

21 May 2018

PRODUCER VACANCY

Dear applicant

Many thanks for your interest in the role of Producer with Stuff and Nonsense Theatre Company.

The attached pack outlines full details on the role as well as some background information on the Company. We are seeking an experienced and focused Producer to work with us to drive and deliver Stuff and Nonsense's current activities and to take the Company forwards in its development.

This is an existing role which we are recruiting for as our current and long-standing Producer moves on to pastures new. The attached job and person specification outlines how we envisage the role continuing, but we are open to discussing the exact shape and terms of the post based on experience, circumstances and skills of the successful candidate.

Stuff and Nonsense promotes equality, diversity and we welcome applications from people of all backgrounds.

If you would like an informal chat before applying, please contact Artistic Director Niki McCretton at admin@nikimccretton.co.uk to arrange a time.

To apply, please follow the guidance in the attached document, ensuring your application reaches admin@aloadofstuffandnonsense.com by 5pm on Fri 15th June 2018.

Yours Faithfully



Niki McCretton
Artistic Director

ABOUT STUFF AND NONSENSE

Stuff & Nonsense (S&N) is a spirited production company making inspiring theatre for bold adventurers. Led by Niki McCretton, we make memorable, outstanding theatre, placing children's creativity at the heart of what we do & enabling adults to become seriously playful.

Our 8 contemporary adaptations of well-known tales fill a gap in the market, with proven demand. We have delivered over 1818 performances to more than 249,000 people since 2010, performing to in excess of 21,000 people in 2017 alone. Our touring circuit includes many prestigious venues including Theatre Royal Plymouth (The Drum), New Wolsey in Ipswich, The Lowry, Royal Exchange Manchester and many more.

Our new show The Gingerbread Man is currently touring the UK through 2018, culminating in a 7 week run at Theatre Royal Plymouth over Christmas 2018 and is currently playing at 80% capacity, with additional touring in 2018 + 2019 booked beyond the scope of our original plans.

Our practice is vital. Leaders in innovation, adaptability of artistic product and quality delivery, we work vigorously to raise the quality of work for Children & Young People: building partnerships with leading theatres and encouraging high production values. Our prolific touring has helped to build sector understanding and confidence in programming work for young audiences, enabled box office success and developed a middle-scale touring network for family theatre.

Audiences and access sit at the heart of what we do, with our commitment to making child-centred work at the centre of our artistic practice. We see our audiences as collaborators at every stage of our work: we create with them, respond to them, and learn from them, creating shared memories for families and longevity of the theatre experience.

In 2018-19, S&N is a recipient of business development support through Arts Forward: Business in the Community scheme (The Prince's Responsible Business Network), boosting creative organisations to grow and transform through business mentoring/support via experts at Deutsche Bank.

Based at The Lyric Theatre Bridport, S&N is an @HOME Artist at The Point from 2018-2022.



"Outstanding children's theatre."
★ ★ ★ ★ ★ Audience member

"Once again [S&N] has created a well-crafted gem" The Stage

"I've watched Niki open the eyes/minds/hearts of children & adults to the wonder of storytelling, performance & theatre... one of British theatre's hidden gemstones." — Chris Chibnall (Producer & Writer Broadchurch, Doctor Who)

Jenny Harrold and Toby Gascoigne in The Emperor's New Clothes, image by Louise Frogatt

Stuff and Nonsense Theatre Company Ltd
www.aloadofstuffandnonsense.com admin@aloadofstuffandnonsense.com

Company No: 08718748 / Registered Address: 43 Poole Road, Westbourne, Bournemouth BH4 9DN

Director: Niki McCretton / Trading Address: The Lyric Theatre, 9 Barrack Street, Bridport DT6 3LX

ABOUT THE TEAM

At the core of Stuff and Nonsense is a small but highly experienced and accomplished team of part-time roles, adept at working flexibly and remotely, with immense sprit and humour:

Artistic Director (Niki McCretton), Producer (this role), Tour Booker (Paula Hammond), Puppet Maker (Holly Miller), Production Manager (Ollie at O T Event Technicians) and Finance (via our accountant, Jane Webster at Rowlands Webster), working efficiently and remotely to deliver the company's work from their respective bases. This is supported by a range of freelance roles on a project basis including: Marketing and Audience Development Consultant (Ceri Brierley), Fundraising and Development Consultant (Joanne Peters, Counterculture LLP) and a range of creatives for each projects as required, many of which are key collaborators who have worked with S&N over several years.

The Producer will work closely with the core team and associates to drive the company's activity and development as one of the leading producers of quality, artist-led theatre for family audiences.

