

## Mark Bruce Company Seeks Executive Producer

Mark Bruce Company (BlackBird/RedRose Productions) is an award-winning company producing distinctive dance theatre and a progressive education programme. We are looking for an individual with a background in producing theatre, dance or other live performance to join our team as Executive Producer.



The Executive Producer will be responsible for developing and delivering the strategic framework needed for the Company to create and tour its work. As part of raising the company's profile the Producer will cultivate and maintain strong partnerships with other organisations for future projects and build the relationships necessary for UK and international touring and for the distribution of the Company's digital work. The Executive Producer will attract and nurture key investors and stakeholders from the arts sector and beyond. The role will involve significant fundraising to cover core and project costs. The Producer's remit will include financial management and strategic planning, and overseeing communications, audience development and logistics.

<b>Post:</b>	Executive Producer (freelance)
<b>Hours per week:</b>	24 hours per week (flexible hours/days across the week) Some evening and weekend work may be required
<b>Fee:</b>	Up to £200/day before tax and NIC, depending on experience
<b>Location of post:</b>	The post can be worked remotely but some attendance at the company's base in Frome, Somerset will be required
<b>Responsible to:</b>	Artistic Director and Chair of Board

Application details: See the website for Job Description and Application PACK: [LINK](#)

Email: [admin@markbrucecompany.com](mailto:admin@markbrucecompany.com)

Application Deadline: 24 September 2018, 11am

Interviews: 4 October 2018

Mark Bruce Company is an equal opportunities employer and welcomes applications from groups currently under-represented in the arts.

Dear prospective applicant,

Thank you for your interest in the role of Executive Producer of Mark Bruce Company.

You will find all information about the position in the accompanying documents. Please also visit our website to find out more about the company's current and previous activities. [www.markbrucecompany.com](http://www.markbrucecompany.com).



To apply for the position, please send all the documents listed below to [admin@markbrucecompany.com](mailto:admin@markbrucecompany.com) and write 'Executive Producer' in the subject line.

- A current CV (no more than 2 sides of A4) with 2 references, including a current employer, or similar. Please indicate if referees can be approached before a formal job offer.
- A brief letter referring to the job description and person specification, explaining why you would be suitable for the position.
- A completed Equal Opportunities form.

The deadline for applications is 11am on 24 September 2018.  
Interviews will be held on 4 October 2018 in Frome.

Mark Bruce Company is an equal opportunities employer and welcomes applications from groups currently under-represented in the arts.

We guarantee to interview all disabled candidates whose application demonstrates they meet the essential criteria for the post. If you wish to apply under the guaranteed interview scheme, please indicate this in your application.

Should you have any questions about the position, please feel free to email our outgoing executive producer Eva Pepper on [eva@markbrucecompany.com](mailto:eva@markbrucecompany.com) to arrange an informal phone conversation.

I look forward to receiving your application.

Yours sincerely

Megan Farrow  
Mark Bruce Company  
Chair



## Job Description

<b>Post:</b>	Executive Producer (freelance)
<b>Hours per week:</b>	24 hours per week (flexible hours/days across the week) Some evening and weekend work may be required
<b>Fee:</b>	Up to £200/day before tax and NIC, depending on experience
<b>Location of post:</b>	The post can be worked remotely but some attendance at the company's base in Frome, Somerset will be required
<b>Responsible to:</b>	Artistic Director and Chair of Board
<b>Responsible for:</b>	The Executive Producer will be responsible for the Administrator. In addition, the Executive Producer will be responsible for freelance staff, including PR consultants, Marketing consultants and Accountants. The Executive Producer will liaise with the Director of Education (Assistant AD)

**Principal Purpose of Post:** The Executive Producer will be responsible for developing and delivering the strategic framework needed for the Company to create and tour its work. As part of raising the company's profile the Producer will cultivate and maintain strong partnerships with other organisations for future projects and build the relationships necessary for UK and international touring and distributing the Company's digital work. The Executive Producer will attract key investors and stakeholders from the arts sector and beyond. The role will involve significant fundraising to cover core and project costs.

## Key Responsibilities

### Strategy

- To work with the Artistic Director to build a strategic framework that will facilitate the Artistic Director's vision of creating and touring distinct dance theatre work, reaching audiences around the world.
- To be responsible for the cultivation of future partnerships and opportunities as per the Artistic Director's vision.
- Together with the Artistic Director and the Board, to act as an advocate for the company within the South West region, the sector and beyond, representing the company's work and values.
- To network and represent the Company at industry events as determined useful by the Executive Producer, Artistic Director and the Board.

### Fundraising

- To maintain an overview of, develop and execute the overall fundraising strategy including writing applications and cultivating new prospects. The Executive Producer will work in conjunction with the Administrator and Assistant Artistic Director to continue to develop the company's sponsors' scheme.
- To lead on the planning and delivery of the Company's ACE Catalyst grant.

## **Financial**

- To prepare and deliver realistic budgets with an eye for detail, balancing the artistic and logistical needs of any given creation or production.
- To liaise with the Company administrator to present management accounts and balance sheets as required to the board, in addition to annual accounts.

