



Producer (Talent Development/Artists & Companies/ CoC 2021 projects)

Responsible to: Creative Producer, Belgrade Theatre and specific artists/companies

Responsible for: Varies depending on artist, company or project

Location: Needs to be based in the Midlands – Divided between online/ in-person. Some of the role will be performed at the Belgrade Theatre

Contract: Freelance

Start date: June 2021

Fee: £6240 to work over a 6 month period (June – December 2021) calculated at ITC rates of £120 per day, 2 days per week with flexibility around projects

Role summary:

We are looking to recruit a producer to work across a range of projects and with some of our supported freelance artists and companies. These may include offering some hours to our Springboard companies and freelance artists/communities as part of our Coventry City of Culture programme. There will also be an additional focus on a string of work as part of our South Asian programming.

As a role that is being funded by Belgrade Theatre's Garfield Weston funding, the objective is to provide producing support to freelance artists, companies and additional projects as a means to free space for them to dedicate more time to their artistic output. The objective is that this Producer is funded for the first 6 months with the hope to apply for funding or dovetail a further opportunity to continue as a producer in some capacity. It is therefore essential that those who apply are looking for a longer-term role supporting artists and companies in the West Midlands, and they can commit the minimum of 2 days per week with some flexibility around projects.

As part of their role, the Producer will also work with our comms team to capture their journey throughout for both evaluative and learning purposes and to share publicly.

Belgrade Theatre is adopting recommendations and action points contained in the [More Than A Moment](#) movement and as part of our commitment to creating a more inclusive and representative industry, we are inviting those from underrepresented groups to apply.

About Maokwo: Supporting Marginalised groups, refugees, asylum seekers and migrants artists. Engaging Communities using Art as a Vehicle

Maokwo supports, promotes and celebrates communities on the margins, addressing issues minoritised artists and communities face, and challenging the current status quo to build a more inclusive, democratic arts sector. With strong and ongoing connections with communities across Coventry, we have developed positive relationships and pools of artists and audiences including Maokwo Fusion Artist Network. We use art as a tool for positive change and creative activism. We work across the age ranging from 11 years old upwards. Maokwo has been officially operating since 2017. Working in communities since 2007. We have been successful with funding and partnerships including Coventry City of Culture Trust, Heart of England, Counterpoint Arts and the Coventry Refugee and Migrant Centre, Belgrade theatre, Herbert art Gallery to mention a few. We have recently received our first ACE funding bid to create a pioneering Black Futures event in partnership with Belgrade Theatre, composed of three strands – a performance, an exhibition and a participatory programme - in October 2020, testing new ways to share visual art and performance with audiences. This is the first phase towards building. Maokwo has been a Belgrade theatre Springboard company since 2019-2022.

We plan to enter a phase of organisational development where we can create a 3-5 year business plan and map out the opportunities and projects ahead of us alongside profile, fundraising and professional objectives.

<https://maokwo.com/>

Role Responsibilities:

- Oversee and manage core activity
- Determine and define the scope and objectives of our projects
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
- Prepare budgets based on scope of work and resource requirements.
- Track project costs in order to meet budget.
- Develop and manage a detailed project schedule and work plan.
- Seek out and write funding bids.
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
- Manage contracts with artists, vendors, suppliers by assigning tasks and communicating expected deliverables.
- Utilize industry best practices, techniques, and standards throughout entire project execution.
- Monitor progress and make adjustments as needed.
- Measure project performance to identify areas for improvement.
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Required Qualifications:

- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline.
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Person specification

Essential:

- At least 3 years experience producing and managing arts projects
- At least 2 years experience writing successful funding bids from national and local organisations and the Arts Council
- Strong communication skills
- excellent organisation skills, to plan the use of people and resources to meet deadlines
- strong interpersonal skills, to motivate and lead your project team.
- the ability to monitor and control budgets
- good communication and negotiation skills, to manage expectations.
- the ability to use your initiative and make decisions under pressure.
- A passion and commitment to our vision and mission
- An openness, a belief in representation in the arts, arts in health and wellbeing and a desire to see positive change within the arts
- Knowledge of/ lived experience of marginalised/underrepresented communities

Desirable:

- Community and outreach work and strategies
- Technical knowledge related to the project

Apply to Hbarker@belgrade.co.uk by 20 May with:

- Your CV
- A brief bit about you
- A brief description of why you feel like this is the right fit for you and why you're the right fit for Maokwo

All formats are welcome (email, video etc) and please do let us know if you have any barriers to applying and ongoing access needs. And do not hesitate to get in touch if you have any questions.