



Producer

Job Description and Person Specification

Kaleider is looking for a dynamic producer with ambition and an entrepreneurial spirit to produce our portfolio of projects into exciting new contexts.

Job Details

Length of Contract: Permanent

Job Title: Producer

Hours per week: 40

Salary: £22,000 pa - with a salary review after 12 months

(We would consider proposals for a salary of £27,500 Pro-rata for 0.8 FTE for an exceptional candidate)

Location: Kaleider, Bathurst House, Smythen Street, Exeter, EX1 1BN

Holiday: 25 days/year

Responsible to: Executive Producer

Responsible for: Freelance project staff

Timescale

Deadline for applications: 11.59pm on Sunday, 25th February 2018

Interviews: Monday, 5th March 2018, at Kaleider in Exeter.

Ideal start date: Early April 2018

Kaleider welcomes applications from people of all backgrounds, but particularly from BAME, LGBTQI and Deaf and disabled individuals, who are currently under-represented within our staff team.

Part of Kaleider's current workspace is on the first floor of an old building and is only accessible by stairs. However, we are moving in Summer 2018. If you are interested in applying to be the Producer and have specific access needs we would love to hear from you and to discuss how we could accommodate those needs.

We look forward to hearing from you.

Context

Kaleider is a production studio based in Exeter U.K. We bring people together to make extraordinary live experiences, products and services. We make our own work, produce work, commission new work and provide support for artists to develop, push boundaries and take risks with their ideas.

We host a number of Resident artists, researchers, scientists, creative technologists and young people. Kaleider Residents are able to use Kaleider as a co-location base to work from. But Residents are not limited to being Exeter based and they make up the core of Kaleider's broader network of people, groups, and businesses with differing backgrounds but with a shared desire to turn and face some of the world's great challenges.

Often the work that comes out of Kaleider is playable, and tries to interrupt people in their everyday contexts. Kaleider produces work across a range of artforms, for contexts as wide ranging as World Heritage Sites, urban environments, TV, Libraries, Buses, mobile devices, VR, Festivals, we've even promoted work inside the Palace of Westminster and Sydney Opera House.

We have a portfolio of excellent projects that we believe can reach more people and sell more, with the right person in this new role of Producer. The nature of this role is entrepreneurial and opportunity seeking, producing exciting work into new contexts.

Kaleider is an Arts Council England National Portfolio Organisation (2015-22) and is funded by Exeter City Council.

Job Purpose

To produce Kaleider's productions, and any work the company commissions with a particular focus on distribution to reach new audiences and increase income.

Key responsibilities

To produce productions and commissions.

To seek opportunities to promote Kaleider's existing and new work to reach greater audiences.

To raise income from Kaleider productions and commissions through distribution.

To support the company and Residents to make work of extraordinary quality.

Main Functions

Producing Kaleider's productions and commissions

Support Kaleider's Artistic Director and commissioned artists in the planning and delivery of new project

Performing management activities such as budgeting and scheduling.

Understand and articulate the value of the artistic work to audiences and partners

Seeking opportunities to promote Kaleider's existing and new work to reach greater audiences

Identify potential partners for each project, seeking out appropriate contexts for the work to meet an audience. Build these partnerships to bring in resource and a platform for the work.

Respond to national requests for existing work, building relationships, securing fees and ensuring the work is presented to a high standard.

Identify audiences who may not normally have the opportunity to encounter Kaleider's work and seek opportunities to reach them.

To raise income from Kaleider productions and commissions through distribution.

Working closely with the Executive Producer and Artistic Director, to lead on the promotion of a portfolio of work in order to increase income generation.

Fully exploit opportunities through established arts and culture networks by following up requests for Kaleider's work and actively selling to these networks

Research, build relationships and recommend sales strategies for Kaleider's work and intellectual property beyond established networks. Responding to the needs of each project and thinking entrepreneurially.

To support the company and Residents to make work of extraordinary quality.

Identify excellent projects from within Kaleider or its wider network and support them through advice and when appropriate direct producing.

Assist the Executive Producer and Artistic Director to seek, establish and develop commissioning partnerships with other producing or commissioning bodies.

Work with partners to deliver the production of commissions to the highest possible standard, nurturing relationships and overseeing all aspects of production.

Learning and Professional Development

All Kaleider employees have a responsibility to ensure they are continually learning. Learning will be supported and given value throughout the postholder's time with Kaleider. Additional training opportunities and/or placements will be sought should they be necessary for the effective learning of the postholder. Assessment of learning throughout the employee's time will be through appraisal with the postholder's line manager.

This Job Description provides a basis on which to develop a rounded and effective role and is not intended to be exhaustive.

Person Specification

Skills and experience

Essential:

- Experience as a producer on a range of creative projects, from concept development to production delivery
- Experience of booking a tour and/or selling artworks to new contexts
- Experience managing complex budgets
- Excellent communication skills, both oral and written
- Strong administration skills
- Excellent literacy and numeracy
- Excellent IT knowledge
- Knowledge and understanding the arts/creative industries sector
- An understanding of audience development
- Experience of partnership working and relationship building
- Experience of managing a team

Desirable:

- Marketing (including social) and press experience
- Skilled at Adobe suite
- Digital/film production

Personal Attributes

- You are entrepreneurial and have a knack for spotting new opportunities
- You have a passion for the arts in general
- You understand the importance of imagination, play and risk-taking in creating work
- You are committed to making art accessible for everyone
- You are an excellent problem solver
- You are resilient and calm under pressure
- You are highly organised and comfortable with working autonomously or heading up a team of people

- You can demonstrate a practical and methodical approach to work
- You are articulate and able to communicate effectively with a range of individuals and organisations
- You are ambitious and keen to learn new skills as a Producer
- You enjoy a challenge and strive for excellence in all that you do
- You are a committed and supportive team member
- You enjoy working with creative people to help shape and articulate ideas.