



# PRODUCER APPLICATION PACK



**PLAYFUL STORIES  
THAT CONNECT US ALL**

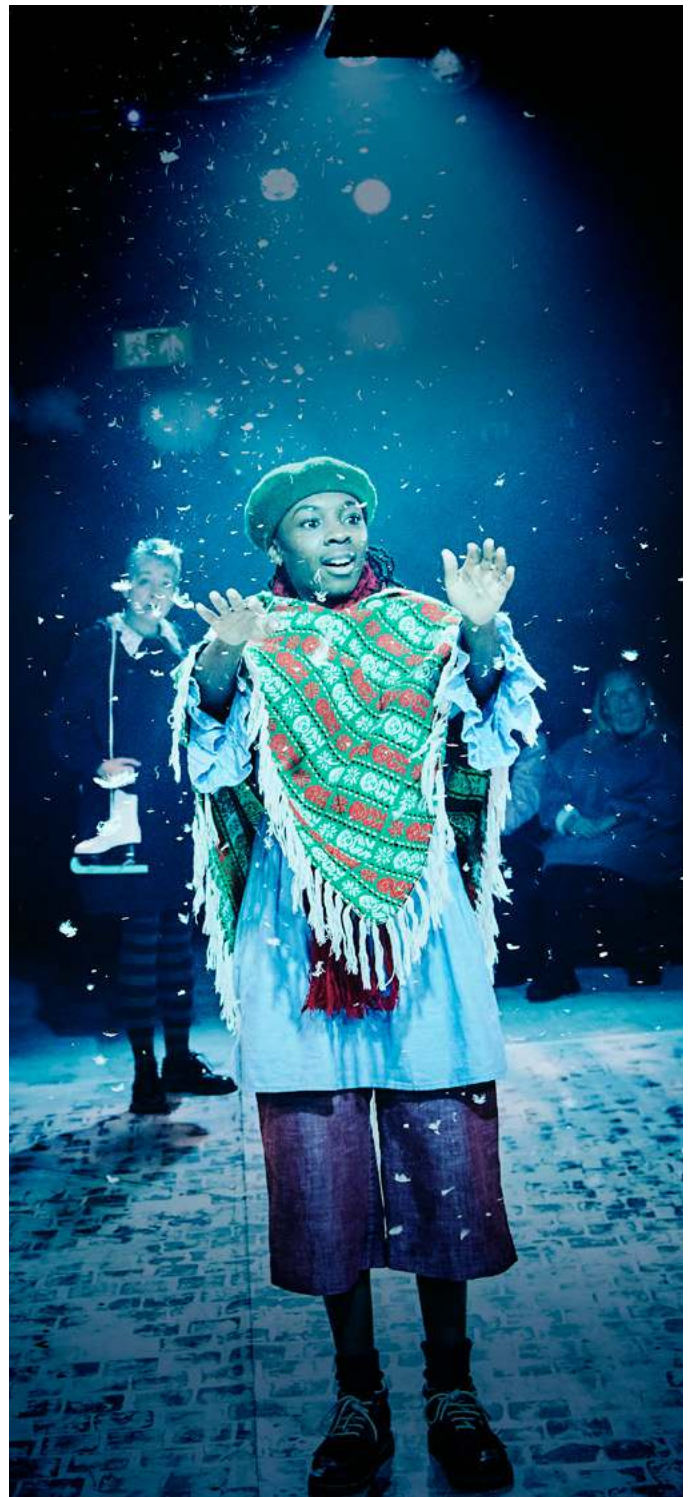
LOCAL • NATIONAL • INTERNATIONAL



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**"NIE consistently create well-executed, quality work for all audiences, performed with care and artistry."**

**– New Victory Theater,  
42nd Street, New York**

# SUMMARY



NIE is looking for a Producer to join their Cambridge based team and work with them across all projects – local, national and international – as well as contributing to our core office operations. You will work closely with the Artistic Director, Executive Director and Associate Director in this artist-led organisation. Based at Cambridge Junction, this post offers an excellent opportunity for a capable individual to develop. You will be part of a small but ambitious team, with the ability to find and support new opportunities to create excellent art by, with and for young people.

