



# SENIOR PRODUCER RECRUITMENT PACK

## COMPANY OVERVIEW

### Vision

To be the “go to” organisation for British Chinese artists and to showcase and celebrate contemporary Chinese arts.

### Background

Chinese Arts Space (CAS) is a not-for-profit company, limited by guarantee, based in London. It has a small professional staff and a voluntary board of management. CAS was founded in 2005 to address the significant gap in provision for the UK’s British Chinese (BC) community, the UK’s third largest ethnic minority group.

CAS is very pleased that it will become an Arts Council National Portfolio Organisation (NPO) in April 2018. This allows CAS to hire a new permanent team and to significantly develop and increase its work over the next 4 years. In particular CAS will present a London Chinese Arts Festival each year commencing in 2019.

### Purpose

CAS exists to support and promote BC artists and to further their creative development, artistic work and ability to influence and participate in the wider arts scene in London. BC artists include writers, producers, directors, composers, dancers, musicians, actors, performing arts makers, live arts artists, visual artists and digital artists.

BC artists have a unique perspective on both Chinese arts and Western arts and how these can be best used, often through a blending of art forms, skills and expression, to provide a new and unique experience that resonates with both BC audiences and the wider public. CAS aims to enable new and dynamic forms of expression and a greater appreciation of the power of combining different cultural forces, influences and disciplines to create exciting new work and ideas.

By way of clarification, our British Chinese definition includes any person now living in the United Kingdom who is of Chinese descent, irrespective of their, or their family’s, country of birth. There are persons whose family is of Chinese descent living in many countries of the world. If they are now living in the United Kingdom, then they fall within our BC family definition. Thus our use of ‘BC’ covers a wide, dynamic group of artists who identify with both the United Kingdom and their Chinese origins.

### Programme

CAS will play an active part in furthering the development opportunities for BC artists, recognising that many lack career management training. CAS will offer an Artistic Development Programme including Open Office, Mentoring Service and Artistic Development Bursaries to support and stimulate BC artists at different stages in their development.

CAS will present a varied programme each year that supports and promotes a diverse range of art forms (dance, music, theatre, digital and combined arts) showcasing the unique contemporary Chinese element and experience that BC and other Chinese artists can bring. The programme will culminate in our annual two-week festival each year.



The festival will be the focal point and main BC showcase of each year. The festival will include BC works produced by CAS, other BC and international productions selected by an 'Open Call' process, a 'work in progress' Scratch Night providing both a platform for BC artists, as well as a symposium bringing together individual artists and producers from UK and around the Chinese contemporary world.

Finally, CAS will aim to be both an open door and an open window for all BC artists and those seeking to work with BC artists. CAS will create an open website/ artist portal that allows BC artists to present themselves and their work. The artist portal will also promote any activities being presented by BC artists, irrespective of whether the activity is presented by CAS.

## **JOB DESCRIPTION**

### **Senior Producer**

Reporting to	Artistic Director
Responsible for	CAS supported artists and the freelance production team
Salary	£30,000 pro rota
Hours	18.5 hours per week (50% employment) You will be required to work flexibly to meet the demands of the job and needs of the business which might sometimes include weekend and evenings for which time off in lieu will be allowed.

### **Primary Objective**

CAS is seeking a dynamic and ambitious Senior Producer. Reporting to the Artistic Director, the appointed Senior Producer will be a key member of our small permanent team and will play a central role in the artistic development of the company. The Senior Producer will be tasked with leading an artist development programme for BC artists and engaging, on behalf of CAS, with other arts and non-arts organisations. In close partnership with the Artistic Director, the Senior Producer will share the responsibility for the programme and production of the London Chinese Arts Festival each year ensuring a high-quality festival that meets audience engagement and delivers on income targets.

## **APPLICATION PROCESS**

To apply and/or request more details, please send your covering letter and CV to [Jobs@casuk.org](mailto:Jobs@casuk.org) no later than **5 pm** on Wednesday **24 January 2018**. Please mark your email **SENIOR PRODUCER APPLICATION**. Interviews will take place on Friday 26 January or Monday 29 January.

Start dates ASAP. However, it will start with freelance-based 1-2 day per week until 1 April when the NPO status formally starts.

