



PROJECT PRODUCER - APPLICATION PACK

The Herd Theatre are looking for a Producer to support the company across two projects and a fundraising campaign. As the Project Producer, you will be responsible for producing an Industry Sandpit, take on project management responsibilities for The Herd's upcoming production *The Last Dinosaur*, and assist the Artistic Directors in delivering a fundraising campaign.

With a newly operational board and big plans on the horizon, we're at an exciting time as a company, and this roles offers an opportunity to make a big impact.



We want everyone who believes they meet the person specification to feel comfortable and confident applying for this role. It is our responsibility to make the application process accessible.



ABOUT THE HERD

The Herd Theatre bring children, young people and families together in playful spaces to watch and share stories. Our work explores what it's like to be young, the good bits and the hard bits. We believe that children and young people deserve art that respects their rich, complex lives, and that by reflecting how children and young people see the world, we allow adults to view their own worlds differently.

The Herd are committed to accessible art for all and use producing models to reach under-served families. We are an Associate Theatre Company at Hull Libraries and Back to Ours, and an Affiliated Company at Hull Truck Theatre. Since 2015 we have involved over 300 young people directly in our creative process and reached an audience of over 20,000 children in Hull. Our work has toured theatres and community spaces across the UK including Royal Exchange Manchester, Southbank Centre, London and Byker Community Centre, Newcastle. The Herd's celebrated production of SLIME (****The Stage, *****3weeks), a show for 2-5yrs made with McMillian Nursery, was recommended by The Guardian. Our Theatre commissions include: 'Ducklings' and 'How to Fly Like a Reindeer' by Hull Truck Theatre and 'The Last Dinosaur' by The Civic, Barnsley and Arc, Stockton.

As well as theatre shows and participatory projects with young people, The Herd have published a picture book and are currently developing an app with Hippotrix to support our next production. We always invite our audiences and participants to play, because we believe that play is the best way of engaging in the world.

The Herd are based in Hull and run by Co-Artistic Directors Ruby Thompson and Sam Caseley.

PROJECT PRODUCER DETAILS

Part Time: 1 day a week, for a fixed-term period of 6 months.

Week commencing 17th May 2021 - 18th November 2021. From August working 1-2 days per week. A total of 42 days over the period of engagement.

This is a short term contract. We hope to develop this role into a longer-term position with the company.

Fee: £31,200 Pro rata

£120 per day [The wage equates to 8 hours. This can be delivered flexibly]

