

# Executive Producer

## Candidate Pack



**Deadline: 5pm, Monday 13th March 2023**



## Welcome from the Artistic Director

Thank you for your interest in the role of Executive Producer. This is a truly exciting time for The Performance Ensemble.

I created The Performance Ensemble in Leeds almost 10 years ago and since then, we have been developing and creating contemporary performance and participatory projects with older people for audiences/participants of all ages, locally, nationally and internationally, in the community, on stages, on sites and online, and always in partnership. We believe in the power and potential of ensemble practice, and through our commitment to it, have forged a new path in the cultural landscape, making visible the astonishing creative potential of older people.

There are over 161,000 people living in Leeds over the age of 60. They have important, sometimes extraordinary experiences and gifts to share, but too many sit at home, unfulfilled or lonely. We believe older people should be able to participate freely in the cultural life of the community. We believe that everybody is creative and has a story to tell. We believe older people have valuable contributions to make to society, but that as we age, we become invisible to others, and that must change.

May 2023 sees the culmination of our most ambitious project to date – 1001 Stories. 12 months of activity leads us to stage a 2-week takeover of Leeds Playhouse, and the presentation of a bustling and diverse programme. We are also about to embark on a tremendous journey as a newly funded Arts Council National Portfolio Organisation, offering unprecedented opportunity to plan and produce on a longer-term basis. I am delighted that this enables us to create a full-time ensemble of older artists.

The new post of Executive Producer is integral to our future success. I'm looking for someone who is strategic, entrepreneurial, courageous, and excited to grasp this opportunity. For someone to come and work alongside us, to enable the ensemble to realise its fullest potential and help to write the next chapter of its story.

I am looking forward to receiving your application,  
Founding Artistic Director and CEO, Alan Lyddiard

# The Opportunity

We are looking for an Executive Producer to join The Performance Ensemble at an exciting time of development, bringing to life our values and aspirations to make older people's creativity visible. In April 2023, we will proudly join Arts Council's National Portfolio – when we will develop the company itself and scale up the programmes of work we produce.

The Executive Producer is a new and integral role that will drive forward this growth. It is designed to provide strategic and operational leadership in close collaboration with the Artistic Director and Chief Executive, develop a robust and sustainable business model, cultivate an inclusive and positive organisational culture and ensure the delivery of our work in line with our objectives.

We are a small team with big ideas, and the role will be rewarding and demanding. We will work with you to identify and provide the support you need to flourish in this role.



## Context of the Role

After several years of experimentation and the successful delivery of one-off projects, Alan Lyddiard, award-winning theatre and film director, producer, and writer, formally created The Performance Ensemble in 2017. It is a Community Interest Company and is overseen by a board of directors. The board delegates day-to-day management of the company to the Executive, comprising of the Artistic Director and CEO, and the Executive Producer (to be recruited). The growth and success of the company has led to a review of our governance structure and the intention has been set to pursue conversion to CIO status. We are an associate company at Leeds Playhouse, and whilst Leeds is our home, our playground is international.

Arts Council's NPO funding will enable the company to cultivate and contract its older people's ensemble on a year-round basis, and employ a full-time administrator to support the team operationally and deliver our work. This core team will be complemented by experts including a freelance fundraiser and marketer. Our work is funded through grant income from Arts Council England, fundraising income from trusts, foundations and the public sector, and other earned income from co-productions. We are eager to explore new avenues for fundraising and earned income.

# About The Performance Ensemble

The Performance Ensemble makes high-quality performance work in support of social change. Our vision is to live in a world where older people enjoy fulfilling, meaningful and connected lives, where their creativity and contribution to society is valued.

We are an emerging company of older performers from different backgrounds and cultures, creating contemporary work that draws on older people's life experiences, hopes and fears, for audiences of all ages. We reject the dominant deficit-based narrative of ageing, and instead celebrate the fullness of life, exploring vulnerability and resilience.

We work locally and internationally from our diverse roots in Leeds: the city that celebrates over 140 spoken languages and has pledged to become the 'best place to grow old in'. You might find us and our work in a train station, a community centre, on stage, or in a garden. Each piece is different and may surprise, delight or move you to tears.

