

Vamos Theatre
Worcester Arts Workshop
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Worcester
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www.vamos theatre.co.uk

RE: EXECUTIVE PRODUCER APPLICATION PACK

Dear Applicant,

Many thanks for your interest in the role of Executive Producer with Vamos Theatre.

In this application pack you'll find more information about the Company, the role and the person specification. As a newly defined role, as part of our growth as an Arts Council England National Portfolio Organisation (from April 2018), we are seeking an ambitious, focused and dynamic Executive Producer to work with the Artistic Director and Engagement Producer, as part of the executive team, to drive the Company forwards during the next phase of its development.

Arts Council England recognises Vamos Theatre as creating 'outstanding' performances as the leading full mask theatre Company in the UK. With an established national profile, Vamos Theatre is increasing its international remit and you will play a key role in supporting the growth in both of these arenas.

This newly defined role is part of our expansion plans, made possible by the commitment of funding from Arts Council England, and we are willing to be flexible to find the right person. You may want to work full time (40 hours) or you may be looking for a job to fit around other commitments. Either are fine by us and we will work with the successful candidate to shape the role around the needs of the organisation, individual circumstances and the skills of the successful applicant. We feel able to offer a contract between 30 – 40 hours per week with a minimum of 4 days in the office.

If you are interested in applying for the post, please send your CV, with relevant experience outlined, together with a covering letter, of no more than two sides of A4, that explains how you meet the personal specification and why you would be interested in joining our team. If you are looking for flexible employment, please make this clear in your covering letter and the type of flexibility you would like to discuss at the interview, if you were to be shortlisted.

Vamos Theatre recognises the positive value of diversity, promotes equality and challenges discrimination and we welcome and encourage job applications from people of all backgrounds.

To apply, please send your covering letter and CV to **jobs@vamos theatre.co.uk** no later than 12pm on Monday 26th February 2018. First stage interviews will take place on Friday March 9th 2018.

Yours faithfully

Rachael Savage
Artistic and Executive Director

1. ABOUT VAMOS THEATRE

Vamos Theatre is the UK's leading full mask theatre company, taking its funny and fearless brand of wordless theatre across the length and breadth of the country and beyond since 2006.

Vamos Theatre's trademark style marries full mask with strong visual design and an original soundtrack. We make accessible, humorous, human, and fearless work which is based on real life stories, and our productions are rooted strongly in social research.

Vamos tours a full-scale mask theatre production throughout the UK annually, as well as performing at national and international festivals and events. We share our skills in schools, with NHS staff, in care homes, with teachers, actors, carers, social workers, the Deaf community, business leaders and more. Our full mask characters entertain at festivals and celebrations, bringing fun and cheek to events nationwide, and our Young People's Theatre learn the skills that will take them, and full mask theatre, into the future.

We have a national network of over 100 venues that expands with each new production, including leading contemporary arts venues and festivals such as London International Mime Festival; Jacksons Lane, London; Jyväskylä Festival, Finland; Perigueux International Mime Festival, France; mac birmingham; Glastonbury Festival; Brighton Festival; and a range of regional producing theatres.

From 2018, we are funded by Arts Council England as a National Portfolio Organisation, enabling us to upscale our activities and organisation.

2. ABOUT THE TEAM

Vamos Theatre has a core team of eight, currently with three office-based staff, working alongside a pool of associate practitioners. Our offices are at Worcester Arts Workshop in central Worcester. As a member of the executive team, the Executive Producer will be a driving force in the development of the Company as a nationally recognised dynamic full mask theatre company.

3. JOB DESCRIPTION – EXECUTIVE PRODUCER

Vamos Theatre is looking for an experienced leader who will be responsible for the day to day running of the Company and working with the executive team and Board to drive forwards the ambitions of the Company. We are looking for a dynamic leader who thrives working in a unique, varied, and creative environment.

Duties and responsibilities include:

Strategy and Development

- To work as a member of the small core executive team to develop and deliver the business plans and implement effective strategies to ensure success.
- To lead the core team of staff and freelancers alongside the Artistic Director and Engagement Producer (executive team)
- Working closely with the Board to develop the organisations financial strategy
- Representing the organisation to raise the national and international profile of the Company and promoting its values.
- To act as an ambassador for Vamos Theatre at arts events, stakeholder meetings, seminars, and conferences.

Company Management

- Responsible for the sound management of the Company, including day to day operations and the delivery of the Company's administrative, business and financial plans.
- Maintaining close stakeholder relationships with funders, venues, press offices, artists, tour managers, agents, schools and related organisations.
- Supervising, managing and contracting full time, freelance and contract staff, including staff rotas and schedules for staff and Company activity.
- Working with the team to develop the Company's marketing, branding and social media strategies in order to generate positive and effective publicity which enhances the Vamos Theatre brand.
- Managing the Company's administrative and office functions to ensure the smooth running of the Company, including management of the Company's Worcester office space.
- Managing all Company contractual arrangements.
- Acting as the Company's Health and Safety officer with responsibility for all aspects of health, safety and compliance for the company.
- Maintaining all Company and project/production/premises-based insurance.

