



## **INTERIM PRODUCER**

### **JOB DESCRIPTION**

**Report to:** Executive Creative Director (ECD)

**Responsible for:** freelance facilitators, creatives, volunteers

### **ABOUT THE ROLE**

The Interim Producer is a central role within The Mono Box (TMB) team, which consists of the Executive Creative Director, Development Manager, General Manager and Marketing Assistant.

The Producer will lead on the planning, funding and delivery of our established creative projects PLAYSTART, RESET THE STAGE and the MONOLOGUE LIBRARY and one project in development. Support the programming and delivery of MONO MAKERS 'ON THE ROAD', TMB's programme of workshops and training opportunities for emerging theatre makers. The role will also support the Executive Creative Director and Development Manager on wider funding applications, events and evaluations. TMB is currently in receipt of Arts Council England funding for several projects which will require evaluation.

### **KEY RESPONSIBILITIES**

#### **Operational**

- Support the ECD in developing the programming, organisational and financial plans
- Oversee the planning and delivery of the 2022 programme of workshops, projects and events.
- Develop and manage project budgets; working with the ECD to ensure that resources are managed effectively within financial constraints.
- Ensure a safe and secure environment for projects/events, including creating risk assessments and carrying out DBS checks when necessary.
- Lead on COVID safety measures as required.

#### **Creative**

- Deliver a strong and effective programme of creative projects aimed at TMB's target participants.
- Manage the organisation and administration of all elements of in person/online creative projects and events.
- Support the programming and delivery of the workshop programme.
- Build and maintain relationships with agents, actors, creatives, venues and other industry organisations.
- Ensure each project is evaluated post-completion to determine future development, including surveys, feedback forms and interviews with participants/beneficiaries.

#### **Fundraising**

- Support the development and delivery of funding applications, crowdfunding schemes, pitches and events.
- Maximise workshop and event income.



## **Marketing**

- Support the commissioning, editing, signing off all project/event related marketing collateral.
- Proactively work to broaden the diversity of The Mono Box attendees.
- Publicise the activities of TMB, its programmes and goals to participants and partners.

## **Staffing**

- Responsible for the recruitment and employment of project/event staff and volunteers, ensuring appropriate numbers are on hand to deliver programming.
- Jointly, with the ECD, draft and execute legal contractual documents for TMB facilitators, partners, venues and suppliers as required.

## **General**

- To be an advocate for the work of TMB at all times.
- To attend industry events, networks etc. on behalf of TMB and be an ambassador for the organisation's work.
- Develop effective partnerships/relationships with creative individuals, educational establishments, theatres, donors.
- Maintain knowledge of trends in the areas of performing arts, film, education, and philanthropy.
- Any other duties reasonably required.

## **PERSON SPECIFICATION**

### **Essential**

- A background in producing, with ideally 2 – 3 years' experience.
- Proven organisational and project management skills with the ability to prioritise a complex workload, manage multiple priorities and meet tight deadlines.
- Excellent financial acumen including preparing and managing budgets.
- Excellent organisational and problem-solving skills.
- Excellent communication skills, both written and verbal.
- A positive attitude with a high level of self-motivation and ability to work on own initiative
- Experience working with industry leaders, creatives and funders with diplomacy, discretion and professionalism.
- Experience of line-managing staff or volunteers and the ability to motivate a team.
- A broad understanding of the professional theatre industry.
- Experience of working with technical teams to produce showcases, readings, talks and workshops with the highest possible production and education values.
- A desire to work with artists from a diverse range of backgrounds.
- An understanding of the barriers to employment for people who are currently underrepresented in the theatre.
- Shared values with The Mono Box, an interest in our work, and an inclusive style of working.

### **Desirable**



- Experience of artist development programmes and a commitment to the development of emerging artists and those from underrepresented backgrounds.
- Experience in grant writing.
- Experience of marketing and promotion.
- Experience of Health & Safety and risk assessments.
- Knowledge of how digital (film/audio) can enhance theatre.
- Understanding of Mailchimp, Eventbrite, Stripe, Acuity, Zoom, Canva or similar.
- Understanding of Microsoft office, Google Workspace or similar.

