



Unfolding Theatre is recruiting!

Company Producer

3 to 5 days per week (Previously the role has been 3 days per week. We are open to extending the role to 4 days or full-time.)

Salary: Based on £26,000 per year pro rata (i.e. 3 days per week works out at £15,600 per year)

Unfolding Theatre makes big-hearted theatre that delights in bringing people together. Described as “thrillingly talented people” (Guardian), we have built a track record of award-winning, large-scale community projects and public performances.



We The Crowd, Frost of Forgetfulness, Putting The Band Back Together, Multiverse Arcade

The aim of the role:

The Company Producer role is at the heart of making Unfolding Theatre’s work possible. It focuses on fundraising, building relationships with project partners and communities, helping develop strategic plans, evaluation and project management.

How Unfolding Theatre works:

The Company Producer is a senior role, reporting to and working with Artistic Director & Chief Executive, Annie Rigby. It’s a role where you get to shape projects, learn along the way and work alongside an imaginative, talented team to make projects happen.

The team includes 3 part-time Associate Artists (Garry Lydon, Digital & Marketing; Alex Elliott, Community; Luca Rutherford: Children & Young People), who are line managed by the Artistic Director. Projects bring together freelance artists and production staff.

Unfolding Theatre works with LittleMighty who lead on tour booking and developing venue relationships. Helen Fussell works with us on a freelance basis, leading on PR.

Unfolding Theatre has a fantastic board of trustees, including Anna Disley (Chair), Tim Bailey, Michelle Booth, Bex Bowsher, Mark Robinson and Kevin Wilson.



Hold On Let Go creative team members, Putting The Band Back Together house band

Where Unfolding Theatre is at as a company:

Unfolding Theatre is at an exciting point in its development. The company became an Arts Council National Portfolio Organisation in 2018. It is growing in its audience reach, national profile, depth of community and partner relationships and artistic practice.

Unfolding Theatre is in a good financial position, with trust and foundation fundraising targets met for this financial year. This gives time for the new Company Producer to look ahead to fundraising and building partnerships for long-term plans and projects.

What we are looking for:

We welcome applications both from people with lots of experience and those who are earlier in their careers.

Our current Company Producer, Morag Iles, had never written a trust and foundation funding application before she joined the team. With some mentoring and training on the job, she's now brilliant at it. So, don't worry if some of the aspects of the job might be new to you!

Responsibilities (currently delivered over 3 days per week):

- Leading on fundraising: researching appropriate funders, writing applications, monitoring and reporting on activity and managing funder relationships
- Managing reporting for Unfolding Theatre's activity as an Arts Council England National Portfolio Organisation. Creating and managing systems for audience, participant and workforce data collection, writing activity reports, leading on relationships with Audience Agency (re how we collect audience data) and Julie's Bicycle (environmental impact)
- Brokering and building relationships with project partners and funders
- Advocacy: attending events and meetings on behalf of the company
- Research & Evaluation: reflecting on practice and projects to inform next steps
- Keeping up to date with arts policy at a local and national level
- Company admin: managing the office calendar, arranging board meetings, writing minutes, updating and managing policies, creating consent forms
- Project management as and when required, working alongside Artistic Director, LittleMighty and freelance production managers

Extending the role to full-time

If you are interested in extending the role to full-time, we would like to hear how your skills could help Unfolding Theatre grow. This might be through project management skills that boost our capacity to reach more audiences. It might be through fundraising and partnership building. Or it might be through PR and communications experience.

We want our workforce to better reflect the diversity of the communities we work with. This means we especially welcome expressions of interest from people of colour, disabled people, people who identify as working class and people who are LGBTQ+.

Unfolding Theatre is based at Arch 6, Stepney Bank, Newcastle, NE1 2NP. The office is wheelchair accessible with step-free access and nearby carparking. The role will involve working in different settings. It will involve speaking in front of groups of people and organising activities via email and/or telephone. We have a budget to support access needs in delivering the role. We are open to conversations about what support would be most useful.

What our previous Company Producers say about working for Unfolding Theatre:



"It's a total pleasure and joy. It's given me scope to develop my skills and networks, and built my confidence in my capabilities that I didn't have before. It's exciting being part of Unfolding Theatre's journey and being part of the team."

Morag Iles (2016-19)

"It's incredibly rewarding. The work is so varied that it gives a producer such wide scope finding support to make it all happen. The care and love that goes into the communities they work with is second to none. What is it like? It's like having the best job in the world." Leyla Asadi (2009-13)



Interested?

Send an expression of interest to us on info@unfoldingtheatre.co.uk . You can send it in whichever format suits you best. This could be:

- An email that explains why you're interested and what you think you'd bring to the role, and a CV showing your experience
- A video or an audio message telling us why you're interested, what you'd bring to the role and a description of your relevant experience to date

Send us your application by 27 August 2019. We will shortlist applications by 30 August. Interviews will be held on Friday 6 September.

If you'd like a conversation before applying, email annie@unfoldingtheatre.co.uk and Artistic Director, Annie, will get back in touch with you.

Read more about us at www.unfoldingtheatre.co.uk . We look forward to hearing from you!