Our ensemble makes work, and also leads participatory work in the community. These are two equally valuable components of our programme. Our community work is where some of our richest partnerships are located, and we are looking forward to extending and developing activities into communities across the North, East, South and West of the city this year and into the future.

## Living and Working in Leeds

Leeds is a great place to live and to work.

With brilliant Victorian architecture standing alongside buildings rich in industrial history, the city is at the heart of the action. A vibrant creative community, with award-winning national theatre and dance companies accompanied with a thriving independent cultural sector. A burgeoning food scene, parks and public spaces, shopping, international sporting events and festivals across the year. Leeds 2023, a year-long celebration of culture, makes this year a particularly fine time to be here. 2025 sees Bradford host the City of Culture, under 10 miles away.

You don't need to travel far to access some of the UK's most spectacular areas of natural beauty. We're close to a stunning coastline, rolling dales and the atmospheric moors – all areas dotted with beautiful villages, and making Leeds the perfect base to explore from. If you prefer urban life, we're close to vibrant towns, cities, and well linked to the rest of the UK by rail.

If you're thinking of applying, you're not from the region and would like to chat to someone about what it's like to live here, then let us know.



# How to Apply

In the spirit and ethos of the ensemble, we want to open this opportunity up far and wide, and make it work for the right person. We are actively building a diverse team and welcome applications from people from different backgrounds, with different lived experiences, and we particularly want to hear from people of different ages.

We will make adjustments to support you through every stage of our recruitment process should you need it. This could for example, be an adjustment that enables you to manage a health condition or fulfil caring responsibilities.

We are happy to discuss how this role might be delivered in partnership as a job-share if this is something you wish to propose. We will also consider proposals to deliver part of the role if you have limited availability and do not have a partnership in mind, as well as freelance applications. We support flexible working as a matter of course and request your flexibility in return.

If you would like an informal and confidential conversation about the role before deciding to submit an application, please contact [info@theperformanceensemble.com](mailto:info@theperformanceensemble.com) to book a time to talk to us. If you have any access requirements please let us know in advance so that we can make the necessary arrangements.

## **Closing Date: 5pm, Monday 13th March**

To apply, please send a CV and covering letter (2 sides of A4 maximum) to [info@theperformanceensemble.com](mailto:info@theperformanceensemble.com) that tells us about yourself, why you're interested in this role specifically, and how your skills and experience match against those detailed in the Job Description and Person Specification. Your CV does not need to include your entire working history, please select what you see to be relevant to this role.

If you would prefer to submit your application in a different way, we also welcome video or audio submissions. Files should be no more than 5 minutes long, and submitted via WeTransfer to [info@theperformanceensemble.com](mailto:info@theperformanceensemble.com)

As an inclusive employer, we ask that you complete the monitoring form and email this to [info@theperformanceensemble.com](mailto:info@theperformanceensemble.com). This is strictly anonymous, will not be processed with your application, and is only used to help us gain an understanding of whether we are meeting our priorities to build a diverse team. This information will be processed in line with GDPR regulations.

## **Interview Process**

The process will include a panel interview, and opportunities to meet members of the ensemble and the board.

Interviews will take place on Thursday 23rd or Friday 24th March at Leeds Playhouse.

# Job Description

## Purpose of the Role

As Executive Producer of The Performance Ensemble, you will have responsibility for strategic planning and financial stability of the company and its work. You will support the Artistic Director CEO to develop and implement the company's strategic aims and objectives, deliver our mission and bring all projects to fruition.

You will also build strong relationships with our emerging Ensemble and wider team to foster an inclusive culture of collaboration, care and wellbeing. You will be steadfast in your commitment to equity, diversity and inclusion, and to realising the potential of older people's creativity.