You do not need to have done all this before. We're looking for someone with enthusiasm, resilience, a commitment to young people and artists, and the energy to step into this exciting role at the heart of NIE.

## OUR COMMITMENT TO INCLUSION AND DIVERSITY

We are committed to reflecting the diversity of the UK across all aspects of the company and its work. We are currently under-represented in our staff team by people from Black, Asian and other global majority ethnic backgrounds, as well as those who identify as D/deaf and disabled. We are committed to addressing this under representation, and actively encourage applicants from these backgrounds.

If there is anything we can do to make the recruitment process more accessible and inclusive for you, if you would like support in communicating your skills, experience or attitude, or if you would like to find out more about the role and the company, please contact Sarah Crompton-Howes for an informal chat on [sarah.cromptonhowes@nie-theatre.com](mailto:sarah.cromptonhowes@nie-theatre.com) or 01223 403343.

**"It was absolutely fantastic! Our pupils thoroughly enjoyed it – even some of the hardest to reach pupils [...] it was amazing to watch our students so engaged."**

– Teacher

**"An exceptionally witty adventure."**

– The Guardian on Around the World in 80 Days

# JOB DESCRIPTION

## ROLE

Producer

## PURPOSE

Lead on producing NIE's productions, touring and Creative Learning as well as general administration and operation on a day to day basis across multiple projects.

## SALARY

£28,000

## REPORTING TO

Executive Director

## LOCATION

Cambridge Junction, Clifton Way, Cambridge, CB1 7GX

## PRODUCING – TOURING AND CREATIVE LEARNING

- Develop and maintain relationships with artists, organisations, schools and teachers as required on each project.
- Schedule and contract artists for projects, including liaising with agents where necessary.
- Support Creative Learning workshops connecting with children and teachers as appropriate.
- Arrange travel, accommodation, per diems and logistics for each project as required.
- Liaise closely with the Production Manager for each project.
- Manage project budgets and keep accurate records/ receipts for book-keeping.
- Manage the accurate collection and recording of participant statistics, feedback in line with the requirements of the ACE annual submission, stakeholder reporting and general advocacy.
- Support the Artistic and Associate Director in the evaluation of all projects.
- Tour booking for shows (venues and schools).

- Effective delivery of NIE's marketing plan for projects in collaboration with the team and associated partners.
- Liaise with our venues to co-ordinate the marketing campaigns for shows.

## DIGITAL AND MARKETING

- Working collaboratively with the NIE team (UK and Norway) to develop, promote, update and execute exciting, engaging digital film/ photographic/ audio/ written content, which brings NIE's projects, ideas and values to life online on the website and social media platforms.
- Contribute to creative digital content and resources that support teachers and students.
- Update and maintain the company website and post regular content onto NIE's social media channels.
- Lead the editing of quarterly newsletters in liaison with the UK and Norway team.
- Write effective copy for publicity, email and direct mail for promotional purposes.
- Support NIE's audience development



# JOB DESCRIPTION

## CONTINUED

and evaluation work including the development and delivery of on and offline surveys, data monitoring and working with external companies.

### TALENT DEVELOPMENT

- Work with the Artistic Director and Associate Director to develop show-specific education resources.
- Support the management of the annual Company Development and any Masterclasses or bespoke workshops.

### ADMINISTRATION

- Take part in the regular company business and any other relevant meetings of NIE.
- Act as liaison for local primary and secondary schools to include organising ticket offers, marketing our family and young people's arts offer and developing new strands of work with the Artistic and Associate Directors.
- Support general office requirements including hospitality around board meetings, stationary, office maintenance and storage.
- Attend industry events to raise the profile of the company as appropriate.

