

Producer
Fixed Term 6 month contract
4 days per week

We are currently looking for a dynamic and experienced producer to join our team during an exciting period of development. The Producer will work with us to produce and develop future touring opportunities for two major new projects.

We particularly welcome applications from those currently underrepresented in the cultural sector, including those from the global majority and those who experience systemic inequality or disadvantage.

About the role:

Working closely with our Executive Director and Artistic Director we're looking to collaborate with a highly motivated Producer as a creative driver, listening to our audiences and working across our team to meet project goals.

Core to the role will be building relationships, and developing partnerships, collaborations, and co-productions with a wide variety of stakeholders, to ensure our work is of the best quality to engage our audiences.

The producer will also have a good understanding of the opportunity and the constraints that affect our projects and how we build child and young people centric experiences.

Job description:

The producer will support the delivery of our ambitious Arts Council England funded HELLO Project.

HELLO is an ambition to make our work accessible and welcoming, to make it more visible, and to extend its reach to connect with new audiences of children and young people, new spaces, and new opportunities. HELLO, embraces the character of Highly Sprung's seven-year strategy, as an invitation and a promise...that we will always create inclusively, embracing difference and championing access for children and young people.

The HELLO project situates our high-quality physical theatre practice and work with children and young people as a central to the national arts ecology, making space and providing skill enrichment to:

- Develop talent for physical theatre
- Provide platform to showcase talent
- Use physical theatre to increase participation and invest in potential
- Establish clear pathways towards careers in physical theatre and the wider arts ecology

As well as having some engagement across our wider projects, the producer role will specifically develop two major projects:

The Physical Fellowship:

A celebration of youth physical theatre performance. Elevating the talent and creativity of the next generation of physical theatre practitioners. Established regionally for the last decade, our ambition is to grow the platform to become one of national significance.

Anthology:

An R & D phase for new model of creation.

ANTHOLOGY- Tests a model of co-creation which positions young people as part of the creation team in the process of creating national touring work for their peers.

'Worlds and Lives' is a new collection of poetry that represents the voices of different global cultures. ANTHOLOGY interrogates this collection of poems to create performance material with professional artists, including work with Poets Jasmine Gardosi and John Bernard.

Processes involved in creating ANTHOLOGY will:

- Inspire young people in the appreciation of diverse voices from literature
- Re-engage disengaged learners experiencing disadvantage or deprivation and provide them with a route to attainment.

Job responsibilities:

Strategic

Work alongside the Executive and Artistic Director to develop projects as part of the HELLO Project and other work for children and young people as part of Highly Sprung's seven year strategy.

- Promote Highly Sprung and its projects to suitable future touring venues, funders, partners, and audiences.
- Maintain existing relationships and build new ones with touring venues and develop co-producing partnerships.

- Represent Highly Sprung at meetings and conferences of local, regional, and national bodies.

Producing

- Plan, schedule, and ensure appropriate resourcing of all projects.
- Schedule performances, meetings and any activity related to projects.
- With the support of the General Administrator, deliver all associated administration of projects – including booking creatives travel / accommodation.
- Consider any access needs related to projects.
- Developing plans for future growth and delivery of projects and securing the partners for this
- Tour booking- developing, and securing touring for projects in 2025 and clear, concise, and timely communication is maintained with all relevant partners.

Communications

- Ensure clear communication across the team, working collaboratively to ensure project needs are met.
- Improve systems and processes with regards to producing Highly Sprung's projects.

Administration:

- Be reliable and work independently with regards to the administrative requirements of the role including working within the Highly Sprung's GDPR policy, maintain robust records, keep appropriate data records secure and up to date, and report appropriately to directors, partners, and funders.

General:

- To contribute to the development of a professional and inclusive working environment within Highly Sprung.
- To champion Highly Sprung's commitment to diversity and ensure that this informs all activities relating to the role.
- To ensure adherence to Highly Sprung's policies and procedures with particular reference to Equal Opportunities, Environmental Policies and Health and Safety.
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested.
- Deliver all work within the values that define Highly Sprung's work and working ethos.
- Act as an ambassador for children and young people and physical theatre.

