

Unity Associate Producer
Applicant Information Pack

Job Title: Unity Associate Producer

Hours per week: 30 hours

Salary: £21,260 (fte £26,575)

Contract: 18 month fixed-term contract from
January 2021

Coach: CEO

Applications Open: Friday 9th October

Application Deadline: Monday 2nd
November

Interview Date: Monday 9th / Tuesday 10th
November Via Zoom

Introduction and how to apply

Thank you for your interest in the role of Associate Producer at Unity. Please find information about the role and the person specification in the following pages. Before you fill in the application form make sure you have read all the detail here.

Please then use the application form to tell us all about how your interests, experiences and skills relate to this role, or you can email us a link to a video application answering the same questions. Videos should be no longer than 5 minutes. Please note we will not be accepting CVs for this role.

Please send your application form or video link to info@unitytheatre.co.uk by Monday 2nd November 2020. Shortlisted applicants

will be interviewed online on Monday 9th /
Tuesday 10th November via Zoom.

If you would like further support information,
support with access requirements or a chat
about the post, please contact
info@unitytheatre.co.uk.

Thank you and we look forward to receiving
your application.

About The Role

Through Unity's talent development programme Creative'pool, Unity is supporting more Liverpool artists to develop touring work and maintain sustainable careers in the arts sector. To support them further, we want to identify and develop the next generation of freelance producers developing work in Merseyside.

We are now looking for an experienced freelance producer who is passionate about supporting local artists to realise their creative ideas and tour work, to join the team on an 18-month professional development placement. We'll ensure you meet lots of talented artists and play a core role in supporting them to realise their full potential.

The Unity Associate Producer (UAP) will be a core member of the Unity team, managing our talent development projects and supporting the AD/CEO to manage relationships with visiting companies and producing partners. To support your professional development, during your time with us you will also:

- Undertake a part-time 3-4 month placement with Liverpool Everyman and Playhouse, working alongside their YEP and new writing teams to support local artists, mentored by senior members of the team.
- Undertake a 1 month placement with a local grassroots partner organisation
- Access a training bursary to design an external training programme bespoke to you

- Represent Unity at events and industry performances
- Be supported to produce a Unity-supported artist or company on a national tour

Unity's Mission

We unite through creative experiences to explore an ever-changing world and our part in it.

Unity is an arts organisation that provides space and opportunity for people to be creative, enjoy high-quality entertainment, and celebrate the communities of Liverpool.

We work together to inspire creative risk and achieve a more fair and accessible world.

Unity can be experienced in our iconic building, out in the city and online for as many people as possible to enjoy.

Your Core Responsibilities

Unity team members work towards both core and agile responsibilities. The core responsibilities are your fundamental tasks. At times you may be required to deputise for others.

Creative Development and Participation

- Lead on the day to day management of Unity's artist development programme, Creative 'Pool
- Be Unity's first point of contact for our Creative Membership, helping them apply to courses and access our facilities
- To set up and attend workshops, R&Ds, read-throughs, rehearsals and performances where appropriate
- Support the AD/CEO to seek out and manage relationships with visiting companies, including convening and

attending meetings, negotiating contracts and other administrative tasks where necessary

- Work with the AD/CEO to identify and recruit creative teams, performers and technical team members for in-house and Unity supported productions
- To monitor budgets throughout project timescale, through to budget settlement, updating CEO and partners regularly
- Work alongside the wider to embed artistic and community engagement activity across all elements of the programme
- With the General Manager, develop effective procedures to ensure projects are documented, monitored and evaluated

- Represent Unity, attending industry events and seeing productions across the North West and further afield

Co-production, tour booking and funding

- To manage all aspects of the tour and to work with key partners and staff at Unity to ensure the smooth running of the tour
- With support, recruit and manage creative teams and touring companies throughout the project
- To negotiate dates and deals with touring venues
- To set and agree production budgets – in collaboration with key partners
- With the CEO, secure production funding and find other sources such as sponsorship and in-kind resources

- To undertake any other duties appropriate to this role as required

Team Objectives

- Share high quality creative experiences with Liverpool audiences
- Develop and support local artists, ensuring diverse Liverpool artists succeed onto national stages
- Platform and celebrate local communities, developing long term meaningful relationships and offering creative opportunities for participants and audiences
- Contribute to an understanding of the need for an accessible, more supportive society

- Ensure long-term financial viability with a model that sees continued growth in commerciality, partnership work; is applicable for Government subsidy, flexibly responds to changes, and further diversifies income streams

Person Specification

- You are an experienced freelance producer (approx. 5 years working professionally in the sector) who has identified gaps in their knowledge around regional touring
- You are ready to move to the next stage of your career, and want this to be in a freelance capacity rather than venue based
- You are passionate about collaborating with artists and creative teams at every stage of the creative process - from the

early stage of an idea through to a final production and touring

- You have a specific interest in supporting the development of new work covering a range of art disciplines
- You have experience of developing work in and around the North West, and have pre-existing networks in the area
- You thrive on team work, and recognise that the creative process includes some admin and paperwork

Ideally, you will also have experience of writing successful funding applications (Arts

Council; Trusts and Foundations) though this is not essential.