

**Trainee Producer**

**JOB DESCRIPTION**

**Job Purpose**

To manage the smooth-running Graeae’s productions and R&D projects, under supervision from the Executive Director and act as Line Producer for the project teams.

**Line Manager:** Executive Director

**Responsible for:** None

**Key responsibilities**

**Creative Projects**

1. Negotiate the booking of Graeae’s creative projects, tours and R&D in association with the Consultant Producer
2. Be responsible for creating and managing budgets in collaboration with the Finance Director, ensuring they remain within agreed spend.
3. Create contracts for performers, creative team and venues in liaison with freelance producers on Graeae productions
4. Coordinate travel and accommodation for touring productions
5. Manage the logistics for the production and touring teams
6. Manage clear communication of performances and events internally and with project partners
7. Ensure monitoring and evaluation reports are completed comprehensively and to deadlines, particularly with reference to funding agreements.

**Company communication**

1. Proactively lead communication across the company departments, organise and support meetings, including minute taking
2. Work with Executive Director to ensure internal communication systems are up to date and, with support from the Executive Director, adhered to

**International projects**

1. Support the Freelance International Producer to coordinate the international programme.
2. Ensure travel, accommodation and visas are booked where required.

**Support building and facilities**

1. Provide duty management support to the General Manager in opening and closing the offices at Bradbury Studios (if London-based)

**General**

1. Promote equality of opportunity and fair treatment in all activities
2. Represent the company at public events as required

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# Person Specification

#### Essential

1. Excellent interpersonal skills including an ability to interact effectively with a wide range of individuals and organisations and a variety of settings
2. Excellent communication skills - written and verbal / signed and the ability to represent the organisation externally
3. Identify as Deaf, disabled or neuro-divergent under the Social Model of Disability or have an in-depth understanding and appreciation of access barriers to working in the arts, as well as how these barriers may be addressed
4. Experience of creating and managing administrative systems
5. Experience in problem solving both creatively and pragmatically
6. Ability to self-motivate, organise and prioritise work load
7. Excellent IT skills across a range of PC based software packages including Microsoft Office
8. Proven experience of monitoring budgets and knowledge of effective financial management systems
9. Experience of working with or within the arts or cultural industries
10. Experience of time management and the ability to maintain and deliver several projects simultaneously
11. Experience of effective reporting and evaluation for funders and internally
12. An understanding of the additional social and cultural barriers encountered by Deaf and disabled artists; including disablism, racism, homophobia or persecution for some other aspect of their identity.
13. An openness to travel within England, when safe to do so.

###### **Desired**

#### British Sign Language Level 1

1. Clean driving licence and willingness to drive company vehicles



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# Summary of main terms and conditions of service

*Contract*

This is a full time fixed term post of one year.

*Salary*

The salary offered is £26,500 and is payable monthly.

*Hours*

This is a full-time post of 35 hours per week, plus one hour for lunch. Graeae's opening hours are 8.30am – 6.30pm. Hours are flexible within that period, but must be agreed in advance with your line manager. Part of the role is to act as duty manager for Bradbury studios, at those times you will be required to start at 8.30am or finish at 6.30pm but this will be by mutual agreement.

Occasional evening and weekend work as well as over-night stays away from the company base in London is required. There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

*Probation*

Confirmation of employment is subject to a 3 month probationary period.

*Notice*

The period of notice from either party is one week during the probationary period and two months thereafter.

*Pension*

On the condition the employee contributes 3%, Graeae makes a contribution to the company's designated stakeholder pension scheme equivalent to an additional 7% of gross salary.

*Holiday*

The post holder is entitled to 25 days paid holiday per annum plus public holidays in the first year of service. Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

*Access*

Graeae will assist you to conduct an access audit, make an Access to Work application to meet the cost of support and have put funds aside to cover any costs not covered by the scheme. We will assist with booking interpreters, access workers or other personnel as required. Applicants will be responsible for their own personal care and home support needs. We are happy to discuss with you in advance of making an application if you are unsure.

Any additional access support required to make the application will be covered if agreed in advance.

*Training*

Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

This post comes with a training and development package that can be tailored to the individual. Support would include:

* A place on a producing training course such as Stage One or equivalent, based on level of experience and accessibility.
* Mentorship from one of our partner organisations, 6 x 2hr sessions
* Action Learning Set
* Up to 5 days additional professional development
* 1 week placement in one of our partner organisations

The full package of support is estimated by us to be worth c.£5,000 including travel, accommodation and expenses.

*Other Benefits*

Graeae participates in the Cycle to Work scheme. Holiday, sick and parental leave are all over the required minimum.