

Senior Producer Maternity Cover

Fuel is looking a brilliant, energetic and experienced Senior Producer to become a part of the Senior Management Team at Fuel as maternity cover.

The Senior Producer is a pivotal role within the organisation, which includes spearheading key strands of the programme and working with the Head of Programme to help support line manage the Producers. The Senior Producer is expected to promote and maintain an organisational culture which values the highest standards of performance, in delivering the artistic vision and in management practice, and to remain true to the company's core values of curiosity, trust, collaboration, learning, representation and creativity.

The role reports to the Head of Programme and will involve working closely with the entire Fuel team.

This is a full time position on a 12-month fixed term contract.

Closing date: 10 am on Monday 27th May

About Fuel



Fuel leads the field in independent producing in the UK's live performance sector. We work with brilliant artists to enable them to share their vision with audiences.

Our strengths include:

- the reach of our programme, which is presented all over the UK and internationally;
- our distinctive and celebrated approach to artist development;
- our experience across a broad range of art forms;
- our building-free model and approach to collaborative partnerships;
- Our commitment to and experience of growing new audiences for our work and for contemporary performance more widely.

We produce an adventurous, playful and significant programme of work – live, digital, and across art forms – for a large and representative audience across the UK and beyond, transforming our national and global outlook and impact, engaging with the big questions of our times, and creating experiences that change us and in turn empower us to change the world around us.

Our work is underpinned by the following core values:

Curiosity, Representation, Trust, Creativity, Collaboration and Learning

Job description

Responsible to: Head of Programme

Key roles and responsibilities:

1) Leadership and Management

- Contribute actively to Fuel's SMT (Senior Management Team), thinking strategically about Fuel's future operational model, and bringing a producing perspective to that group
- Inspire the company's staff and promote best practice and equality of opportunity
- Ensure that the company's producing activity conforms to all financial, legal, statutory and contractual requirements, and maintains and implements up to date policies
- Champion mentoring and training, as part of the senior management team

2) Producing

- Overseeing the production of Fuel's annual programme of work.
- Setting and communicating project specific timelines and deadlines, to the team, in collaboration with Fuel's Director and the Head of Programme.
- Working closely with Fuel's Director on the annual programme, including discussing tour booking and producing opportunities and challenges at regular catch-ups.
- Allocating projects strategically between members of the producing team and recruiting staff and/or freelancers, where required, in collaboration with the Head of Programme.
- Producing a slate of medium to large scale projects, with support from the team.
- Oversee the production of Fuel projects, ensuring the management all aspects of their facilitation and delivery on schedule and on budget, according to Fuel's producing methodology.
- Oversee the booking and management of tours for productions.
- To develop forecasts and manage budget variations throughout each project's lifetime.
- To ensure cashflows and project budgets you are leading on are up-to-date at all times, working with the assistance of Fuel's Administrator.

3) Audience Development:

- Working with the Engagement Producer to ensure engagement activities across the programme are developed to deepen and widen audience engagement, and build Fuel's audience
- Contributing to developing new touring markets and models and seeking to increase the reach and impact of Fuel's work
- To spearhead innovative and creative audience development, press and marketing plans for specific projects, working with freelancers where appropriate
- To have an overview of press, social media and marketing campaigns for other projects

Job description

Key roles and responsibilities, continued:

4) Fundraising:

- Ensuring fundraising plans are planned strategically from a programme-wide perspective, in communication with the Head of Programme
- Contributing to large Fuel-wide funding bids led by the Senior Management Team
- Contributing to project specific funding bids led by the Producing Team
- Oversee the fundraising for future projects
- Ensure the management of live grants, mid and final reports
- Oversee each project's evaluation, including compiling end of project reports, and capturing data

General responsibilities:

- To maintain close and trusting relationships with all the artists we work with
- To maintain excellent relationships with venues and partners
- To attend regular meetings with members of the Fuel team and other internal and external meetings
- To attend all relevant work in progress, previews, press nights and launch events
- To keep up to date with current arts policy particularly in the creative arts sector and to report developments to the Director
- To work with other senior staff to ensure the smooth running of all operational aspects of the company, contributing to the life, work and overall running of Fuel
- To follow Fuel's policies and contribute to their ongoing reviews
- To undertake any other duties as reasonably requested by the Director

Hours

10am – 6pm Monday to Friday but some evening and weekend work may be required.
Fuel operates a Time Off In Lieu system.

Base

Somerset House, West Wing, Strand, London, WC2R 1LA The role involves travel around the UK and, occasionally, internationally.

Salary

£35,000 per annum. Fuel offers a designated stakeholder pension scheme and operates a childcare voucher scheme.

Holiday

25 days per year plus bank holidays.

Person specification

Essential:

- A minimum of five years relevant planning experience of producing a slate of medium to large scale projects, whether in a venue or independent live performance company
- Strong collaborative and leadership skills
- Excellent financial literacy
- Proven success in fundraising
- Experience of working with co-producer and commissioning partners
- Experience of developing innovative and strategic audience development plans
- Excellent communication skills and the ability to work with a wide range of people from varied backgrounds, and the ability to assess complicated situations quickly and identify ways forward creatively
- An understanding of and a passion for contemporary theatre
- A hard working, personable and unflappable nature

Desired:

- Experience of developing fundraising plans
- Familiarity with Arts Council England's funding streams, structure and operation
- Familiarity with Fuel's projects and the artists we work with
- Understanding of the wider arts sector in the UK
- Previous working relationships with venues across the UK
- Digital literacy and experience of digital projects
- Experience of participatory projects
- Experience of international touring
- Experience of working in the commercial sector
- Experience of working as a charity
- Working knowledge of Spektrix or other CRM systems