Start: 17th May 2021

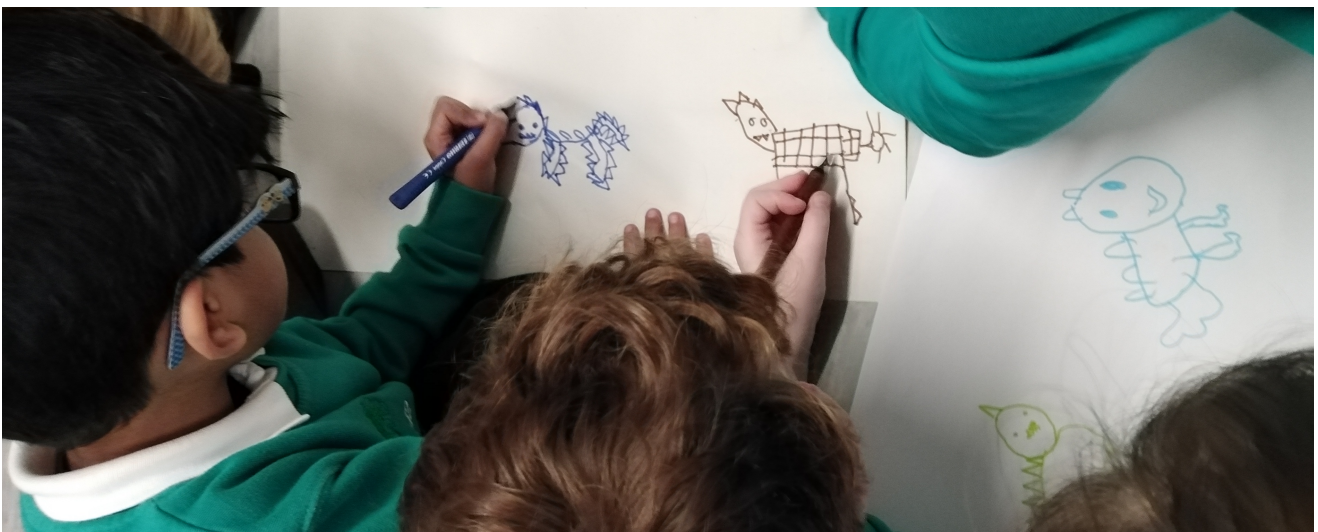
Report to: Artistic Directors

Location: Due to the current covid restrictions we are looking for someone who is able to work from home, and we anticipate that the majority of work will take place remotely. We are therefore happy to take applications from people living elsewhere in the UK. Should visits to Hull be required travel and accommodation will be covered.

Probation period: 1 month.

Notice period: 4 weeks.

This is a freelance contract, the successful applicant must be registered self employed and will be responsible for their own tax arrangements.



KEY RESPONSIBILITIES

Sandpit Producing

The Herd are hosting an industry event day - a 'sandpit' - in which organisations working across early years engagement share knowledge and best practice on developing new, and hard to reach, early years audiences. The day will include a performance of The Herd's new production *The Last Dinosaur* as well as a structured knowledge sharing session. The event will take place in Hull in November 2021 (covid-19 restrictions allowing) or online.

- Responsibilities will include, managing the budget, securing a venue, booking guest speakers, managing the invitations and guest list, and disseminating findings after the event.
- The Producer will work closely with The Herd's team to deliver the project's proposed outcomes.

The Last Dinosaur Project Management

The Herd are producing a new show for 3-6 year olds, *The Last Dinosaur*, a silent comedy about finding fun in the alone, that will be performed in an immersive pop-up play-space. The show is a co-production with Back To Ours, in association with Barnsley Civic and Arc Stockton and is supported by Arts Council England. It will be rehearsing in Hull in September - October 2021, and then performed in Hull, Barnsley and Stockton from October - November 2021.

- Responsibilities will include disseminating information across the creative and production team, ensuring creatives are contracted, booking rehearsal space, and managing communication between The Herd and the project's partners.

Fundraising

The Herd are entering a period of fundraising for future shows and participatory projects. The Project Producer will work with the company's artistic directors to put together a fundraising plan for these projects, and then assist with bid-writing.

General Duties

- Carry out any other duties agreed and deemed appropriate by the Artistic Directors.
- Work in accordance with The Herd's Equality and Diversity policy and Child Protection Policy.
- Take part in the ongoing evaluation and reflection of our work.

PERSONAL SPECIFICATION

We will ask you to demonstrate your suitability for the role in the areas below in both the application (cover letter and CV) and interview:

Essential

- Experience of producing and managing similar projects.
- A good understanding of budget creation and management.
- A good understanding of fundraising and experience writing funding bids.
- Able to approach, make connections, and continue relationships with other organisations.
- Innovative problem solving.
- Ability to work independently and prioritise work effectively.
- Effective written and verbal communication skills.
- Ability to listen and promote open discussion amongst team members.
- Good logistical skills.
- Accuracy and attention to detail.
- A passion/ interest in theatre making for young people.

Desirable

- Experience of producing theatre and touring productions in the UK.
- Experience of Health & Safety practice and procedures, including Risk Assessments.
- Other relevant qualifications.
- Good industry connections.
- Experience of working with young people and children.
- Digital communications, content generation, social media experience.
- Good links to organisations and companies in Yorkshire.

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To apply please send your CV and cover letter to ruby@theherdtheatre.co.uk

Application deadline 9am, Friday 26th March 2020.