

SENIOR PRODUCER

INFORMATION PACK June 2024



Senior Producer Information Pack



Who We Are

Barrowland Ballet is one of Scotland's foremost contemporary dance companies, built around the artistic work of choreographer Natasha Gilmore. The company produces thrilling, accessible dance-theatre performances, installations, films and participatory projects. The work's themes are delivered with wit and humour, and the insightful observations of human behaviour are rooted in personal stories.

Barrowland Ballet is recognised for its rich intergenerational, racially diverse practice, and for genre-defining work with and for neuro-divergent young audiences. The company has gained a high level of critical and artistic success performing in festivals and venues across the world. The Gift was awarded 'Best Production for Children and Young People' at the CATS Awards 2023; Natasha Gilmore was the UK nomination for the ASSITEJ Award for Excellence 2017 for her work for young audiences including Tiger Tale and Poggle; immersive video installation Family Portrait won 'Best of the Fest' at Edinburgh Fringe 2021, & their dance-films continue to receive laurels at International Film Festivals.

Barrowland Ballet receives regular funding from Creative Scotland, and this is secure until April 2025 with a further application for multi-year funding currently pending. The company also receives regular project-based grants from charities, trusts & foundations, and regular income from touring.

Application Process

To apply, email Executive Producer, Jo Walmsley at jo@barrowlandballet.co.uk with a copy of/link to your CV, and a short cover letter outlining your interest in the role. We welcome application in video or audio files as well as in writing. Any video or audio files should be no more than 8-10 minutes long.

The deadline for receipt of applications is 5pm, 9th August 2024

Shortlisted candidates will be informed by 16 August 2024

Interviews 27-29 August 2024

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, or you require further information, please contact General Manager nicola@barrowlandballet.co.uk

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

Barrowland Ballet welcomes applications regardless of age, disability, gender identity, sex, marriage and civil partnership status, caring responsibilities, race, religion or belief. We particularly welcome applications from people with disabilities and Global Majority backgrounds.

Role Summary

This is a Senior Producer post within a small thriving company with a strong and growing international reputation. The role is to manage, influence and take responsibility for the instigation and delivery of Barrowland Ballet's National and International onward touring programme, and the delivery of a small number of special projects. Working closely with the Artistic Director and Executive Producer, and supported by a full-time General Manager and Production Manager, the role will have the opportunity for continued development as an essential part of a high performing team.

ROLES AND RESPONSIBILITIES

- Work with the Artistic Director and Executive Producer to agree and develop strategic plans for the onward touring of our existing dance-theatre and dance-film work
 - Represent and advocate for Barrowland Ballet in local, national & international networks & forums, and develop and build partnerships and new relationships in all areas of the business
 - Produce our onward touring programme, with lead responsibility across areas including but not limited:
 - Setting budgets
 - Negotiating fees and contracts
 - Scheduling, including the booking and negotiation of tour dates
 - Contracting and management of delivery teams
 - Evaluation and further development
 - Working with other team members to secure the required travel bookings, visas and permits, production delivery and marketing & communications
 - Responding promptly and knowledgably to unsolicited enquiries about our work from international promoters
 - Identifying appropriate funding; leading and supporting the submission of funding applications; and relationship management of funders including reporting
 - Special projects, where mutually agreed
 - Contributing to the ongoing development of Barrowland Ballet e.g. through active participation at team meetings
-

PERSON SPECIFICATION

The role requires the person:

- To have a proven track record and knowledge of producing national and international touring
- To have insight and a track record of understanding the dance theatre landscape in the UK and Internationally
- To have experience in financial management of budgets
- To have working knowledge of strategic planning
- To have a proven track record in fundraising
- To have an existing international professional network, and demonstrable experience of identifying and nurturing relationships within the creative sector, including with promoters and funders
- To have the ability and experience of 'making things happen'
- To be an excellent problem solver
- To have well-developed communication skills, able to build strong working relationships with staff, freelancers and programmers
- To be an effective influencer, confident to initiate and develop opportunities spontaneously.

TERMS AND CONDITIONS

Tenure

This is intended to be a permanent post, subject to the outcome of the current multi-year funding application.

Reports to

Artistic Director and Executive Producer.

Salary

£36,000– £40,000 FTE per annum, dependent upon experience.

Working Pattern

This is a part-time role, ideally 4 days a week, however we're open to working flexibly subject to a minimum of 3 days per week.

Working hours are 09:30 – 17:30 (although times can be flexible to suit the candidate's needs if fitting with business requirements).

The role requires national and international travel and occasional weekend and evening work.

Location

Barrowland Ballet are a Glasgow based company. Over our next Business Plan cycle, we will be developing plans for the creation of Barrowland Ballet Home, a studio and office space in Glasgow. It is therefore preferred that the post-holder is able to be located in Glasgow during the working week, with some flexibility for remote working.

Annual Leave

Equivalent of 27 days annual leave and 9 days public holiday, pro rata, per annum.
Holiday year runs from 1 January – 31 December.

Pension

Barrowland Ballet operates an auto-enrolment pension scheme, currently with NEST, with 8% employer contribution and 6% employee contribution. Option to increase through additional voluntary contributions.

Notice Period

3 months.

Equal Opportunities

Barrowland Ballet is committed to promoting equality and opportunity in its recruitment and employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Fair Work

Barrowland Ballet is committed to fostering a fair and equitable work environment where all employees are treated with dignity and respect. We fully support fair work practices, recognising the positive impact on employees and overall company ethos and performance. We strive to be an organisation which sees employees engaged in what we do; supported through training and development opportunities; and we promote positive approaches to make Barrowland Ballet a flexible and dynamic place to work.