



12<sup>th</sup> February 2018

### **Producer Job Pack**

China Plate is seeking to appoint a Producer to join the Company's dynamic team as they prepare to join Arts Council England's National Portfolio for first time. Please find below a job description, alongside a brief summary of China Plate, and a person specification to help you with your application.

The closing date for receipt of completed applications is **5pm on Monday 5th March 2018**. We regret that applications received after that time cannot be considered.

Please submit the following to [ed@chinaplatetheatre.com](mailto:ed@chinaplatetheatre.com)

- A cover letter (no longer than 2 pages) stating why you are applying for the position and how you meet the requirements set out in the person specification and job description
- A current CV (no longer than 2 pages), also detailing two referees (only contacted on the offer of a job) and relevant contact information
- An equal opportunities monitoring form

Please mark your email PRODUCER APPLICATION.

Shortlisted candidates will be contacted by phone or email.

Interviews will be held on Thursday the **15<sup>th</sup> of March in London and Monday the 19<sup>th</sup> of March in Birmingham**. Second interviews TBC.

Please notify us within your application if you are unable to attend these dates.

Anticipated start date **Monday 23<sup>rd</sup> April 2018**.

Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us within three weeks of the closing date, please assume that you have not been shortlisted in this instance.

Start date early March, to be discussed at interview.

China Plate welcomes applications from people of diverse backgrounds including BAME, LGBTQI and disabled. We promote diversity and access across our activities. We are committed to equality of opportunity and encourage application from individuals currently underrepresented in the arts. Disabled candidates who meet the job criteria will be guaranteed an interview.

We hope that this document will help with any questions you might have about the application process and the advertised position. However, if you have any further queries, please email [ed@chinaplatetheatre.com](mailto:ed@chinaplatetheatre.com).

Thank you for your interest in this post – we look forward to hearing from you.

Yours sincerely,

Ed Collier and Paul Warwick  
China Plate Theatre Co Directors



## **About China Plate**

Established in 2006, China Plate is an independent producer of contemporary theatre. With a portfolio that crosses making, distribution, programming and development.

China Plate works with some of the UK's most talented artists, harnessing their ambition and skill to deliver high-quality work that reaches a broad and diverse audience. At the heart of our model is a suite of development programmes to nurture artistic practice, facilitate collaboration, commission work, increase access and widen diversity across scales.

China Plate has work currently touring or in development with Inspector Sands, Caroline Horton, Dan Jones, Contender Charlie, Chris Thorpe, Rachel Chavkin, Rachel Bagshaw, Joan Clevillé Dance, Ben Wright's bgroup, David Edgar, Urielle Klein-Mekongo, Chris Haydon, Ella Grace and Katie Lyons.

China Plate is Associate Producer at Warwick Arts Centre, with a focus on product and partnership development; Director of Pulse Festival (programming around 50 artists across 10 days every May/June) at New Wolsey Theatre; director of the First Bite / Bite Size Festivals; co curators and partners in the Rural Touring Dance Initiative (NRTF, The Place, Take Art) and Hopper (Take Art, Surrey Arts); consultants for Hull City of Culture 2017 Back To Ours; and directors of The Darkroom and the biannual China Plate Optimists programme for emerging producers and theatre-makers.

April 2018 will see China Plate join Arts Council England's National Portfolio for the first time. This is a pivotal and hugely exciting time for the organization as we roll out our 2018 – 2022 strategy to become a change maker across 3 main areas of activity:

- Catalyst for change on the middle scale
- Catalyst for continued development of the independent sector across the Midlands
- Catalyst for engaging hard to reach audiences

All 3 aims include an implicit focus on:

- Increased diversity
- Involvement of young people
- Creative, promotional and access-led digital opportunities
- Raising China Plate and partners' profiles internationally

**Vision:** China Plate's vision is of a dynamic and diverse culture of performance that fires the imagination, celebrates live encounters and affects positive change.