### FUNDRAISING

- Research current funding programmes and schemes.
- Compile data to support applications and reports to NIE's funders.
- Undertake such other fundraising duties as may from time to time be allocated by the Executive Director or Associate Director.



# PERSON SPECIFICATION

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In your application, please make sure you show us how you would bring the following skills, knowledge and experience, that we are looking for, to this role. We value the different experiences that people bring to a job role and will always look to provide opportunities for you to learn more about your job role. There are some areas we have suggested are beneficial but not essential to have.

- Proven ability to organise projects and people, giving the attention required, within a set timeframe or by a deadline.
- Proven ability to write and speak eloquently and present with confidence in order to build and maintain relationships with investors, professional companies and co-producing partners.
- A commitment to breaking down barriers to access for creative engagement, arts and culture
- Ability to use Microsoft Office: Outlook, Word, Excel, PowerPoint on a regular basis.
- Proven ability in drafting and managing budgets.
- Ability to work well in a team (in a group of people) and independently (alone) where you can form effective partnerships both internally and externally and deal with a diverse range of people at all levels using tact, diplomacy and patience.
- Experience of liaising with agents and artists to negotiate contracts and a good working knowledge of relevant contracts.
- A passion for theatre and working with children and young people.
- Experience of working directly with creative teams; experience of creative learning programmes beneficial but not essential.
- Experience of creating social media and website content, including the capturing of digital images/video beneficial but not essential.
- Experience in the charity/not for profit sector is beneficial but not essential.

# ABOUT US

'Founded in 2001 NIE is an award-winning international artist-led company creating new theatre shows and participation projects with and for young people through a mix of physical theatre, live music and storytelling.

In the last 5 years we have reached 68,000 families and schools audience with live shows and digital projects; engaged 630 young people in depth and directly employed 166 freelance artists.

Our vision is playful stories that connect us all.

We deliver this through our mission:

1. **Shows** creating excellent high-quality performances and projects that bring joy and transformation especially to young people and their families.
2. **Creative Learning** inspiring young people (particularly those not normally engaging) as co-creators through storytelling and place-making projects so culture transforms their lives.
3. **Talent Development** sharing our expertise and providing training in the sector to enhance the quality and diversity of work created for younger audiences and providing opportunities for England based artists to internationalise their work.

Plans in 2023 include developing a new co-production family show for a festive run, touring of an early years show, co-creation with Primary Schools in Cambridge and the premiere of our flexible touring show Shakespeare in a Suitcase: Macbeth alongside talent development.



**"The Snow Queen is an absolute delight. Magical storytelling by a brilliant skilled ensemble of actor-musicians."**

**– Owen Calvert Lions, Artistic Director, Theatre Royal Bury St Edmunds**

## FIND OUT MORE ABOUT US

Click on the links below:



[YouTube](#)



[Instagram](#)



[Facebook](#)



[Twitter](#)



[www.nie-theatre.com](http://www.nie-theatre.com)

# OUR TRACK RECORD



We have played across England and toured extensively internationally including to Japan, Mexico, the USA and across Europe. We toured for the British Council to China and Germany and were commissioned for the EU Cultural Capital (Linz). We have been included in international festivals including ASSITEJ South Africa, On the Edge in Birmingham and played at the New Victory Theatre, New York.

Our work has been recognised at international curated festivals by multiple awards and nominations including the Assitej International Award for Artistic Excellence, Herald Angel and Total Theatre as well as being nominated for The Stage Awards for international company.

All our projects are made and funded with partners including: Cambridge Junction, Tobacco Factory Theatres, Eastern Angles, Branar Theatre Galway & The Ark (IE), Ricca Ricca Festa (JP) Braga Teater Drammen & NIE Norway.

We work locally and regionally with schools, communities and young people co-creating projects that develop confidence, cultural understanding & sense of place.