Governance

- Supporting the Board in discharging its responsibilities under the Companies Act 2006 and relevant charity law.
- Liaising with the Board of Trustees, and managing Board meetings, agendas and papers.
- Developing Company policies and procedures to promote best practice and compliance.
- Supporting continuing Board development and training.
- Ensuring effective and timely reporting to statutory bodies including Companies House and the Charity Commission.
- To keep up to date and report on developments in arts, health and education policy to the Artistic Director and the Board.

Human Resources

- Responsible for working with the Artistic Director and the Board to develop human resources strategies which ensure the Company is appropriately resourced and staffed.
- Responsible for workforce planning, including the recruitment, selection and induction of relevant personnel.
- Managing staff members and co-ordinating the work of the wider team to ensure effective management of individuals and resources.
- Devising Company policies, tools (e.g. the Staff Handbook) and procedures and ensuring compliance.
- Overseeing the delivery of the Company's Equality and Diversity Action Plan.
- Setting and reviewing remuneration policies in line with agreed budgets.
- Ensuring the training and development of key staff.

Finance

- Drafting annual budgets in consultation with the Artistic Director and the Board.
- Managing day to day financial operations, including maintaining an overview of performance against budget and the Company's current and projected financial position.

- Working with the Company Accountant to generate accurate management accounts and reports to the Board of Trustees.
- Working with the Company Account to maintain accurate accounts.
- To oversee the Company payroll and Company pension management and delivery.
- Completing quarterly VAT returns with the Company Accountant
- Managing cash-flow to ensure income and expenditure is accurately projected.

Fundraising

- Preparing fundraising strategies in conjunction with the Artistic Director and Board.
- Writing and submitting funding applications to appropriate trusts and foundations to support Company activities.
- Ensuring that necessary reporting (including NPO reporting) is completed in line with funder requirements and guidelines in a timely manner.
- Managing the relationship with Arts Council England.
- Monitoring and reporting on compliance with funding agreements and targets.

Education and Health

- Overseeing, co-ordinating and promoting the Company's work with schools, care homes, NHS Trusts and other relevant stakeholders.
- Positioning Vamos as a leading arts organisation in the health and education sectors.

Touring

- Ensuring the effective operation of Company productions on tour.
- Liaising and negotiating dates, financial deals and contracts with venue bookers, festival producers, touring schemes and community venues.
- Maintaining and building relationships with venue bookers, marketing, education and technical departments.
- Managing the Company's brand and PR in conjunction with touring partners.

4. PERSON SPECIFICATION

ESSENTIAL SKILLS

- 5 years management experience, working within an arts organisation or venue.
- Excellent organisational, business and administrative skills.
- Experience of leading and managing a team, with excellent interpersonal, influencing and leadership skills.
- Experience of tour booking (desirable) or a natural flair for engaging partner venues to continue creating exciting and sustainable tours (essential)
- A natural ability to work collaboratively and respectfully of those you are working with
- Substantial experience of financial management, including setting and managing budgets and financial reporting.
- Experience of fundraising, including managing relationships with funders.
- Exceptional organisational skills with great time management and an ability to multi-task.
- A very high level of accuracy and attention to detail in all areas of work.

- Experience of strategy development, business planning, project management and operational delivery.
- Excellent computer literacy.
- Ability to work without supervision, use initiative where required and work under pressure.
- Reliability, confidentiality and an enthusiasm for the Company and its work.

DESIRABLE

- Experience of servicing a Board of Trustees.
- Knowledge of Charity and Company legislation.
- Understanding of the current funding system in the UK.
- Experience in NPO reporting.
- Experience with international touring administrative requirements.

JOB TITLE: Executive Producer

LINE MANAGER: Rachael Savage (Artistic and Executive Director)

LINE MANAGERS: Administrator (p/t), Marketing Manager

SALARY: No less than £30,000 (depending on experience)

PENSION: Statutory minimum

LOCATION: Worcester Arts Workshop. Some travel will also be required.

HOURS: 9.30 to 5.30 Monday to Friday but some evenings and weekend work will be required. Flexible working arrangement will also be considered.

HOLIDAY: 28 days per year annum including bank holiday (pro rata)

HOW TO APPLY

Please send your CV and a covering letter (no longer than 2 sides of A4) explaining why you are interested in the Company and this role.

Please email applications to jobs@vamostheatre.co.uk by midday on 26th February 2018. First stage interviews will take place on March 9th 2018.