**Mission:** Challenging the way performance is made, who it's made by and who gets to experience it.

### **Values:**

- Quality and expertise
- Collaboration and connectivity
- Integrity and courage
- Inclusivity and openness
- Diligence and generosity

For more information about the company, please visit [www.chinaplatetheatre.com](http://www.chinaplatetheatre.com)

China Plate is a Registered Charity Number: 1173766

Company Number: 09021628



## **Producer Job Description:**

JOB TITLE:	Producer
LINE MANAGER(S):	China Plate Co-Directors, Paul Warwick and Ed Collier
LINE MANAGES:	Project freelance teams
SALARY: £	25,000 – 28,000 per annum, full time permanent employed contract
LOCATION:	This role could be based at the China Plate office in Moseley, Birmingham or in Brixton, South London. Occasional travel between both bases will be required.
HOURS:	10am – 6pm Monday to Friday but some evenings and weekend work may be required. China Plate Theatre operates a Time Off In Lieu system.
HOLIDAY:	20 days per year plus bank holidays.
OFFICE TEAM:	2 Co-Directors, General Manager, 3 Producers (1 f/t, 2 p/t, Engagement and Participation Producer (f/t), Administrator, Placement and Interns.

### **PURPOSE OF ROLE:**

- To work closely with the China Plate team in managing a portfolio of producing, programming and development projects.

### **Specific Duties and Responsibilities**

The Producer will manage all aspects of a portfolio of projects with the support of the China Plate Directors. This will include:

- managing specified projects on a day-to-day basis
- maintaining very close relationships with artists leading China Plate projects, ensuring their vision is realised to the highest creative and professional standards
- ensuring those projects are delivered to the agreed plan and on budget
- managing the effective delivery of the projects with technical, artistic and marketing freelance teams
- creating and managing project budgets and ensuring effective systems of communication and control, providing the China Plate General Manager with regular and accurate updates of budgets, cash flow projections and other information as required
- designing funding strategies and writing project funding applications including Grants For The Arts and to Trusts and Foundation
- designing and implementing project related marketing and audience development strategies
- creating and managing project schedules
- tour booking
- contracting
- coordinating travel and accommodation
- ensuring projects are appropriately documented



- organising design and distribution of print and programmes, e-fliers and any other promotional material
- managing project evaluation

### **General**

The Producer will:

- be part of the team that generates and explores ideas for future projects and collaborations
- attend and contribute to artistic planning and programming meetings
- work with the China Plate team to ensure inventive, effective, appropriate and timely promotion of the company and projects
- work closely with the China Plate team to identify new sources of funding, both revenue and project-based, and contribute as necessary to approaches to all statutory funders and trusts and foundations
- attend key events, network meetings, productions and festivals to play an active role in raising the profile of China Plate and its values
- maintain effective relations with funders, artists, partners, venues commissioners and other related organizations
- work with the China Plate team on the delivery of The Optimists training programme
- implement the Equal Opportunities policy and practice
- implement the company's Health and Safety Policy
- lead on China Plate's online and social media presence
- undertake any other tasks as reasonably requested by China Plate's Directors

### **Person Specification:**

Essential Skills / Experience:

- At least 4 years professional Theatre Producing / Project Management / Arts Administration
- Ability to prioritise a demanding workload and meet deadlines
- Ability to manage existing and develop new relationships
- Ability to work independently balanced with excellent team skills
- Experience of writing fundraising applications
- Excellent communication skills
- Experience of managing budgets and cash flows
- Flexibility in working hours and location
- Be computer literate
- Have a commitment to the aims of China Plate and the company's projects
- A passion for live performance

Desirable Skills:

- Experience of booking tours
- Networking skills
- Experience of managing others
- Sales and marketing experience
- Experience of updating and managing websites
- Social media and digital marketing experience
- Experience of Theatre Tax Relief

For more information or to arrange a time to talk about your application please email [ed@chinaplatetheatre.com](mailto:ed@chinaplatetheatre.com)