We have toured to a variety of UK venues over the years including Unicorn Theatre, Northern Stage, Polka, Corn Exchange Newbury, Lyric Hammersmith, Derby Theatre, Battersea Arts Centre, Unity Theatre, Luton Hat Factory, Colchester Arts Centre, Key Theatre and Theatre Royal Drum, Plymouth.

**"The production of Hamlet was amazing. All the children were really engaged and on the edge of their seats. I would thoroughly recommend."**

**– Year 5 teacher**



# WHO WE ARE



The company is run between the company's Co-Artistic Directors Alex Byrne (UK) and Kjell Moberg together with Iva Moberg as Associate Director, both based in Norway and who co-ordinate much of NIE's European and international touring work. The UK office is run by the Executive Director (to be appointed) who works on a day to day basis with the Artistic Director (Alex Byrne) and Associate Director (Michael Judge).

NIE UK is supported by a dedicated and skilled board, plus international performers, designers, production staff and consultants

## VALUES

We have embedded value questions to interrogate our choices, plans and evaluate our work to contribute to a fair, diverse, responsible, and inclusive sector. These are:

- How is the project fair?
- How were the audience / participants acknowledged and included?
- How will the project foster Belonging?
- How is this project environmentally responsible?

**"NIE's work delights and surprises. They are committed to telling inclusive, accessible stories that reflect and explore our society in positive and empowering ways."**

**– Mike Tweddle, Former Artistic Director at Tobacco Factory Theatres**

# OTHER DETAILS



## TERMS AND CONDITIONS

This is a permanent contract with a six-month probationary period.

## SALARY

£28,000 (pro rata subject to PAYE, paid monthly in arrears).

## HOURS OF WORK

Full time based on 37.5 hours per week.

## PLACE OF WORK

NIE office, Cambridge Junction, Clifton Way, Cambridge, CB1 7GX (as well as in situ on projects both in the UK and abroad). In general, at least 3/5 of the week is possible to work from home. The amount of time needed in the office is regulated by projects, staff needs and workflow so may vary across the year.

We operate a flexible working policy with some weekend, evening and travel as part of the role.

## HOLIDAY ENTITLEMENT

25 days per annum (plus bank holidays) pro rata. The holiday year runs from April to March. We operate a TOIL system.

## PENSION

NIE offers a contributory pension scheme operated by NOW pension.

## DBS

The successful candidate will be expected to apply for a DBS check or hold a valid DBS certificate.

NIE is striving towards equal opportunities and welcomes applications from all sections of the community.

# APPLICATION PROCESS AND GUIDANCE

This application is also available in large print.

- Read the Job Description and Person Specification carefully
- Send in your CV and covering letter of application, no more than two A4 pages long, referring to the job description and the person specification. Tell us why you are interested in the role and outline the skills and experience which you would bring to the role and the company
- If you are from a background that is currently under-represented in the cultural sector (for example if you are from a group that experiences racism, if you did not go to university or received free school meals as a child, or if you have a disability), please state this in your application and you will be guaranteed an interview. Please see our Anti-racist pledge for more information on our commitments.
- We believe in developing people over the long term. We are committed to supporting any training and development for the right applicant to address any gaps.
- Fill in the monitoring form.

The deadline for applications is Monday 27 March 2023 at 12 noon.

- First interview: 5 April 2023 (in person, Cambridge)
- Second interview: To be confirmed
- Start date: As soon as possible

All applications should be sent to **sarah.cromptonhowes@nie-theatre.com**

Applicants who would like an informal discussion prior to submitting an application please email **sarah.cromptonhowes@nie-theatre.com** to arrange a time to speak to our Executive Producer Sarah Crompton-Howes.

## SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people. If you are shortlisted, we will contact you by email to invite you to interview, which will outline full details of the selection process. This may include carrying out a selection exercise or presentation to test your ability to carry out specific requirements of the job.

All offers of employment at NIE are made subject to receipt of satisfactory references.

## DATA PROTECTION / GDPR

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of one month and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor NIE's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.