Receipt of your application will be confirmed by email.

We look forward to hearing from you.

## **RESPONSIBILITIES**

### **Artistic Programme**

- Design and lead the artistic development programme for BC artists
- Mentor and/or keep the relationships with the CAS supported BC artists
- Work with the Artistic Director to produce the company's full programme of work
- Play an active role in the artistic planning for the CAS productions and the annual festival
- Manage the CAS productions to ensure the successful delivery of high-quality productions
- Plan and host the symposium in the annual festival
- Consider all elements of production including the creative team, casting, budget and, as appropriate, the co-production or partner agreement
- Work with the freelance technical and operational staff and external programming partners and agencies to ensure smooth delivery and scheduling of the festival
- Lead and ensure regular and high-quality evaluation of all events and productions
- Keep abreast of current trends and best practice by seeing examples of BC work and proactively develop creative networks, continuously improve sector knowledge

### **Strategy**

- Develop and maintain positive and productive relationships with key stakeholders
- Lead on the identification and development of new national and international partnerships
- Maintain good working relationships with any Co-commissioners/Co-producers of their project/commission, making sure that information is passed on to Co-commissioners/Co-producers as required, and also feed back into the project teams
- Draw up summary proposals, budgets, schedules or other relevant information when requested
- Support Artistic Director and General Manager conceptually and practically in fundraising, networking and other smaller artistic activities
- Promote a further life for productions as appropriate
- Book tour for CAS productions, including the ability to secure good financial deals, develop venue relationships, secure touring dates against targets and demonstrating excellent tour management skills
- Organise and invite guests to sharings and performances to ensure the works are seen by as many relative stakeholders as possible
- Lead and manage CAS artist's portal for more engagement of BC artists and bring them together
- Represent CAS in a wide range of settings through presentations and networking events when appropriate

### **Engagement**

- Work with the wider team to deepen audience engagement in our work, developing work with communities, engaging a wide range of artists, practitioners and collaborators
- Work with the Marketing Manager and programming partners to ensure smooth information flow and successful integration of programme and content within CAS activities
- Work with the Marketing Manager to diversify CAS audiences including local schools
- Support Artistic Director to build relationships and partnerships with related businesses

## Finance

- Create and manage production budgets, ensuring all productions are fulfilled within the financial parameters
- Ensure that production and touring income are closely monitored throughout the production timeline
- Support the Artistic Director in the execution and planning of the company's fundraising strategies
- Draw and write production specific funding bids as appropriate

The person undertaking this role is expected to work within the policies, ethos and aims of CAS and to carry out such duties as may be reasonably assigned by the Artistic Director. He or she will need to attend internal and external meetings as required and contribute to all aspects of the operation. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

## PERSON SPECIFICATION

<b>EXPERIENCE</b>	
<b>Essential</b>	
A minimum of 3 years' producing experience	
Develop new artistic partnerships and work with a range of partners	
Numerate, and with a proven record of controlling budgets	
A track record in supporting the development of different ranges of artists	
Familiarity with the UK arts funding system	
A successful track record in fundraising for arts projects from difference sources	
<b>Desirable</b>	
Experience of working with other stakeholders and funding partners	
A proven track record of successful tour booking and management	
Awareness of principles of audience development	
Knowledge and connections with arts venues in London	
Experience of funding applications and reporting	
<b>SKILLS AND ABILITIES</b>	
<b>Essential</b>	
A broad knowledge and understanding of contemporary performance and the UK performing arts scene	
Skilled at setting and monitoring budgets and expenditure	
Genuine enthusiasm for arts, regularly seeing productions/exhibitions and discussing work	
Ability to act as an advocate and spokesperson for CAS	
Awareness and understanding of wide variety of artforms	
Excellent presentation and communication skills	

Excellent verbal, written and interpersonal skills	
<b>Desirable</b>	
Familiar or have experience in any genre or sector of Chinese arts	
<b>PERSONAL ATTRIBUTES</b>	
A generous supportive inventive and respectful collaborator with creative and other colleagues; and with other artists and companies	
Commitment to access and engagement by the widest possible range of communities	
Wide network of contacts	
To be able to self-manage	