

# SHREK AT NIGHT

A man with curly hair, wearing a VR headset and a shiny orange jacket, stands in the foreground, gesturing with his right hand. In the background, several other people wearing VR headsets are visible, suggesting a social VR environment. The scene is set outdoors at night, with buildings and string lights visible in the distance.

## SENIOR PRODUCER Application Pack

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A LIGHT



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## KEY DETAILS

- 4 days a week (2 office-based, 2 remote)
- £34,000 pro rata (£27,200)
- Information sessions will be held on: 24 September & 6 October
- Deadline for applications: Sunday 12 October
- Interviews will be held on: 21 & 22 October

# THE ROLE

- We are looking for an exceptional individual to come and join us to create extraordinary events with and for the communities of Gloucester.
- You will be the central part of the team making things happen, working with our Artistic Director and Community Producers to plan, programme and deliver events in public squares, community spaces and occasionally car parks.
- We are looking for someone who shares our principles and who also wants to bring new ideas and ways of working to the organisation.
- The role reports to the Artistic Director and is responsible for line-managing the Assistant Producer.



photo credit Daniel Folley



# ABOUT STRIKE A LIGHT

Our vision: **World-changing culture and creativity for all.**

Our mission: **Creating social change through extraordinary performance events, creative projects with communities and participation opportunities for young people.**

We work alongside communities and artists to transform Gloucester into a city with a vibrant, grassroots-driven culture that inspires, engages and renews community pride. We create events that people never imagined would or could happen in their city. We tell people's stories through performance and create brilliant participation opportunities for young people.

We believe that the arts can change lives and that everyone, regardless of background and circumstance, should be given opportunities to watch, make and participate in world-changing arts and culture, with communities leading and making decisions for a cultural programme that is relevant and accessible.

# WHAT WE DO

- We co-create and collaborate whenever possible; we 'work with' not 'do to'
- We let our community lead the way with programming
- We create a city where extraordinary things happen in unexpected places
- We bring people together to share eye-opening experiences that they talk about for ages afterwards
- The people we bring together are from diverse backgrounds and many of them wouldn't normally attend an 'arts' event
- People feel welcomed and represented and that their voices are heard
- Our staff, our board, audiences, participants and creative leaders reflect the diversity of Gloucester
- We create brilliant opportunities for young people which encourage them to dream big
- We support artists and producers to create amazing work and to get paid for it
- We share unheard stories and we champion underrepresented voices
- We produce shows that can change our world
- We work with national partners and local grassroots organisations to make things happen
- We embrace the idea of necessary radical social change and the role that arts can play in that

# **JOB DESCRIPTION**

## **PRIMARY PURPOSE**

To lead on the production of all Strike A Light (SAL) events and large scale outdoor work. To manage the budgets for the productions and ensure SAL events reach their aims and objectives, working closely with the Artistic Director and within the vision and aims of SAL. To work closely with the Community Producers to develop and deliver their ideas and projects within the communities of Gloucester, including seeking creative opportunities, setting budgets, and delivering the work.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **Community Producers**

- Liaise with the Community Producers and Head of Participation to create new events and engagement activity for their community to sit alongside programmed work
- To work alongside the Artistic Director, and visiting artists and companies, to develop engagement activity around the programme
- Create, manage and maintain the event budgets, reporting regularly to the Artistic Director
- Meet with the Community Producers regularly to support the direction of their work
- Maintain relationships with existing key community and local partners with regular visits to the community settings
- Maintain relationships with funders and ensure events are delivered within set parameters
- Ensure the projects achieve the aims laid out in the funding bids
- Seek development opportunities, including partnerships and networking, for the Community Producers