What we're looking for - skills and experience:

Essential

- Experience of producing professional theatre productions at mid-scale and on tour.
- Experience of collaborating with teams of artistic and administrative staff.
- Experience of co-production and successful partnership working.
- Confident understanding of a wide range of producing processes, including production and project management, budget management and negotiation.
- Proven ability to solve complex problems and manage multiple projects concurrently.
- Confident approach to dealing with artists, production teams and other stakeholders.
- Ability to thrive in a fast paced environment.
- Ability to meet deadlines.
- Excellent computer literacy (inc. MS Office) and highly developed administrative skills.
- Excellent written and verbal communication.
- A can do, proactive and collaborative attitude and approach.
- Synergy with Highly Sprung's values.

Desirable

- Experience of working with and producing work for children and young people.
- Experience of producing physical theatre or dance.
- A sector wide understanding of physical theatre and/or arts related projects for children and young people.
- An understanding of working with education partners at secondary, further, and higher education level.

Terms:

Location

It is our preference that the Producer lives within easy commuting distance of Coventry in order to sufficiently engage with the city and region. Some possibility of hybrid working can be explored as part of the role.

Working Hours

A typical **full time** working week is 40 hours over 5 days but often projects demand more flexible working including some evening and weekend work. Office hours are typically between 9am to 5pm. **This role relates to 32 hours a week.**

Flexible working can be negotiated to meet the needs of the Producer role.

Contract:

Temporary- 6 months
Freelance

Fee:

£11,800.00
0.8 post (32 hours per week for 26 weeks)
FTE £29.5k

To apply:

Please complete the **Freelance Project Producer application form** available here:
[Application Form](#)

And our Equal Opportunities form available here:
[Equal Opportunities Form](#)

We will not be accepting CVs for this role.

As an alternative, if you have specific access needs, you can complete this application in a different format: video/audio applications of up to 5- minutes in length are acceptable.

If you have any access requirements, please contact:
sarah@highlysprungperformance.co.uk.

Send completed application forms to:

team@highlysprungperformance.co.uk with **FREELANCE PRODUCER** in the subject line.

If you cannot email, please post to:

HIGHLY SPRUNG
Daimler Powerhouse,
Sandy Lane Business Park
Sandy Lane
Coventry
CV1 4DQ

Key dates:

- Deadline for applications is **Monday 18th March 2024 at 5pm.**
- Successful applicants will be notified by email no later than **Friday 22nd March 2024.**
- Shortlisted candidates will be interviewed remotely via Zoom on **Thursday 28th March 2024.** If your application is successful, you will be offered the opportunity to select three preferred time slots for your interview.
- Ideally successful applicants would be available to start work from **w/c 8th April.**

About Highly Sprung:

We are Highly Sprung Performance. We create inspiring performance and participatory experiences using physical theatre to enable better futures for our children and young people.

Every year Highly Sprung transform the lives of thousands of children and young people, delivering workshops to more than 5000 children and young people and reaching an audience of nearly 40,000 with our touring performances. Our work provides an opportunity for children and young people to discover their talents and their voice, laying the foundations for their better futures through physical theatre.

Our work is delivered across the UK, where we engage with children and young people through performance work and participatory projects in and outside of education that seek to re-address inequality. Equipping children and young people with life skills that improve their employability and more importantly motivate them with ambition and improved well-being to fuel a desire to seek fulfilment through their education, employment, and future lives.

We make touring performances and interactive projects about the issues that affect children and young people and the world they are growing up in.

We do this through:

Shaping Futures - Nurturing the next generation of performers, audiences, and creatives, through talent development opportunities using physical theatre.

Unique Educational Experiences - Because we know many children and young people only ever experience culture through school, we deliver programmes of work in schools that provide inspiring experiences- using our expertise combining learning with physical theatre.

Performance for Everyone - Creating beautiful productions that tour to the places children and young people can access- parks, high streets, libraries, and museums. Using a hybrid style of performance, combining theatre, dance, aerial and tackling

environmental and societal issues through engaging and powerful narratives that meet the needs of our diverse audiences.