



China Plate Theatre Limited
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www.chinaplatetheatre.com

We're hiring a Producer!

China Plate is an independent producing studio based in Birmingham and working across the UK. We are an arts charity. We help people to make creative projects happen – from theatre shows, to audio anthologies, to bus stop galleries. You can read more about our work [here](#).

We're looking for a skilled and creative new Producer to join our friendly and versatile team. This person will take the lead on producing touring theatre work (across scales), as well as helping us to find and develop new ideas for national stages.

At China Plate we work with different Producers in different ways, and not all of us come from theatre backgrounds. This Producer role, however, does require theatre or relevant live performance experience. It would suit someone who enjoys taking a leadership role - managing creative teams and deciding the direction of travel for projects.

Our company values are important to us, so we're looking for someone who is passionate about inclusion, care, and environmental responsibility, and who will be excited to think about how we can practically embed these values in the work we do. We're also exploring how we can work together with people in Birmingham and beyond to find new ideas for projects – so we'd love to find a Producer who is as comfortable in community workshops as they are negotiating contracts.

China Plate supports new producers to develop through training programmes like The Optimists and Young Producers. Our new Producer can expect to be involved in delivering this training – but will also be supported to develop their own skills and experience while working with us.

If this sounds like the role for you, we'd love to hear from you. If you have any queries or would like to set up an informal chat about the role, please contact our Executive Director Chloe on chloe@chinaplatetheatre.com

China Plate: direction of travel

At China Plate we produce shows, develop artists, train new producers, bring venues together, and work to change the arts sector for the better. We take our work into major theatres, village halls, onto the streets, and to festivals nationally and internationally. We're part of Arts Council England's National Portfolio (NPO). From 2019 to 2022 we commissioned 115 new pieces of work and produced 32 productions. This included mid-scale musical *Gin Craze!* ("raucous fun" ★★★★★ Observer), Caroline Horton's *All of Me* ("shakes you...with a sense of awe" ★★★★★ Independent) and Birmingham 2022 Commission *To The Streets!* – a civil rights musical by Roy Williams and Tim Sutton, previewing in West Midlands parks last summer. We've won multiple industry awards including five Fringe Firsts and numerous Offies and have been nominated for an Olivier.

Artistic Directors: Ed Collier & Paul Warwick
Registered company no: 09021628
Registered charity no: 1173766
VAT no: 207415336

April 2023 will see us launching an exciting new business plan and evolved mission: *to develop a new model of creating and producing theatre that opens up the way performance is made, who makes it, and who it's experienced by.* Our new business plan places Creative Communities at the heart of how we identify, make, and share work. The China Plate team will look beyond the arts industry to begin creative conversations and explore urgent and inspiring ideas – building Creative Communities to develop these ideas into new work. Creative Communities will be defined differently for each project, but could include a range of individuals, groups, and organisations from within and outside the arts.

As part of this, we plan to explore different approaches to making work that further develop and nurture artists, creatives, audiences, and company employees. We hope that this new approach will connect us to audiences and communities, to ideas and their impact, more significantly than we ever have been – offering a new vision of what a theatre producing company can be in the twenty first century.

JOB TITLE:	Producer
LINE MANAGER:	Co-Artistic Director
LINE MANAGES:	Freelance project teams, interns/placements, Assistant Producer TBC
SALARY:	£31,000 - £35,000
PENSION:	Auto-enrolment via NEST with 3% employer contribution
TERM:	Permanent
JD REVIEW:	Annually at appraisal
CONTRACT:	Full time
LOCATION:	Birmingham (Digbeth) or London (Whitechapel). Home/remote working proposals considered, but some in-person office and project presence necessary.
FLEXIBLE WORK:	China Plate's standard flexible working policy is as follows: <i>full time employees are asked to work 3 days of their week in the office but can work remotely 2 days a week as they choose.</i> Remote workers will agree in-person presence with their Line Manager.
HOURS:	40 hours per week Monday to Friday (generally 9-5 or 10-6 but this is flexible) including lunchbreak, but some evening and weekend work may be required. China Plate operates a Time Off in Lieu system.
ACCESS:	China Plate is committed to supporting access requirements to enable the successful candidate to fulfil the responsibilities of this role.
HOLIDAY:	20 days per year plus bank holidays. Subject to project commitments, China Plate aims to close its office for two weeks every December – bank holidays during this period are included within holiday allowance, but additional closed dates are offered as extra days off.
OFFICE TEAM:	2 Co-Artistic Directors, Executive Director, Digital and Data Manager, 2 Producers, Administrator, 3 freelance Associate Producers (p/t), Engagement and Participation Producer (p/t), Training and Development Producer, placements and Interns.