## Programmed events

- Work closely with the Artistic Director to plan and produce the programme of events
- To lead on large-scale outdoor projects including creating and managing the budgets, brokering partnership agreements and coordinating the teams involved
- To manage budgets for all events and ensure budgets are maintained, with support from the General Manager and Executive Director
- To coordinate work directly with the Technical Manager, including scheduling and attending regular production meetings
- To scope event space within the city which is original and different, working closely with stakeholders and city partners
- To conduct site visits, with the Technical Manager where appropriate
- To lead on the access provision for productions and innovate new ideas
- To liaise with the General Manager about travel and accommodation requirements for companies
- To liaise with the General Manager on contracts for visiting companies and creative teams
- To ensure evaluation is completed at events and submitted in the appropriate platforms/paperwork for funders
- Work closely with the Head of Participation to produce large-scale Participation events
- To coordinate Front of House, Catering and evaluation for the events
- To collaborate with the Technical Manager on briefings to event staff and technicians and ensure fire safety procedures are in place
- To ensure Health & Safety procedures are in place at events including completing risk assessments in collaboration with the Technical Manager
- To run development programmes for local producers and artists where required
- To work closely with Marketing and Communications lead to coordinate appropriate marketing material and on-site brand and presence
- To work closely with the Let Artists be Artists to assist in producing events or expanding reach within Gloucester

## GENERAL

- Work within Strike A Light's policies, including Health & Safety, Child Protection and Equalities
- Participate in organisation meetings and events as required
- Attend relevant training as and when required
- Positively represent Strike A Light at events
- Any other duties appropriate to the post and organisation
- Identify and develop relationships and undertake advocacy and networking nationally, regionally and locally, to secure funding, partnership and artistic opportunities
- Weekend work will be occasionally required and can be claimed back as TOIL

## LINE MANAGEMENT RESPONSIBILITIES

- To manage the Assistant Producer placement, ensuring that they are supported and have a clear workload



# PERSON SPECIFICATION

## ESSENTIAL

- Experience in producing a range of live theatre, dance, music and events
- Experience of creating, managing and working within event budgets
- Experience working closely with communities on projects
- Be approachable and empathetic with the ability to talk to a wide-range of people, including external partners, funders and stakeholders
- Be a self-starter who is happy to manage their own workload independently and stick to tight deadlines
- Be able to work within a small team and be ready to get “stuck in” when needed
- Passionate about the work Strike A Light do
- Have a sound knowledge of equality, diversity, inclusive approaches and of the Social Model of Disability
- Ability to think differently and push against the “norm”
- Ability to work in pressurised environments and remain calm and solution-focused

## **DESIRABLE**

- Management experience
- Experience of producing in non-theatre locations, including large-scale outdoor events
- A working knowledge of theatre production including working closely with Technical Management
- A knowledge of the current industry and the challenges involved in creating live arts events
- Experience of managing large-funding grants and their requirements, including Arts Council England, Esmée Fairbairn, Paul Hamlyn and The National Lottery
- Have an understanding of General Data Protection Regulation, 2016 (GDPR) and the Privacy and Electronic Communications Regulations, 2003 (PECR)
- Experience of creative producing and able to co-lead creative visions for projects
- Experience of delivering events in a sustainable way
- First Aid trained
- Event Safety Qualification (training can be provided)



# SALARY AND CONTRACT

The role is offered on a **0.8 FTE** permanent employment contract (**4 days**) at **£34,000 pro rata (£27,200 per year)**.

The Senior Producer will be entitled to 28 days holiday pro rata (22.5 days), inclusive of bank holidays (usually 8 days). In addition, Strike A Light is closed for 2 weeks over Christmas and New Year for which staff are not required to use their holiday entitlement.

We operate on a hybrid model with Strike A Light offices open on Tuesdays and Wednesdays, the Senior Producer is expected to be in the office on those days, whilst working remotely on Mondays and Thursdays (with SAL closed on Fridays). No overtime will be paid, but time off in lieu can be taken for additional hours agreed in advance with your manager.

All standard PAYE benefits will be shared by the Senior Producer in line with the rest of the team, including 3% employer pension contribution, sick pay, parental leave and pay and employee advice and counselling services.

# HOW TO APPLY

To apply, please send your **CV**, a **Cover Letter** (no longer than 2 A4 pages) and the **Equal Opportunities Monitoring form\*** to [recruitment@strikealight.org.uk](mailto:recruitment@strikealight.org.uk)

*(Please include your full name in the attachment file names).*

If you would like to apply via a different format (e.g audio or video) please get in touch to arrange.

