



Marlborough Productions: Programme Producer Callout

Reading Level: Key Stage 5

Reading time: 8 mins

- **Job type:** PAYE, 18 month contract
- **Hours:** Core days: Tuesday and Wednesday 10am - 6pm + 0.5 days to be worked flexibly by prior arrangement. Evening and weekend work will be required. Marlborough Productions operates a Time Off In Lieu (TOIL) system
- **Base:** Remote first, with in-person meetings and hot desking days organised when required
- **Project Locations:** National
- **Salary:** £28,000 - £30,000 pro rata dependent on experience @ 0.5 fte (£14,000 - £15,000 per annum)
- **Pension:** People's Pension 2%
- **Holiday:** 16 days including bank holidays

Responsible to: Executive Director & Creative Director

Responsible for line management of: Freelance posts

Working with: Creative Development Producer, General Manager, Executive Director & Creative Director

Closing date: Friday 5th May 2023

Interview date: Monday 15th May 2023

HOW TO APPLY

Apply by sending a covering letter explaining how you are suited for the role (maximum 2 pages), an up to date CV and 2 references to david@marlboroughproductions.org.uk. We are also happy to accept other forms of introduction such as video or audio (maximum 5 min). Please send these in by **5pm on Friday 5th May**. We will reply to all enquiries.

INTRODUCTION

Marlborough Productions is recruiting for a proactive and enthusiastic Producer to join our team. You will work with the Executive and Creative Directors to deliver Marlborough

Productions's programmes and projects. You will be joining a small, hard-working team at an exciting time for the organisation and we're looking for a self-starter and a team player.

We are particularly keen to receive applications from people of colour, black people, trans and disabled applicants, in recognition of the fact that these groups are currently underrepresented in the sector, and can guarantee an interview for all those who demonstrate how they meet the 'essential' criteria.

Marlborough Productions aims to provide an anti-oppressive environment for people from all backgrounds and does not discriminate against based on race, national or ethnic background, citizen status, sexual orientation, gender, age, religion, disability, social economic status, nor immigration status. We acknowledge definitions of expression and inclusion will evolve. We are committed to continually revisiting this statement of inclusion in collaboration with the communities that we serve.

JOB DESCRIPTION

CREATIVE/MANAGERIAL

- To produce Marlborough Productions projects (including coordinating schedules and logistics).
- To contribute to the curation, programming and planning of Marlborough Productions projects, seasons and one off events.
- To oversee the smooth running of projects you have produced, ensuring that artists are supported and Marlborough Productions colleagues are informed and liaised with effectively
- To work the artists to develop projects, inclusive of the recruitment of artistic collaborators, advising and guiding on fundraising, organising work-in-progress sharing and developing production schedule to manage project delivery.
- To provide feedback on the development of projects to the Creative Director and Executive director
- To develop and maintain respectful and supportive relationships with all the people we work with
- To coordinate the contracting of staff e.g. commissioned artists, local area producers in line with ITC/Equity and other statutory staffing agreements
- To contribute to Marlborough Productions project evaluation
- To contribute to internal company communications ensuring calendars, diaries and notes from meetings are shared and up to date.
- To actively develop your knowledge of networks in live performance artforms

- Other tasks reasonably requested by the Executive Director and Executive Producer

ACCESS & INCLUSION

- To work with the Marlborough Productions team to continually improve access for artists, companies and audiences
- To lead on access for artists and audiences on projects you are producing
- To ensure hospitality for artists is in place and access requirements are met for every project you produce

FINANCIAL

- To contribute financial information to the General Manager and Executive Director so budgets remain up to date.
- Submitting receipts and expenses claims in a timely manner

OPERATIONAL

- To keep a day-to-day overview of Marlborough Productions project activity.
- To organise meetings with artists and other key partners as required.
- To organise creative workshops and meetings in community settings, liaising with local artists, local area producers and the local community in each area
- To update the inventory of Marlborough Productions equipment and other assets.

COMMUNICATIONS

- To feed into the production of web content, marketing content, PR and documentation in line with the company comms strategy with the support of Marketing and Audience Development Manager, and other Marlborough Productions team members where necessary
- To ensure the webpages of projects you are producing are up to date on the Marlborough Productions website
- To send email communication to members, and other interested parties
- To represent the company at events and meetings.
- To contribute to Marlborough Productions archive
- To manage the collection of monitoring data for members, audiences, participants, job applicants and artists ensuring we adhere to the GDPR (General Data Protection Regulations) at all times.

DEVELOPMENT

- To work with the Executive Director and General Manager contributing to the development and submission of fundraising bids where necessary.
- To work with the Executive Director and General Manager contributing to the development and submission of fundraising reports where necessary.
- To logistically support the team in the delivery of longer term creative and strategic ambitions for New Queer on the Block

PERSON SPECIFICATION:

Essential skills, qualities and experience

- A minimum of 2 years relevant work experience working with artists and companies in a producing or management role
- Budget management
- An understanding and appreciation of Marlborough Productions's work
- Commitment to furthering LGBTQIA+ arts & culture
- Enthusiasm for and experience of, performance and Live Art
- Enthusiasm for and experience of, theatre and the arts
- High-level interpersonal, written communications skills and attention to detail
- Strong numeracy skills
- Excellent planning and organisational skills with attention to detail
- The capacity to work fast under pressure
- The ability to self-motivate and prioritise within a complex workload
- Enthusiasm for working with stakeholders and partners
- A proactive attitude to promoting diversity and inclusion across the sector
- Ability to work as part of a fast-paced team

Desirable skills and experience

- Knowledge of – and ideas about – marketing and communications in the sector
- Fluency in digital media
- The ability to manage and motivate staff

MARLBOROUGH PRODUCTIONS ORGANISATIONAL STRUCTURE