CURRENT AND FUTURE PLANS

The company is currently in receipt of project funding through Arts Council England for the making and touring of *The Gingerbread Man* in 2018. Our touring is prolific and we often tour more than one production at once. In Autumn 2018 and through 2019, *The Gingerbread Man* will be accompanied in our repertoire by *The Enormous Turnip*, with touring plans in development for 2019 and beyond.

In 2018 we are making a new ACE funded co-production with our partners at The Point in Eastleigh, where we are an @HOME artist. *Puppet Panto* will premiere at The Berry Theatre (The Point's sister venue) over Christmas 2018. We are currently planning a new co-production for Christmas 2019 (with 2 new venue partners, to be announced shortly), alongside a revival and retour of our hit show *The Elves and the Shoemaker* in 2020-21.

Organisationally, alongside our plans to become a charity in 2018, we are seeking funding to develop the organisation in 2018-19, with increased capacity to implement our Fundraising Strategy and our Audience Development Plan so that the company can continue to tour work of the highest standard to bigger and wider-ranging audiences in the future.

For more information about the company, team and our work please visit:
www.aloadofstuffandnonsense.co.uk



Chloe Mantripp in The Gingerbread Man, photo by Mark Morreau

Stuff and Nonsense Theatre Company Ltd
www.aloadofstuffandnonsense.com admin@aloadofstuffandnonsense.com

Company No: 08718748 / Registered Address: 43 Poole Road, Westbourne, Bournemouth BH4 9DN

Director: Niki McCretton / Trading Address: The Lyric Theatre, 9 Barrack Street, Bridport DT6 3LX

JOB DESCRIPTION

We are looking for an experienced, energetic and focused Producer who will work closely with the Artistic Director to hold an overview for the organisation and its activities and who can drive the company's plans into the future. We are looking for someone who thrives in a busy, varied environment and who can help to celebrate our authentically anarchic attitude and approach to creating a unique experience for family audiences.

Job Title: Producer

Line Manager: Artistic Director

Line Manages: Freelance Tour Booker, Marketing Consultant, Finance and others as required

Fee: £150 - £175 daily rate, commensurate with experience, Freelance or PAYE tbc.

Hours: 2 days per week, approx. 48 weeks/year. We are happy to discuss how this time is most appropriately split across the week/month with the successful candidate.

Location: flexible, with an expectation of occasional travel to Bridport, Bristol, Eastleigh, London and other locations as required. Suitable for someone working from home or from the company's base at the Lyric Theatre in Bridport. The company and Artistic Director is based in Bridport, tours nationally and is an associate with The Point in Eastleigh. Our marketing support is based in Leeds, Tour Booker in Frome, Development Consultant in Manchester and Finance in Bournemouth.

Duties and responsibilities:

Strategy and Development:

- Work with the Artistic Director to lead strategy + planning of the company's programmes of activity, in a forward-thinking way.
- To act as an ambassador for Stuff & Nonsense at events, meetings and in general.
- Work with the Artistic Director to ensure delivery of the company's business plan.
- Manage relationships with the company's key partners including funders, commissioners and others, for the successful delivery of the company's work.

Governance:

- Develop Company policies and procedures to promote best practice.
- Work with the company's accountant to ensure timely returns to statutory bodies (HMRC, Companies House, plus Charity Commission from 2018).
- Support the company in its development and shift to Charitable Status (anticipated Autumn 2018).
- Liaise with any advisory boards and the new Board of Trustees, including servicing Board Meetings, preparation of agendas and papers.

Human Resources:

- Work closely with the Artistic Director to ensure the appropriate staffing for project and organisational delivery.
- Assist in the recruitment, selection and induction of staff and freelancers as appropriate.
- Issue contracts for all freelance staff and any PAYE.
- Alongside the Artistic Director, manage staff/freelancers to ensure effective delivery.

Finance:

- Draft project and organisational budgets in consultation with the Artistic Director (and Board once charitable status is in place).

Stuff and Nonsense Theatre Company Ltd

www.aloadofstuffandnonsense.com admin@aloadofstuffandnonsense.com

Company No: 08718748 / Registered Address: 43 Poole Road, Westbourne, Bournemouth BH4 9DN

Director: Niki McCretton / Trading Address: The Lyric Theatre, 9 Barrack Street, Bridport DT6 3LX

- Manage regular review against budget, current and projected financial position and overview of cashflow (working alongside the company accountant).
- Check venue settlements and sign off for invoicing.
- Ensure up to date budgets and actuals for all projects and to feed into reporting to funding bodies.

