

Application Pack

Thanks for your interest in the position of WillFredd's Company Producer.

Please find enclosed:

- Summary Terms & Conditions
- Background information about WillFredd Theatre
- Job Description & Person Specification

To Apply:

- Send a current CV detailing your work history.
- Referring to all points in the person specification please write a statement detailing your suitability to the role (2 A4 pages max).
- Two referees.

Please send completed applications by email to sophie@willfredd.com

- Applications deadline: 25th March
- Interviews: W/C 4th April, possible second interview W/C 11th April
- Start date: TBC – w/c 9th May

For further information about WillFredd Theatre please visit www.willfredd.com.

We are committed to equality of opportunity and encourage application from individuals currently underrepresented in the arts.

We look forward to receiving your application.

SUMMARY TERMS & CONDITIONS

Job Title:	Company Producer
Contract:	Fixed Term contract, review after 6 months
Salary:	€26,000 pro rata (€200/week, €10,400/year)
Hours:	2 days per week (to be worked Flexibly)
Holidays:	28 days pro rata (– 5 ½ days/year)
Location:	WillFredd's office, currently c/o Rough Magic, Dublin 2
Working with :	Co-Artistic Directors
Responsible for:	Freelance Staff, Community collaborators, Production Manager

There will be a month's handover period with Kate Ferris, our outgoing Company Producer.

About WillFredd Theatre

WillFredd come from a unique place that is both artist and community led; we produce high quality theatre for an intelligent and engaged audience who could be first time theatregoers, yet may have provided, shaped or created the final material.

Our interest lies in new beginnings and challenging artistic form, using direct encounters with communities and individuals as a trigger. WillFredd believes in true collaboration, inviting artists of many disciplines to work together from the very beginning of a process, with constant re-evaluation and interrogation of our work along the way.

WillFredd have made five productions to date, FOLLOW (2011), FARM (2012), CARE (2013) JOCKEY (2015) and BEES! (2015)

We are a busy company – on average each Calendar Year brings a development phase of a new show alongside a new production, as well as a show out on tour. Our work usually involves lengthy period of time, engagement with communities and planning, alongside work in progress showings within a development context. WillFredd consists of co-Artistic directors Sophie Motley (Director) and Sarah Jane Shiels (Designer). They are supported by the Company Producer.

In addition we work on a project by project basis with a PR manager, Audience Development and Marketing support. This is all managed by the Company producer as and when the budget allows for it.

The aim of all the work is to bring a new audience to theatre, so engagement with that audience is very important for the company. For example, we spent 18 months working in a Hospice to create CARE, which was produced in 2014. We connected with various healthcare groups and this brought a high number of Healthcare professionals to the show, which it is going out on tour Nationally in May 2016. We aim to plan our work at least 18 months- 2 years ahead, to allow us to find additional support and funding, to engage meaningfully with the topic or community that we are developing work with/about.

We are truly multidisciplinary in that we have commissioned writers, made dance theatre, created original theatre.

Access is very important for WillFredd – we aim to ensure that all our productions are fully Accessible for wheelchair users as well as a Deaf, Hard of Hearing, Blind and Partially Sighted audience. We collaborate regularly with Arts & Disability Ireland to ensure this.

WillFredd raise all of our money through project-by-project funding. This means that we are constantly having to raise surplus funding to cover our core costs.

FUTURE AIMS FOR THE COMPANY

We are keen to expand our work to touring internationally, and have been building a web of connections with venues and festivals over the past few years.

We have just created our first co-production with the Ark Children's Theatre, and are keen to co-produce in the future.

We would like to move to our own office and workshop/rehearsal space at some point in the next 3 years.

We have a large scale multi-disciplinary project planned for 2017 as well as a co-production with Belfast based company Prime Cut. We also plan to tour BEES! Nationally in 2017.

We would like to put ourselves clearly in the path of being able to apply for multi-annual funding as and when it becomes available.

We are keen to be present within the Irish Arts scene when the shift in funding and Arts Council Policies changes at the end of 2016.

JOB DESCRIPTION – WILLFREDD COMPANY PRODUCER

1) COMPANY MANAGEMENT

This is supported by the co-Artistic Directors where possible, but responsibility for organizing and planning remains with the Company Producer.

- Compiling Mailing list and Quarterly News Sheets.
- Managing our social media sites, keeping an eye out for ongoing marketing ideas.
- Be in office as and when you can.
- Helping to write financial elements of Arts Council Applications and collaborating with co-Artistic Directors on content.
- Budget management for every project.
- Financial management of accounts and insurance.
- Maintaining relationships with venues, festivals, co-producers.
- Scheduling weekly company meetings either in person or via Skype
- Being in charge of the WillFredd info@willfredd.com account, and responding to any mails through it.
- Managing accounts, and keeping up to date with all accounts between AC projects, as well as draw down requests.
- Preparing accounts for end-of-year audit and post funded production audits.
- Paying all company members and collaborators
- Engaging with participating communities that the company work with, and maintaining these relationships.
- Liaising with actors, their agents, putting in offers and negotiating fees, accommodation, flights etc as necessary.

2) CREATIVE PRODUCING

- Being the company contact for venues, festivals and co-presenters. Understanding the ethos of the company, of our engagement with different communities of space, place and interest, and the way we develop and create our work in order to explain the work most effectively. This necessitates a close working relationship with Sophie and Sarah Jane, being up-to-date on project development artistically.
- Planning and coordinating any ancillary events or activities connected to the work, such as workshops, demonstrations etc.
- Throwing in ANY ideas for new work, or encounters you've had.
- Help us to have a brilliant ongoing relationship with our PR, Marketing and

COMPANY PRODUCER JOB SPECIFICATION

Audience Development advisors.

- To find and source alternative funding models and opportunities. Because of the way we make our work,
- To lead in creative ideas for marketing, publicising and developing the work.
- Be the company contact for any queries or questions or opportunities that may come our way, and use your INITIATIVE to respond to them, alongside co-Artistic Directors, with an understanding of how the work is made.
- Be the person to suggest new ways of doing things, or new ideas for projects.
- Collaborating with co-Artistic Directors on Copy, Image, Print, Graphic Design.

PERSON SPECIFICATION

The Company Producer will have a track record in producing professional theatre. S/he will be happy leading the organisation and working structure of the company, referring to the Artistic Directors where appropriate, but comfortable working alone and taking her/his own initiative on key decisions.

ESSENTIAL SKILLS

- Excellent budget management, financial prudence and acumen.
- The ability to lead the company and take your own initiative.
- Excellent way with people, be they actors, agents, designers, Community members (doctors, farmers, jockeys, members of the Deaf Community), journalists, Venue managers.
- Unflappability
- Exuberance, energy and willingness to work flexibly when we are in production.
- Experience of touring small/mid scale productions/events
- Experience of fundraising from sources beyond Arts Council funding applications (and NOT fundit!)
- Experience in completing successful funding applications.
- An understanding of the current Arts scene in Ireland

DESIRABLE but not essential SKILLS

- An understanding of the technical needs of theatre and how to work with a Production team.
- Good connections with Irish venues and Festivals, as well as international presenters and festivals.
- Experience of making theatre for young people
- Experience of interacting with non-theatregoing audience members.
- Experience of producing work within a community setting.