**Fuel**

**Senior Producer**

**Job Pack**

This is a Job Pack that includes information about our current vacancy for a Senior Producer

This is a large-print text-only version. A PDF version is also available which may better suit screen-reader technology.

A link to the accompanying Application Pack can be found at the end of this document.

Contents

[About Fuel 2](#_Toc267721682)

[Our Values 3](#_Toc1464560291)

[Our Programme Last Year 4](#_Toc189502050)

[Fuel’s 2022 Programme 5](#_Toc1574048547)

[Job Description 6](#_Toc965834849)

[Key Roles and Responsibilities 6](#_Toc733713170)

[Person Specification 9](#_Toc1366263262)

[Terms & Application 11](#_Toc1298158283)

[How to Apply 13](#_Toc427219405)

About Fuel

Fuel leads the field in independent producing in the UK’s live performance sector, working with brilliant artists to explore urgent questions, to shine light on how we relate to each other and the world around us, and to tell untold stories by under-represented voices. From theatres to car parks, from schools to public spaces, Fuel produces high quality new theatre that reaches diverse audiences across the UK and internationally. Fuel collaborates with outstanding theatre makers with fresh perspectives and approaches who produce shows, performances or experiences which have direct and playful relationships with their audiences.

Fuel is celebrated for its pioneering producing model that develops innovative ideas through attentive collaboration, a spirit of curiosity, and an emphasis on trust. Fuel has developed a reputation for spirited and surprising new theatre, deep relationships with a wide range of artists, and passionate commitment to inclusion and care for young and diverse audiences.

Fuel was founded in 2004 and is led by Kate McGrath. Since its story began, Fuel has produced shows, festivals, films, installations, podcasts, apps and books. In doing so, Fuel has supported the artistic development of over 120 lead artists or companies and reached more than 1.5 million people, live and digitally, hosted over a hundred internships and been recognised with awards for its work. Fuel is currently working with artists and companies including Will Adamsdale, Travis Alabanza, Common Wealth, Inua Ellams, ESKA, Lewis Gibson, Alan Lane, Hannah Lavery, Pauline Mayers, Racheal Ofori, Toby Olié, Hema Palani, Jenny Sealey, Melly Still, Keisha Thompson, Uninvited Guests and Melanie Wilson.

Our Values

* Curiosity

The discovery of the new relies on curiosity. It is at the heart of how we work as a team, keeping us open to surprises, risks and learning, and we celebrate it in the artists and colleagues we collaborate with.

* **Representation**

Performance is representation and we believe the people who make it and experience it should be representative of the diversity of the world we live in. We seek to break down barriers and enable everyone to participate freely in cultural life.

* **Trust**

Trust is the foundation on which people take risks and collaborate productively. We work hard to build trust by delivering on our promises, and we invite our audiences to trust us as we invite them to be part of a magical moment of live collaboration.

* **Creativity**

Producing is creating something new in collaboration with others. In producing we seek to embolden, support and celebrate the creativity of everyone we work with and for.

* Learning

Only through taking risks, and learning from our successes and our mistakes, can we create genuinely insightful and affecting work. We believe listening and learning can enable everyone we work with to achieve their potential.

* Sustainability

We are working towards a zero waste, zero carbon future and are committed to massive reduction in the carbon cost of our work. We believe it is possible and essential to create art without further harming the earth for future generations.

Our Programme Last Year

Last year we produced 14 theatre shows, 4 films, 4 movement pieces, 3 immersive productions, 3 interactive productions, 1 spoken word piece, 1 book and a podcast. We presented tours of The Body Remembers, Peaceophobia, A Dead Body in Taos, The Gretchen Question and An Evening With an Immigrant. We also worked with young people through our Fly The Flag project which continues to run in partnership with organisations and artists across the UK.

Digital work played a significant part of our programme through our streaming platform Fuel Digital. We developed an additional platform called Fuel Engage to support our engagement activity and work with young people.

We reached audiences and participants in theatres, schools and site specific locations, from cities to rural locations across the UK and internationally, working with new partners and longstanding collaborators. We reached 11,000 audiences across 24 cities. We worked with 32 lead artists, 403 freelancers and produced 7 works directly for young people. We took our work across the UK and the world, reaching audiences from Plymouth to Oklahoma, Bradford to Bilbao.

Fuel’s 2022 Programme

Our plans for 2023 include upcoming UK tour of Hannah Lavery’s new play *Protest* and a remount of *Peaceophobia*. Inua Ellams’ *The Midnight Run* will return for one off performance, as will Uninvited Guests’ hit show *Love Letters Straight From Your Heart*. Other works include Lewis Gibson’s The Day I Fell Into a Book, which will tour to primary schools from March.

New digital works include a remount version of The Gretchen Question and the world premiere of Travis Alabanza’s latest project When All Is Said.

Fuel is proud to work in collaboration with a brilliant cohort artists, and with a range of partner organisations, to create this programme across the UK and beyond.

We're also looking ahead to our 20th anniversary in 2024 through a new archival project in collaboration with researchers at Queen Mary's University of London.

Job Description

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 artisti 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/CEO 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/CEO 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 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:** WC 20th March 2023

**Second interview:** TBC

**Hours**: Usually 10am–6pm. Core hours are 10am–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 and operates a childcare voucher 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**