

# Yellow Earth Theatre

## EXECUTIVE PRODUCER INFORMATION PACK

Thank you for your interest in the post of Executive Producer.

Yellow Earth is a theatre company and charity based in London and tours productions nationally and internationally bringing the very best of British East Asian Theatre (BEA) to audiences from all backgrounds.

We are looking for someone with the relevant experience, enthusiasm and ambition to take the company into its 25<sup>th</sup> year.

For more information about the company's work please visit our website <https://yellowearth.org/>

### **Mission**

Our work continues to be informed by the rich, diverse perspectives and experiences of a fast growing and far reaching BEA community in the UK.

Through our productions, playreadings, professional development programmes as well as extensive outreach work, we seek to bring our stories and voices to the mainstream to increase the visibility and profile of BEA theatre and BEA theatre practitioners in the UK and beyond.

Yellow Earth Theatre is a National Portfolio Organisation of Arts Council England, a registered charity and a company limited by guarantee.

## Guidance Notes for Applicants

### **Job Description and Person Specification**

The purpose and main duties and responsibilities of the post are set out in the job description. The knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification.

This job would suit someone early to mid-career seeking a more challenging yet rewarding leadership role in driving representation in the arts forward

We particularly welcome applications from East Asian, Black, South Asian and other minority ethnic and/or disabled people currently under-represented in the industry

### **Applications**

Please apply with a CV, cover letter and completed equal opportunities monitoring form specifying why you wish to apply for the vacancy and what makes you a suitable candidate. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role.

The closing date for applications is **12pm on Monday 6<sup>th</sup> May**

Interviews for shortlisted candidates will take place week commencing Monday 20<sup>th</sup> May in London.

You will be notified of whether you have been shortlisted or not via email.

The start date for the position will be determined by mutual agreement but ideally we would like to have a person in place around June 2019.

Completed applications should be emailed to [tammie@yellowearth.org.uk](mailto:tammie@yellowearth.org.uk)

If you are thinking of applying and have any queries, or would like an informal chat please email [kumiko@yellowearth.org.uk](mailto:kumiko@yellowearth.org.uk)

### **Offers**

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK.

We hope you find the above helpful and we look forward to receiving your application.

## **JOB DESCRIPTION – EXECUTIVE PRODUCER**

**Job Title:** Executive Producer

**Reporting to:** line-managed by the Artistic Director (CEO)

**Responsible for:** part-time administrator, interns and placements, other occasional staff as required from time to time.

**Purpose of the role:** The Executive Producer will work collaboratively with the Artistic Director to support Kumiko Mendl in her role as Artistic Director. The Executive Producer has particular focus on:

- Refining and implementing the organisation's business plan and strategic vision
- Ensuring the smooth running of all YET operations and delegating intelligently to maximise resources
- Reporting quarterly to the board and servicing board meetings.
- Ensuring YET remains financially viable and compliant with all relevant legislation and regulation including company and charity law, employment law and the Equalities Act;

and has the shared responsibilities with the Artistic Director for:

- Building and maintaining partnerships with other producers, venues, practitioners, organisations to further the mission and artistic policy of YET
- Representing, advocating and negotiating on behalf of YET with funders, arts organisations, artists, companies, audiences and other stakeholders in the creative industries.
- Leading and working with staff, volunteers and artists to enable productive collaboration, team-building, high levels of performance and individual development, and maintaining excellent team morale.
- Developing YET's marketing & audience development strategy

### **Individual responsibilities:**

#### **1. Finance and funding**

- Lead and deliver YET's income strategy to raise funds from a variety of sources in order to maintain the organisation's work
- Research and write new funding applications
- Monitor, prepare reports for and evaluate successful funding applications
- Be the main point of contact for, manage and enhance existing funding relationships, particularly with Arts Council England
- Maximise the potential for earned income
- Manage & maintain YET's Financial Procedures & Reserves Policy
- Ensure financial systems are robust and properly backed up
- Manage YET's cashflow
- Manage all payroll requirements
- Draft and manage annual and quarterly budget updates and management accounts for board approval
- Liaise with YET's accountants and be responsible for reviewing and filing end-of-year accounts for YET and complying with legal requirements for Companies House and the Charities Commission
- Complete and deliver digital VAT returns

