.
- Adhere to the collaboration agreement between Cirque Bijou and Diverse City

Programming

- Contribute to company artistic planning through sharing opportunities for retours, extended partnerships and new collaborations at quarterly producer meetings
- Liaise with the CYP and Doing Things Differently Producers to ensure that venue partner needs and assets in relation to equality and diversity are identified and opportunities for organisational change are supported through programmes of training and/or consultancy
- Play an active role in quarterly Action Learning Sets with Consultant Producer and Producer network to support professional development and network

Artist Development

- Support artist development initiatives including mentoring, identifying training/support needs and opportunities for developmental activity
- Participate in key regional and national networks on behalf of Diverse City from time to time

Duties and Responsibilities of all Diverse City Team members

- Be aware of the work of other teams in the achievement of Diverse City's aims and actively communicate and collaborate with them
- Assist as appropriate with projects managed by other teams (including but not limited to CYP & Doing things Differently).
- Work in accordance with the Equality and Diversity Policy of Diverse City and participate in the achievement of the theatre's Diversity Action Plan and Creative Case for Diversity objectives.
- Comply with rules and legislation pertaining to Health and Safety at Work and abide by the procedures as set out in the Health and Safety Policy.
- Comply with rules and legislation relating to Safeguarding (safeguarding officer Eilis Davis)
- Abide by other guidelines, procedures and policies provided by the Company.

- Take part in such working groups and committees as might from time to time be required for the fulfilment of Company aims.

We'd love to meet people who have:

- Lived experience of barriers to participation and engagement in the arts
- Experience of producing complex touring performance projects at all stages of development
- Considerable experience of budget management and financial control
- Passion for and knowledge of equality and diversity in contemporary theatre, emerging and next generation artists and the relationship to audience development and engagement
- Excellent people management skills and experience of working with independent artists including directors, designers, musicians, actors and circus artists
- Excellent negotiation skills and a good knowledge of UK touring networks, both outdoor and indoor
- Accuracy and attention to detail.
- Strong written and verbal communication skills.
- High standards of confidentiality, discretion, initiative and tact

And maybe a bit of this too:

- Experience of producing touring work
- Experience of programming venues or festivals
- Experience of working with diverse and emerging artists

appendix 1

What am I Worth?

Project Background

We anticipate the full tour of 'What am I Worth?' to be supported by an ACE project grant from 2020-2023. However, we will know the result of this grant application at the end of January and at the time of writing we are offering a contract to start as soon as possible and to include the rehearsal period and tour to June 2020. Currently the show is offered as both indoor and outdoor versions with an accompanying community participation element.

Project Outline

The Story

In a world where there is not enough to go around, survival hangs in the balance and people are made to prove their worth. Against all odds, they dance, fly and sing on a tipping and spinning stage where the ground becomes the sky and the floor becomes the ceiling. Who will be left when the world stops spinning?

The production

A dramatic circus show with original live music and ground-breaking physicality, 'What Am I Worth?' also features selected community performers whose stories mirror those in our story. Extraordinary Bodies' first toured the show outdoors in 2018 and will be adapting it for indoor spaces 2019. Originally made with 150 people from across the UK and Ireland, the relaxed show is audio described and sign language interpreted with touch tours available before each show.

What am I Worth? Confirmed Tour Schedule 2020

Lowry Salford – 24th and 25th April 2020 (Indoor Version)

Theatre Royal Plymouth – 6th June 2020 (Funky Llama Festival, Outdoor version)

What am I Worth? Provisional Tour Schedule (Funding Dependent)

Barnsley Civic – 10th and 11th July 2020 No Limits Festival.

Sunderland Culture – 18th July 2020

The Oval House - Summer 2020 - Windrush Square

WECIL Bristol – 5th or 12th September 2020

The Lighthouse Poole - April 2021