



# **ASSOCIATE PRODUCER (FIXED TERM 18 MONTHS) - Application Pack**

**Uniting through creative experiences to explore an  
ever-changing world and our part in it**

**Creative'pool is supported by Esmée Fairbairn Foundation**



# Purpose of Role

This is an opportunity to hone your producing skills whilst making a significant difference to the ambitions of touring companies and artists in Liverpool.

Unity's Associate Producer will instil an exceptional producing practice amongst Liverpool's creatives.

You will deliver an exceptional artists development programme that reflects the ethos of inclusivity that runs through Unity's practice.

There will be opportunities to support the producing of Liverpool companies in order to ensure that their productions are sustainably produced and tour beyond Liverpool.

As well as joining us at Unity, you'll have a 2-month producing placement with Everyman and Playhouse and a chance to work alongside a grassroots creative organisation.



# Unity's Mission

Unity has, for over 40 years, been the home of innovative performance, emerging talent and artists with a strong social identity in Liverpool.

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.

“I’ve never felt intimidated. I’ve never felt like I didn’t belong. I think Unity really understand that without artists, it’s just a building.” - Grace Gallagher – Ugly Bucket Theatre (pictured)

# Role Details



Role: Associate Producer (Fixed Term)

Location: Liverpool (Flexible Working)

Contract: Fixed Term 18 months July 2022 – January 2024

Application Deadline: Wednesday 15th June, 10am

Interviews: Interviews will take place at Unity on Monday 20th June. You will be reimbursed for any travel expenses.

Salary: £21,260 (£26,575 pro rata)

Hours: 30 hours per week. The post holder will be required to work occasional evenings and weekends. Unity are flexible in how the post-holder distributes their hours across a month.

Pension: company pension scheme available

Annual Leave: 20 days per holiday year (1st April – 31st March) plus statutory English bank holidays

Notice Period: one week during probation, one month thereafter

Coach: CEO



# Main Responsibilities

- 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'pool Members, helping them apply to courses and access our facilities
- Set up and attend workshops, R&Ds, read-throughs, rehearsals and performances where appropriate
- Provide necessary producing for Unity-supported artists or companies to ensure that work generated in Liverpool tours nationally, outside of the Northwest.
- Support the CEO/AD to seek out and manage relationships with visiting companies, including convening and attending meetings, negotiating contracts and other programming tasks where necessary



# Main Responsibilities

- With the CEO, secure production funding and find other sources such as sponsorship and in-kind resources
- Monitor budgets throughout project timescales, through to budget settlements, updating CEO and partners regularly
- Work alongside the wider team to continue to embed artistic and community engagement activity around visiting productions across all elements of our programme
- Actively acquire users for Unity's ProPortal, and facilitate their journey with ProPortal where necessary
- With the Executive Director, ensure projects are documented, monitored and evaluated
- Represent Unity, attending industry events and seeing productions
- To undertake any other duties appropriate to this role as required



# Projects

We encourage team members to challenge perceptions of their role in project work. Unity team members work towards both core and agile responsibilities.

Core responsibilities are your fundamental tasks; generally, those which are needed to run Unity on a routine basis or require specific expertise. At times you may be required to deputise for others and core tasks will alter over time as business demand changes.

Your agile responsibilities will emerge and evolve based on your interests, potential, talents and the needs of the organisation. These centre around project work. Each project requires you and colleagues to form agile teams responsible for the delivery of that project. You are encouraged to try new skills to develop yourself and Unity.



# Team Objectives

- Share high quality creative experiences with Liverpool audiences
- Develop 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, 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

## Agile Responsibilities:

Your balance of core and agile working is measured and reviewed regularly. Not all roles have the same balance and will depend upon the attainment of core responsibilities in a given period. However, you will be encouraged to challenge perceptions of your role in project working.

# Person Specification

- You are an experienced freelance producer who has identified gaps in their knowledge around regional touring
- 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.



# How To Apply

Thank you for your interest in this role. We hope you have found the above information a useful starting point.

To apply for this role please complete the application and equal opportunities forms on our website and send them to [info@unitytheatre.co.uk](mailto:info@unitytheatre.co.uk).

Before applying please ensure you have read the information pack below. If you have any questions about the role ahead of application please email [info@unitytheatre.co.uk](mailto:info@unitytheatre.co.uk) and we will happily respond.

If written application isn't your preferred method of applying, please feel free to send in a 2 minute video or arrange a phone-call using the same email address as above. If you need support completing your application please email [artists@unitytheatre.co.uk](mailto:artists@unitytheatre.co.uk) and we can arrange this.

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**Interviews: Interviews will take place at Unity on Monday 20th June. You will be reimbursed for any travel expenses.**

**Please email your application to [info@unitytheatre.co.uk](mailto:info@unitytheatre.co.uk)**

**For an informal conversation with the current placement please email Kirsten at the following:  
[kirstenpetersroebuck@unitytheatre.co.uk](mailto:kirstenpetersroebuck@unitytheatre.co.uk)**

Thank you and we look forward to receiving your application.