## **Arts Council England**

- To lead on the negotiations and business planning as required with Arts Council England and delivery of all aspects of the National Portfolio Agreement.
- To lead on investor relationships (including Arts Council England), ensuring annual returns and monitoring requirements are fulfilled.

## **Production, Tour Booking and Touring**

- To take lead responsibility for Mark Bruce Company's future UK touring programme, liaising with venues, negotiating and monitoring agreements. This will also include the development and exploration of international touring opportunities for the work.
- To lead on the co-ordination of company productions and projects, negotiate financial contracts with creative collaborators and manage freelance creatives or other consultants employed for such projects.
- Occasional travel with the company to provide support for national and international tours, as appropriate.

## **Administration**

- To support the administrator in preparing annual returns to Charity Commission and Companies House, and ensure they are submitted on time.
- To liaise with the board as required in advance of meetings and throughout this period and ensure any board papers are distributed.
- To oversee all external consultants as required.
- To remain abreast of and ensure industry standards and requirements are adhered to, including but not exclusive to ITC guidelines, Charity Commission, Companies House, HMRC, PRS, PPL.

## **Communications**

- To work closely with the Artistic Director in the development of the company's identity and national profile. To work with and oversee independent PR and marketing consultants to deliver relevant press, marketing and social media/digital activity. This will include the development of systems to evaluate work, capture and respond to audience data, grow the company's online presence and keep the website updated on a regular basis.
- To work closely with the Artistic Director on developing other outputs (e.g. digital scope, film, etc) for the work that can engage new audiences.
- To support the administrator and subsequent freelancers on the communications strategy for each production. This may include activity on Twitter, Facebook, or the website.

## **Artist Development and Education:**

- To work with the Company's Assistant Artistic Director to develop educational and outreach opportunities both relating to and independent of current productions on tour –

looking at strategic and future development possibilities. To liaise with the Assistant Artistic Director as needed in the delivery of classes, workshops and training intensives.

## **Building**

- To work with the Artistic Director and Administrator to explore the commercial possibilities for the new company studio premises e.g. hire packages.
- To lead on improvement plans for the premises, in line with funding becoming available.

## **Person Specification**

We are looking for an individual with a background in producing theatre, dance or other live performance.

### **Essential**

- A minimum of 3 years working at management level in the arts or a strong freelance career
- Excellent personal manner
- Excellent verbal and written communication skills
- A flair for working and communicating with a range of collaborators, including creatives, venues and other stakeholders, and make things happen
- Organised with meticulous attention to detail
- Proactive and dynamic, a self-starter and self-motivator
- Creative thinker with the ability to problem solve
- Strong IT skills
- Committed to working as part of a team
- Experience of identifying and developing partnerships and co-productions, including in an international context
- Experience of setting and managing budgets
- Experience of business development including financial modeling, organisational structure and income generation
- Proven record of successful fundraising
- Experience of national and international tour booking and negotiation
- A passion for and deep understanding of the arts sector

### **Desirable**

- Educated to degree level
- Experience of producing work for digital distribution and other platforms beyond live performance
- Experience of Audience Development
- Experience of delivering marketing and/or PR campaigns
- Experience of working with Arts Council England (or a similar body)
- An understanding of the dance sector
- An interest in crossing boundaries between art forms - theatre, film, music or others
- Experience of managing capital projects

# Equal Opportunities



Mark Bruce Company has an equal opportunities policy for recruitment and employment and welcomes applications from all sections of the community. We are committed to ensuring that all job applications and members of staff are treated equally, without discrimination. This form helps us to monitor and develop our equal opportunities processes.

**All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information will be treated as strictly confidential and will not be used in any decision affecting you.**

Where did you see this post advertised?.....

Gender (please tick the appropriate box)			
<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
<input type="checkbox"/>	Non-binary	<input type="checkbox"/>	Prefer not to say

Age (please tick the appropriate box)			
<input type="checkbox"/>	16 - 19	<input type="checkbox"/>	50 - 64
<input type="checkbox"/>	20 - 34	<input type="checkbox"/>	65+
<input type="checkbox"/>	35 - 49	<input type="checkbox"/>	Prefer not to say

Ethnicity (please tick the appropriate box)			
<b>White</b>		<b>Mixed</b>	
<input type="checkbox"/>	British	<input type="checkbox"/>	White and Black Caribbean
<input type="checkbox"/>	Irish	<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	Gypsy or Irish Traveller	<input type="checkbox"/>	White and Asian
<input type="checkbox"/>	Any other White Background	<input type="checkbox"/>	Any other Mixed Background
<b>Asian/ Asian British</b>		<b>Black/ Black British</b>	
<input type="checkbox"/>	Indian	<input type="checkbox"/>	African
<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any other Black Background
<input type="checkbox"/>	Chinese	<b>Other</b>	
<input type="checkbox"/>	Any other Asian Background	<input type="checkbox"/>	Arab
<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	Any other ethnic group

## Disability

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know	<input type="checkbox"/>	Used to have a disability, but have now recovered
<input type="checkbox"/>	Prefer not to say		