**Fuel Senior Producer Job Pack**

Fuel is looking for a brilliant, energetic, Senior Producer to join the team.

Alongside taking a leadership role in producing, 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, sustainability and creativity.

**Line manager:** Head of Programme.

**Responsible for:** Assistant Producer and Programme Assistant. This role involves working closely with the entire Fuel Team.

**Key Roles and Responsibilities**

1. **Leadership and Management**
* Lead Complex project teams made up of cast, crew, production and stage management, and creative teams.
1. **Producing**
* Collaborate with the Director and Head of Programme to deliver Fuel’s annual programme of work, including partnership building, tour booking and management, identifying opportunities and resolving challenges.
* Producing a range of projects, in collaboration with other team members.
* In collaboration with the Head of Programme, support the wider 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 and values.
* Develop forecasts and manage budget variations throughout each project’s lifetime and ensure cashflows and the project budgets are up to date at all times.
* Manage relationships and flow of communications with project stakeholders (e.g. partners, venues, participants, collaborators, team members).
* Issue contracts for all freelancers working on projects, and negotiate agreements with co-producing, commissioning and presenting partners.
* Set and track project objectives against Fuel’s evaluation methodology and collaborate with team members on evaluation, including compiling end of project reports, and capturing data.
1. **Audience Development**
* Work with the Engagement Manager to ensure engagement activities across their projects are developed to deepen and widen audience engagement, and build Fuel’s audience.
* Work with the Head of Programme and Director/CEO to the developing new partnerships and models to increase the reach and impact of Fuel’s work.
* Work with the Producers and Communications Coordinator to spearhead innovative and creative audience development, press and marketing plans for specific projects, working with freelancers where appropriate.
1. **Fundraising**
* Lead on project specific funding bids and support others in the Producing team with bids.
* Manage live grants and reporting in consultation with Director and Executive Director.
1. **General Responsibilities**
* Maintain close and trusting relationships with all the artists Fuel works with as well as with venues and partners.
* Attend regular meetings with members of the Fuel team and other internal and external meetings, as well as relevant work in progress, previews, press nights and launch events.
* Follow Fuel’s policies and contribute to their ongoing reviews.
* Undertake any other duties as reasonably requested by the Director/CEO or Head of Programme.

**Person Specification**

**Essential**

* A minimum of five years’ relevant experience of producing complex projects across a range of programming platforms whether in a venue or production company or independently.
* Strong collaborative and line-management skills.
* Excellent financial literacy and understanding of Excel.
* Experience in managing budgets of £200k plus.
* Experience in managing teams of people 20+ in size.
* Proven success in fundraising.
* Experience of writing and executing contracts.
* Experience of working with co-producing 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**

* 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 with schools and/or communities.
* Experience of site specific or site responsive and/or outdoor producing.
* Experience of working in a charity.
* Working knowledge of Mailchimp, Wordpress and SurveyMonkey.

**Terms & Application**

**Closing date:** 9am, Thursday 16th March 2023

**First interview:** W/C 20th March 2023

**Second interview:** TBC

**Hours**: Usually 10am–6pm. Core hours are10am–3pm, with some flexibility around starting and finishing times (employees can work 10am–6pm or 8–4pm). Some evening and weekend work may be required. Fuel operates a Time Off In Lieu system.

**Base**: Somerset House, South Wing, Strand, London, WC2R 1LA

The role involves travel around the UK with on-site work as required by specific projects. Fuel operates a hybrid model of part-time at home and part-time office working across the team. We welcome applications from those based outside of London.

**Salary**: £32,000 - £35,000 per year FT pending on experience. (We will also consider applications for PT 0.8 on a pro rata salary).

Fuel offers a designated stakeholder pension scheme.

**Holiday**: 25 days per year (pro rated to 20 for 0.8FTE) plus bank holidays.

**How to Apply**

**Please submit your application, in one PDF attachment by e-mail to arrive by 9am on Thursday 16th March 2023 to:** **admin@fueltheatre.com**

**Please save your application document named in this format:**

[Full name – Senior Producer]

We are an equal opportunities employer and we encourage applications from all suitably qualified persons, regardless of race, sex, disability, sexual orientation, religion/belief or age. We actively welcome applications from those currently under-represented in the arts sector. If you have any questions about this role, or any specific access requirements, please contact:

**info@fueltheatre.com**