Fundraising:

- Updating of and manage the delivery of fundraising strategies alongside the Artistic Director.
- Work closely with the Artistic Director to research, plan and submit applications for funding, including to Arts Council England, Trusts & Foundations, and others as relevant, working with freelance Fundraisers as appropriate.
- Manage reporting to funding bodies as required and in a timely manner.
- Manage the relationship with Arts Council England and other funders as required.
- Set up and maintain systems to enable reporting against funding bodies' requirements and targets.

Production & Touring:

- Work with the Artistic Director and Tour Booker to plan and implement strategies for production and touring.
- Oversee the company's touring programmes, working closely with the Tour Booker.
- Supervise, manage and contract freelancers and support staff for the successful delivery of the company's projects and activities.
- Liaise with venues to negotiate dates, deals and contracts when required to support the Tour Booker, including for production periods.
- Ensure all necessary rights and royalties are dealt with as required, including PRS (and arranging PRS exemption letters where appropriate), creative royalties and others as necessary.
- Maintain and build relationships with venue bookers and other venue staff, including commissioners and residency hosts.
- Liaise with company staff including performers, other creatives, Production Manager.

Marketing:

We are currently working with Marketing Consultant Ceri Brierley to deliver many of the items below on a project basis. We anticipate that securing on-going marketing support will be a key part of implementation of our fundraising strategy in 2018. Until that is in place, where these items may sit is likely to vary on a project-by-project basis (indicated below in italics).

- Keep the overview of project and organisational marketing, working alongside contracted freelancers where appropriate on a project basis.
- Work with the company to develop marketing strategies, leading on occasion, depending on the project.
- Compile promotional materials/venue information packs for venues/bookings.
- *Monitor actuals against targets including ticket sales, box office income.*
- *Work with the Artistic Director and other staff as appropriate to develop a visual identity for each show, working with an external designer.*
- *Manage the website, social media and all updates.*
- *Develop marketing materials including marketing support packs for venues where appropriate.*
- *Develop support packs for particular needs i.e. Relaxed Performance Pack.*

Person Specification:

	Essential	Desirable
Producing experience of 5 years (including some at managerial level), within an arts/cultural organisation, company or venue	✓	
Excellent organisational and administrative skills	✓	
Experience of implementing business/delivery plans	✓	
Experience of working with a touring company	✓	
Experience of tour booking, including making and negotiating venue deals and settlements	✓	
Financially astute and a high comfort level working with figures and using Microsoft Excel	✓	
Experience of working with project and organisational budgets, including budget building, reporting against budgets, and analysis	✓	
Experience of fundraising, particularly Arts Council England project funding.	✓	
Experience of working with funders to manage relationships and fulfilling requirements for reporting on grants	✓	
Ability to work collaboratively with team members	✓	
Strong independent worker with excellent time management of multiple priorities	✓	
High level of attention to detail	✓	
A creative thinker and problem solver	✓	
Excellent communicator with excellent interpersonal skills	✓	
Excellent computer literacy	✓	
Knowledge of current funding system in the UK	✓	
Experience of the family theatre sector and touring requirements		✓
Experience of strategy development and business planning		✓
Knowledge of Charity and Company legislation/requirements		✓
Experience of collaborating to design creative programmes and projects, including initial shaping, budgeting and programme development		✓
Experience of working with co-producers, co-commissioners and other partners as required		✓
Experience of leading a team		✓
Experience of a wide range of possible funders such as Trusts and Foundations, Sponsorship		✓
Experience of charity operation, governance and servicing a Board of Trustees		✓

How to apply:

CV and a covering letter no more than 2 sides of A4 sent to admin@aloadofstuffandnonsense.co.uk. In your application please outline your skills and experience against the job description and person specification. Please be honest about strengths and weaknesses as there may be opportunity for us to enhance the roles of current staff or to bring in freelancers/consultants to work with the right applicant.

Stuff and Nonsense promotes equality, diversity and flexible working and we welcome applications from people of all backgrounds.

Deadline for applications: 5pm on Friday 15th June 2018 to admin@aloadofstuffandnonsense.com.

Dates for interview: Monday 25th June or Tuesday 26th June 2018 (tbc) in Bridport. We are happy to discuss arranging transport from the closest station (Dorchester) to Bridport.

Stuff and Nonsense Theatre Company Ltd
www.aloadofstuffandnonsense.com admin@aloadofstuffandnonsense.com

Company No: 08718748 / Registered Address: 43 Poole Road, Westbourne, Bournemouth BH4 9DN

Director: Niki McCretton / Trading Address: The Lyric Theatre, 9 Barrack Street, Bridport DT6 3LX