## **2. Programme delivery**

- Support the Artistic Director in programming
- Ensure the continued financial viability and safe delivery of YET work
- Issue contracts with artists and co-producers
- Support the Artistic Director in creating and delivering the artistic vision of the organisation
- Work with the Artistic Director to ensure programme complies with YET's ethical, diversity and safeguarding standards
- Maintain a working knowledge of the industry and in particular the BEA sector.

## **3. Audience development & marketing**

- Lead and deliver YET's PR, Media & Stakeholder strategy in partnership with a freelance PR specialist as appropriate
- Ensure that audience databases and external communications (e.g., website, e-bulletins and newsletters) are high-quality and current
- Ensure a robust programme of audience and artist monitoring is in place, and appropriate targets are set, while fully observing current data protection legislation
- Oversee the development and distribution of all YET print
- Ensure the delivery and distribution of YET's annual report.

## **4. Operations**

- Develop, update and monitor YET's key policy documents including health and safety, equal opportunities, grievance procedures, diversity action plan and environmental action plan
- Ensure that policies are implemented by all staff and that YET's representatives are respectful of the policies of partner organisations
- Ensure YET's public and employers' liability policies and insurance are up-to-date
- Manage YET's complaints & grievance procedure
- Ensure the smooth operational running of YET including financial management and systems, IT solutions and office management.

## **5. Personnel**

- Oversee YET personnel issues including expenses, per diems, pensions and holiday entitlement
- Manage recruitment where necessary including equal opportunities awareness, advertising and administering recruitment processes
- Manage YET's administrative and freelance personnel, internship and placement opportunities
- Manage staff training and professional development opportunities
- Ensure the working environment at YET is conducive to a happy, productive staff team
- Maintain up-to-date knowledge of employment law to ensure compliance

**This is not an exhaustive list of responsibilities and from time to time, other tasks and responsibilities may arise which you will be required to undertake as requested by the Artistic Director.**

## **Person Specification – Executive Producer**

### ***Experience***

- Minimum three to five years' experience in a small/midscale creative organisation
- Experience of strategic planning and implementation
- Fundraising experience
- Financial management experience
- Experience of effective line-management

### ***Knowledge and Skills***

- A high-level of interpersonal, numerical and written communications skills
- Capacity to work quickly and accurately under pressure
- Ability to self-motivate, prioritise and delegate within a complex workload
- Ability to manage and motivate staff
- Knowledge of good employment practice
- Familiarity with statutory compliance and organisation law
- The ability to advocate for YET and represent it confidently in a range of industry and wider contexts
- A proactive attitude to promoting diversity and inclusion across the sector
- Competency in the use of Microsoft Office, Google applications, Skype etc.
- Digital accountancy software such as Xero

### ***Other Desirable Attributes***

- Experience at a senior/strategic level in a small/midscale creative organisation
- Fluency in digital media
- Familiarity with the contemporary theatre sector in which YET operates, in particular the BAME sector
- A successful track record in meeting challenging financial targets
- Knowledge of marketing and communications in the performing arts
- Knowledge of audience development
- Familiarity with Arts Council NPO funding

## **Terms and conditions – Executive Producer**

The main terms and conditions are:

Employer	Yellow Earth Theatre Ltd
Contract Length	Permanent
Salary	From £26,000 -£30,000 per annum (pro rata) / dependent on experience
Hours	3 days per week, during normal office hours 10am to 6pm. Some evening and weekend hours will be required as necessitated by the job.
Holiday	23 days pro rata. Plus, all statutory and public holidays will be granted on a pro-rata basis.
Place of Work	The post is based at Yellow Earth's offices at the Albany Theatre, Deptford but will include occasional travel to tour locations.
Pension	Stakeholder pension scheme via the NEST workplace pension with an Employer's contribution currently 3%
Probationary period	Three months.