### **ABOUT THE MONO BOX**

The Mono Box is a vibrant and exciting not-for-profit arts organisation offering theatre-makers affordable training, writing and performing opportunities, and access to a unique play collection of 4,000+ play texts. We are dedicated to being the heart and home of creative professional development where self-worth & artistic excellence is cultivated & nurtured.

#### **Our Mission:**

- To support emerging talent in theatre.
- To encourage the personal, professional & social development of young artists through our workshop programme.
- To equip emerging artists with practical tools for the industry through our creative projects.
- To form a collective that nurtures creative relationships.

The Mono Box is open to anyone interested in pursuing a career in the theatre sector or wishing to hone their skills and we engage over 4,000 participants each year through a programme of workshops and creative opportunities. We programme around 100 workshops each year that explore various areas of the theatre industry from acting and voice technique to directing, producing and well-being. Our online audio Monologue Library, the only one of its kind in the UK, consists of more than 130 recorded monologues performed by leading actors and actresses. As a free resource, it has had over 30,000 downloads since being launched in 2020. In addition to our libraries and year-round programme of workshops The Mono Box is also known for the high quality creative opportunities it develops such as PLAYSTART and RESET THE STAGE, through which we nurture and guide the next generation of theatre makers. We provide regular employment to over 100 freelance facilitators each year and are an Associate Company of Hampstead Theatre.

#### **Our Values**

The Mono Box aims to foster a collaborative, curious, community-driven and safe environment for participants, practitioners, staff and volunteers alike. This is an environment we nurture within The Mono Box's studio spaces but also throughout any space that we and/or our participants inhabit both physically and online.

There is no place for any form of bullying, harassment, abuse, victimisation or sexual misconduct at The Mono Box. Behaviour of this kind is contrary to the values of collaboration and community that are deeply instilled in our work and is detrimental to our mission and purpose as an arts organisation working with and for a wide range of emerging artists and young people. It is integral to our very existence that our spaces are defined by the integrity of our organisation and the protected dignity of all those with whom we work with and for.



## **TERMS AND CONDITIONS**

**Contract:** 10-month contract

**Start Date:** Mid to end of February 2022

**Part-time:** 20 hours per week/2.5 days

**Fee:** £1,250 per month

**Place of Work:** Remote working

## **TO APPLY**

Applications should be sent by e-mail to the Executive Creative Director at [Blayne@themonobox.co.uk](mailto:Blayne@themonobox.co.uk) with **INTERIM PRODUCER** in the subject line.

Applications should include a covering letter (no more than two sides A4) and C.V. The covering letter should explain how you think you meet the job description and the person specification for the role of Interim Producer as outlined above. You do not have to have experience of all the duties outlined, however your application should give us clear examples of what you have previously done, your potential to fulfil the duties, and how you could be right for the role.

We welcome applications in audio or video format. Files should be no more than 5 minutes long, be clearly labelled with your name, the role you are applying for and explain how you think you meet the job description and the person specification for the role of Interim Producer as outlined above.

The closing date for applications is Midnight on **Sunday, 30 January 2022**.

Interviews will take place the week commencing **6 February 2022** via Zoom in the first instance with second interviews to be held in person.

All job applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for an interview.

## **DIVERSITY, INCLUSION AND ACCESS**

The Mono Box is an equal opportunities employer and therefore is committed to promoting equality of opportunity and diversity and to tackle any forms of discrimination within our working environment, whether on grounds of race, gender, sexual orientation, gender reassignment, disability, age, class, religion or belief.

These principles underpin our professional behaviour and are embedded in our policies, procedures, day-to-day practices and external relationships. We, therefore, welcome and encourage job applications from people of all backgrounds.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our GDPR statement please write to [Blayne@themonobox.co.uk](mailto:Blayne@themonobox.co.uk).