Specific Duties and Responsibilities

The Producer will manage all aspects of a portfolio of projects with the support of the China Plate Co-Artistic Directors who act as Executive Producers across the programme. This will include:

Relationship management

- Build and manage Creative Communities around projects to deliver high quality work of integrity and relevance.
- Build and maintain a strong network of artists and creative team members who may contribute to projects and delivering China Plate's mission.
- Maintain supportive relationships with artists leading China Plate projects, ensuring their vision is realised to the highest creative and professional standards.
- Secure and act as first point of contact for Co-Producers and other project partners / contributors and funders, providing clear lines of communication and appropriate stakeholder management.
- Be present at key moments in the development of new work, in R&D, rehearsals, production weeks, previews, press nights and on tour to host the project teams, liaise with partners and represent China Plate.
- Take an active role in the implementation of China Plate's Care and Wellbeing Policy.

Project management

- Lead on the planning and delivery of a portfolio of projects as agreed with the Co-Artistic Directors.
- Create and manage project schedules, ensuring key milestones are hit.
- Ensure projects are delivered to agreed plans, on budget, and achieve the highest possible standards.
- Manage the effective delivery of projects with technical, artistic, and marketing freelance teams.
- Negotiate and complete all contracts, commissions, or licensing agreements in line with agreed terms.
- Line manage all freelance project staff.
- Work with freelance Production Managers to deliver all production elements to a high standard and within budget.

Tour management

- Book and general manage tours for a portfolio of projects.
- Negotiate Deal Sheets and contracts with touring venues and act as first point of contact in relation to touring projects.
- Implement initiatives related to enhancing the presentation of touring work e.g. Anti-Racism Touring Rider and Theatre Green Book.
- Co-ordinate travel and accommodation.

Finance

- Create, manage, and reconcile budgets for your portfolio, ensuring the best use of resources in delivering the creative vision to the highest possible standards and in line with China Plate's values.
- With the Executive Director, oversee production payrolls, including subsistence schedules, holiday pay and pension contributions.
- Provide the China Plate Executive Director and Administrator with regular and accurate updates on budgets, cash flow projections, invoicing, floats, and any other information as required.
- Ensure that Theatre Tax Relief is correctly considered in relation to planning and reporting.

Recruitment and contracting

- Recruit, and contract all artists and freelancers for your portfolio of projects.
- Keep accurate records of all executed agreements on the company server.

Fundraising

- Design funding strategies and write funding applications including Arts Council England National Lottery Projects Grants and Trusts and Foundation bids.
- Manage Funder and Co-Producer stewardship and reporting, ensuring all contractual obligations are met.

Marketing, promotion and audience development

- Design and implement project related marketing and audience development strategies.
- Organise the design and distribution of print and programmes, e-flyers, and any other promotional material.
- Contribute to the production of online content for social media and web platforms.
- Work with the China Plate team to ensure inventive, effective, appropriate, and timely promotion of the company and projects.
- Work with the Engagement and Participation Producer to support the delivery of creative engagement activity as required.

Monitoring and evaluation

- Evaluate projects to understand their success and impact, and report back to funders and partners.
- Gather and securely record all data required to complete funder and internal company project evaluations.
- Contribute to the completion of core stakeholder reporting, including but not limited to Arts Council England NPO Annual Surveys and applying the Impact and Insights Toolkit.

Development of relationships and ideas

- Build and maintain connections with artists, people, organisations, and networks in Birmingham, the Midlands, nationally and internationally.
- Attend events and look out for opportunities for collaboration.
- Contribute to a new programme of open workshops that provide spaces for creative ideas to be shared between members of the public, artists, producers, and grassroots organisations.
- Work with the China Plate team on the first stages of development for creative ideas that arise from workshops and conversations.

Supporting China Plate's commitments

- In collaboration with the Executive Director, work to ensure that China Plate's policies around Inclusion, Care, and Environmental Sustainability have been considered across each project, and that proactive plans are in place to implement these policies.
- Understand and comply with all other company policies and procedures.

Any other tasks reasonably required in relation to the general responsibilities summarized above.