## Main Duties and Responsibilities

### Strategy and Leadership

- Support the Artistic Director to deliver on and monitor the strategic vision, mission and objectives for the company through the development, implementation and monitoring of operational business planning
- Support the Artistic Director to shape the programme of work and manage the creation and delivery of all projects, programmes and productions
- Lead on audience development and management of freelance specialist for the company

### Governance and Policy

- Support good governance by supporting the Artistic Director and the Board of Trustees to carry out their legal duties by ensuring the provision of timely and accurate information
- Ensure the company is compliant with all statutory requirements including Charity Commission and Companies House
- Develop and ensure compliance of key company policies including EDI, Environmental Policy and Action Plan, Health and Safety, Wellbeing and compliance across charity, employment law and GDPR

### Financial Management

- Prepare and manage the annual company budget and individual production budgets
- Collaborate with the external accountant to ensure timely and accurate production of regular management accounts
- Lead the production of financial reporting to funders and other external stakeholders
- Develop and monitor the company's strategic risk register and manage risk on all projects

### Partnerships and Stakeholder Management

- Maintain effective relationships with partners and funders, including managing the delivery of and ensuring compliance with our new Arts Council NPO contract
- With the Artistic Director, develop and maintain long-term partnerships across the arts, voluntary, health, HEI and public sectors to attract and secure investment, advocacy and support
- Play a visible role in the cultural sector in Leeds and beyond, making an active contribution to sector priorities

# Job Description

## Company Management/HR

- Ensure that staff and freelancers are managed in accordance with employment law and internal HR policies
- Oversee the development of a staff handbook
- Develop an inclusive, positive working culture that enables older people to thrive, ensuring HR policies are evolved and maintained
- Lead on staff training, learning, development and including an annual performance review process
- Line-manage freelance project producers and freelancer practitioners
- Recruit and contract all production staff and agencies
- Manage company objectives set out in our agreed Arts Council Investment Principles

## Fundraising

- Lead on fundraising and income generation, working collaboratively with the Artistic Director and the company's freelance fundraiser in support of applications and seeking out investment opportunities

## Production

- Lead produce the company's work, setting and managing project budgets and schedules and ensure project schedules and budgets are met
- Lead on touring strategy, partner and co-producer relationships and management
- Lead on financial and contractual negotiations with co-producing and tour partners
- Implement environmentally sustainable practice across production and community work, setting goals and measuring impact
- Keep up to date with news and policy in the theatre sector and creative ageing more broadly, actively participating in relevant networks



# Person Specification

## Essential

- Arts management experience, gained through working with a company or venue
- Experienced at developing and implementing Business, Fundraising and Audience Development Plans
- Experience of producing theatre
- Robust level of budgeting and financial management skills
- The ability to provide strategic and operational leadership, motivate and inspire teams of people
- An ability to collaborate, share and develop wide-ranging partnerships
- Proven track record of effective project management, evaluation and report writing
- Experience of dealing with contracts and negotiations
- An entrepreneurial, positive and self-motivated approach, and the ability to work on your own initiative
- Persuasive communication and confident negotiation skills
- Excellent administrative, organisational and planning skills
- Strong working knowledge of the performance sector, and a passion for theatre and the arts
- Commitment to embedding equity, diversity, inclusion and care in policy and practice

## Desirable

- Experience of producing work with older people
- Good regional and national networks
- Knowledge or experience of producing/touring work internationally
- Middle/Senior level experience of managing public funds, and in particular within an Arts Council NPO
- Experience of managing teams working remotely

# Terms and Conditions

**Contract term:** 3 years fixed term with the possibility of renewal subject to future fundraising

**Salary:** £36,000pa

**Working hours:** This is a full-time post assuming a minimum of 37.5 hours per week, including some evening and weekend work. We advocate flexible working, therefore if you have less time available in your week, we will look to put alternative arrangements in place to fulfil the scope of the role

**Holidays:** 25 days per annum + statutory bank holidays

**Pension:** TPE offers a workplace pension with employee at 5% and employer at 3% contributions

**Responsible to:** The Artistic Director and Chief Executive Officer

**Probation Period:** 6 months

**Base:** It is likely that we would look to a hybrid working arrangement, with some time spent working remotely, and some time from our base at Leeds Playhouse. You would be required to be in Leeds and travel to other locations at times for the production of work

**Thank you**



**We Look Forward  
to Meeting You.**