

# BLind SumMiT

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## Executive Producer - Job Information Pack March 2017

Thank you for your interest in the position of Executive Producer at Blind Summit Theatre.

### **About Blind Summit and the role**

Blind Summit is one of the world's most adventurous and subversive makers of puppet based theatre, led by the vision of Artistic Director Mark Down.

Over twenty years we have made 10 original productions, made puppetry in 36 collaborations with some of the world's best theatres, opera houses and artists, and reached audiences of millions. We have developed a network of national and international producers and collaborators in 33 countries.

We are a National Portfolio Organisation. We have a studio in North London with an office, a workshop and a rehearsal room.

We are at beginning a 5 year plan that will grow the company to begin making large scale touring puppetry led shows.

It centres round our two international co-productions:

*Citizen Puppet* is an award winning show begun at the Edinburgh Fringe which we will develop and tour nationally and internationally in 2018.

*Call of the Wild* is an "arctic puppet ballet", with a cast of 10 dancer-puppeteers, and a new score which we will commission for a live on stage band which we want to open and tour in 2021.

Our productions are a platform for achieving a wide range of other activities through 4 strands: Generator - making new work, Incubator - training artists, Travelator - touring, and Collaborator - building partnerships.

In the past this work has included collaborating on *The Magic Flute* on the Lake Stage at Bregenz Festival, directing the puppetry in the Olympic Opening Ceremony 2012, and making *Meet Fred* with disabled theatre company Hijinx.

We are looking for an Executive Producer who will work with our Artistic Director to develop the fundraising and co-producing capability of the company and take our work to even more exciting and unexpected places. This is a role with lots of opportunity to experiment and grow. We are seeking an ambitious, hardworking, visionary producer.

## **How to apply**

To apply, please submit a completed application form by email to [info@blindsummit.com](mailto:info@blindsummit.com) or by post to the office address. Please note that partially completed application forms or CVS will not be accepted. The closing date for applications is **midday on Tuesday 18 April 2017**.

First interviews will be held on **Friday 28 April**

Second interviews will be **Monday 8 May**

Unfortunately we are unable to acknowledge receipt of all applications, so if you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

If you have any queries regarding the role, please contact the office on 020 7272 9020 or [info@blindsummit.com](mailto:info@blindsummit.com).

We look forward to receiving your application.

## **Executive Producer - Job Description**

Role: Executive Producer

Reporting to: Artistic Director

Managing: Administrator

Purpose: To provide strategic leadership for the organisation alongside the Artistic Director  
To lead on co-producing and fundraising  
To manage the Administrator in the effective day-to-day running of Blind Summit

### **VISION**

- Work with the Artistic Director to develop the overall strategic direction for the company
- Ensure consistent and strategic messaging of the company's vision both internally and externally
- Consult with the Board on company vision

### **STRATEGY**

- Develop the organisation's strategy to deliver the Vision
- Develop and lead the producing strategy for each project within the artistic programme
- Respond to new opportunities outside the planned programme and along with the Artistic Director to consider their feasibility
- Work with the Artistic Director to develop overall marketing and sales strategy to reach our customers
- Keep reviewing organisational strategy with the Artistic Director in light of internal and external changes
- Ensure that Blind Summit is up to date with industry changes and developments nationally and internationally
- Develop and maintain partnerships with key organisations and individuals in the sector including Arts Council England, funders etc

### **BUSINESS PLANNING**

- Draft and update the business plan annually to deliver the strategy
- Ensure the long term financial sustainability of the organisation
- Work in partnership with the Artistic Director to develop and deliver the artistic programme
- Be accountable for the delivery of all productions including budgeting, contracting, production management, and logistics
- Develop the organisation's marketing assets that support the sales of our work including digital media library, audience development, data capture etc
- Ensure the company works within current union and industry guidelines
- Keep up to date with industry standards on marketing, intelligence gathering and data capture

## **CO-PRODUCING**

- Seek new co-producing opportunities
- Put together co-producing partnerships to produce and tour Blind Summit's artistic programme
- Negotiate all contractual terms
- Maintain relationships with key collaborators
- Maximise Blind Summit's billing, remuneration, and protection of copyright
- Make sure that all agreements with partners meet the organisation's overall strategy for example on branding
- Oversee the creation and delivery of marketing plans for each project
- See through the delivery of the productions

## **FUNDRAISING**

- Develop the overall fundraising strategy for the company i.e. Arts Council England, trusts and foundations, and individual donors
- Establish annual targets and be accountable for delivery of the strategy to meet them (currently £50k per year)
- Develop and nurture relationships with funding bodies including Arts Council England
- Lead on writing applications to funders with the support from the organisation's freelance fundraising consultant
- Oversee the organisation's individual donors strategy, including the membership scheme, digital campaigns and procedures for collecting donations.
- Ensure that Blind Summit follows Charity Commission best practice in all fundraising activity

## **OPERATIONS**

- Appoint and manage the full-time Administrator
- Oversee the Administrator's effective day-to-day running of the organisation and delivery of the programme of work across Generator, Incubator, Travelator and Collaborator
- Be ultimately accountable for the Assistant Producer's operational duties with particular reference to legal, statutory and contractual obligations (e.g. insurance)
- To oversee the Administrator's delivery of marketing responsibilities, ensuring that the marketing strategy is implemented across all activity
- Attend a weekly company meeting run by the Administrator

## **FINANCE**

- Be ultimately responsible for the financial management of the organisation including setting annual budgets, monitoring management accounts and cash flow, and overseeing statutory reporting
- Oversee the Administrator's effective day-to-day financial administration

## **GOVERNANCE**

- Report to the Board on strategic development with the Artistic Director at quarterly meetings
- Act as Company Secretary for the organisation with Companies House
- Oversee and be ultimately responsible for the Administrator's duties in relation to Governance

## **Executive Producer - Person Specification**

### **NECESSARY**

Experience in a strategic role  
Experience of producing and co-producing theatre  
Experience of fundraising  
Experience of stakeholder management, in particular with Arts Council England  
Experience of financial management  
Experience of working with a Board of Directors  
Experience of negotiation on large and complex projects  
Experience of managing staff  
A thorough knowledge of UK theatre, including current trends and cultural policy  
Ability to think strategically and scenario plan  
Sales skills e.g. tour booking  
Excellent communication skills  
Ability to build and maintain relationships on a senior level with major industry partners (e.g. English National Opera)  
Excellent application writing skills  
Ability to prioritise  
Knowledge of the legal obligations of companies and charities

### **DESIRABLE**

Experience of producing theatre internationally  
Experience working in a small organisation  
Knowledge of Blind Summit and its work  
Knowledge of the opera industry

### **Terms and Conditions**

Salary: £35,000 per annum

Hours: This is a full-time role. Normal office hours are 10am - 6pm, Monday to Friday, but regular evenings and weekends will be required. The organisation operates an informal TOIL policy (Time off in Lieu).

Probation period: Six Months

Place of work: Normally based at the Blind Summit office at 10 Grenville Workshops, 2A Grenville Road, London N19 4EH. Travel will occasionally be required, nationally and internationally.

Holiday: 20 days plus statutory bank holidays

Blind Summit Theatre is committed to equal opportunities in all areas of its work and aims to ensure that everyone who applies to work with us receives fair treatment.