Person Specification

Essential	Desirable
<p>Knowledge and Experience</p> <p>At least 5 years professional Theatre Producing / Project Management / Arts Administration experience at a variety of scales</p> <p>Experience of managing freelance or project-based staff</p> <p>Experience of negotiating and completing contracts with artists, creative teams, coproducers and partners</p> <p>Working knowledge of BECTU and Equity Agreements</p> <p>Experience of writing and managing budgets and cash flows</p> <p>Experience of fundraising / reporting</p> <p>Experience evaluating the impact of your work on those it reaches</p> <p>Knowledge of the barriers that specific demographics of people face in accessing creative opportunities, and experience in helping to overcome these barriers</p>	<p>Knowledge of arts and culture in the UK, particularly Birmingham and the West Midlands</p> <p>Experience of negotiating and managing co-productions</p> <p>Sales and marketing experience</p> <p>Experience of booking tours</p> <p>Social media and digital marketing experience</p> <p>Experience of Theatre Tax Relief</p> <p>Experience of supporting access requirements for people taking part in projects</p> <p>Knowledge of Safeguarding</p> <p>Experience of delivering training</p> <p>Experience using digital/online platforms to share information</p>

Skills, Abilities, and Interests	
<p>Ability to be creative and to work with artists and creatives</p> <p>Ability to support artists and creatives to develop their creative ideas</p> <p>Ability to spot ideas and opportunities and share them with the CP team</p> <p>Excellent project management, planning, and administration skills</p> <p>Ability to build relationships with a wide range of people</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to help others realise their potential</p> <p>Ability to work independently, juggle competing priorities and drive projects forward</p> <p>A collaborative and empowering management style that brings out the best in people and teams</p> <p>Ability to use email, spreadsheets, and word processing software</p> <p>Interest in arts, culture, and the work of China Plate</p> <p>Passion for supporting people who face barriers in accessing opportunities, and for helping them to thrive</p>	<p>An interest in China Plate's values including inclusion, care, and environmental responsibility</p>

Equal Opportunities

China Plate is committed to inclusion and equal opportunities in the workplace, and we actively encourage applications from people of all backgrounds, of different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people who are disabled, D/deaf, or have chronic health conditions.

Our recruitment process is open to all, but we are particularly keen to hear from applicants who may have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness, as these groups are currently underrepresented in our team and the wider theatre sector. The shortlisting and interview panel will include at least two members who may have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness. China Plate supports the [More than a Moment pledge](#), and as such is committed to a number of actions to support Black artists and theatre makers, especially in the Midlands.

China Plate is a Disability Confident Committed employer. When we ask candidates to attend interviews, we will also ask if they have any access requirements they need in place in order to attend. We will not ask candidates about access requirements they would need in place to fulfil the role itself until we have offered the role to the successful candidate, but our Executive Director is available for conversations about access and adjustments at any point during the recruitment process if this would be helpful to you – please contact chloe@chinaplatetheatre.com if so.

How to Apply

To apply, please send a covering letter of no more than two sides of A4, or a video or audio recording of no more than 5 minutes, explaining:

- Why you are interested in the role
- How you fulfil the person specification
- Any other key experience you would like to tell us about relating to the responsibilities of the job

Please also include your CV, or a separate video or audio recording detailing your previous employment experience and any qualifications.

Please send your application to recruitment@chinaplatetheatre.com with the subject line Producer Application by **midday Tuesday 18 April**.

Please also help us by completing an Equal Opportunities form using this link – <https://forms.gle/QNqXn4Vn6HN5J4hj7> – this data is anonymous and will be used to help us monitor who our job opportunities are reaching.

All candidates will be notified by phone or email to confirm whether they have been shortlisted. Interviews will be held on **Tuesday 9 May** at our Birmingham office, with the potential of second interviews held remotely.

If you are offered the role, we will ask you to provide two professional references we can contact. We will also need to confirm that the successful candidate has the right to work in the UK prior to contracting.

Data Protection

The information you provide in your application will be used by China Plate to create a shortlist for interviews and to inform our selection process. Applicant details will be held securely and access limited only to those involved in the recruitment process. Your application will be kept on file by China Plate for at least three months after the closing date and destroyed no later than twelve months after. Equal opportunities monitoring data will be anonymised at the point of submission and used to evaluate our recruitment processes. Submission of your application to China Plate Theatre indicates your consent to this.