You will receive an email to confirm the safe receipt of your application; if you don't receive this within 3 days of sending your application please email again (*do check your junk mail first*).

**Deadline for applications: Sunday 12 October**

*\*this information will be separated from your application and is used for monitoring purposes only, not as part of the shortlisting process*

# APPLICATION GUIDANCE

Your cover letter should tell us why you are interested in the role, why you like Strike A Light, how your experience relates to the specific duties and responsibilities outlined in the job description and why you think you'd be a good fit for Strike A Light in reference to the person specification.

Gloucester is a diverse city and we value having a range of experiences and perspectives to make things better. Everyone is welcome to apply. However, owing to the underrepresentation of these identities and characteristics across our sector at large, we are particularly interested in hearing from people who identify as D/deaf and/or disabled, those from low socio-economic backgrounds and \*Global Majority candidates.

*\*In using the term 'Global Majority' we refer to people who identify as Black, Asian, Brown, dual-heritage, indigenous to the global south, and/or have been racialised as 'ethnic minorities'. (Rosemary Campbell-Stephens, 2020)*

# THE INTERVIEW

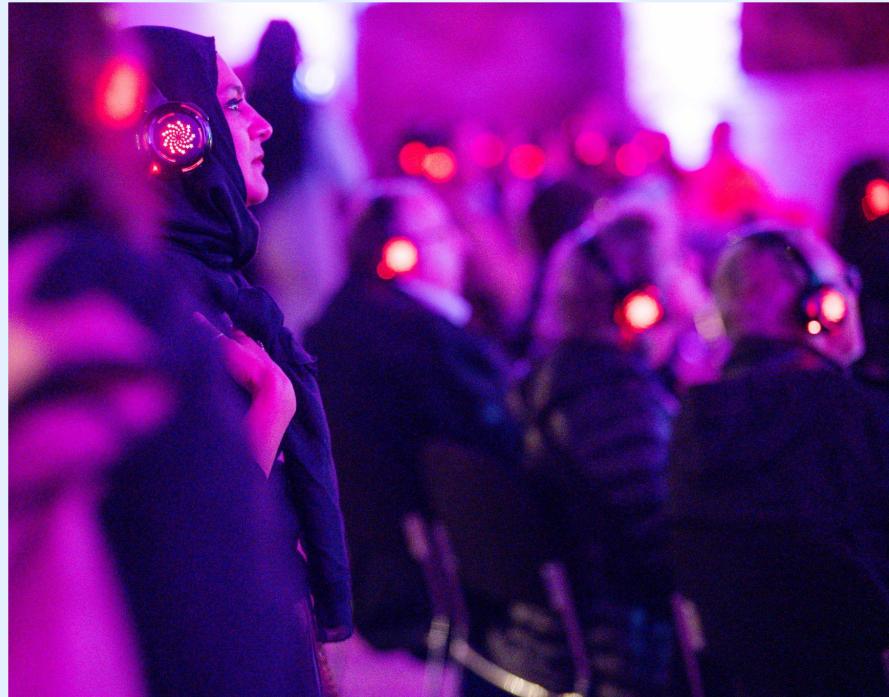


If you are shortlisted for interview, we will contact you via email by Thursday 16 October. If you are not shortlisted we will let you know by email that week.

Where possible, interviews will happen in person, in our office in Gloucester. The interview questions will be provided in advance. We may also give a short unseen task if we decide it is important to the process - we will inform you of this before this interview. Reasonable travel expenses will be covered.

**Interviews will take place on: 21 & 22 October**

# ACCESS



- Strike A Light aims to be an inclusive organisation, and we welcome applications from people who identify as D/deaf, disabled or neurodivergent
- Access provision and reasonable adjustments will be made available (both at interview and employment stages) for any candidates that require it
- Please indicate any access requirements you have in your application
- If you require any part of the application process in an alternative format (e.g audio or video), please contact Kate on [recruitment@strikealightfestival.org.uk](mailto:recruitment@strikealightfestival.org.uk). Kate will be able to answer your query or direct you to a member of the team for a chat