



Little Bulb, Producer Recruitment Pack

Little Bulb are an award-winning devised theatre company who make original theatre productions for a wide range of audiences. You can find out all about the work we make by visiting our website www.littlebulbtheatre.com. In April 2023 we became an Arts Council NPO and are excited to be delivering a more extensive programme of work than we have previously been able to.

We are looking for a producer to join our team supporting the Directors to achieve the company's mission to create and tour innovative devised theatre to audiences across the UK and beyond. This role ensures the company works efficiently and harnesses opportunities whilst remaining agile and grounded.

This role will suit a dynamic individual who has hands-on experience of producing with small companies, a passion for live theatre, and relevant industry knowledge. The ideal candidate is someone who is a strong team player, has an ability to look at the macro and micro picture simultaneously, is self-sufficient and who is keen to make a difference.

The details:

21 hours - 3 days per week. The role is remote working, with face-to-face meetings scheduled regularly with the core team on mutually agreeable dates.

Salary: £35,000 pro rata.

To apply:

Please submit a cover letter (max. 2 pages of A4) or video or audio recording no longer than 5 minutes in length, setting out your relevant skills, knowledge, and experience for the role, accompanied by your CV. Please send completed applications to current Executive Producer, Fiona Baxter: fi@littlebulbtheatre.com

If you have any questions or if you need this document in any other format for access reasons let Fiona know. Additionally, we ask all applicants to complete the following anonymous equality and diversity survey here: <https://forms.gle/8Kpsm7ssyiCAuCCCHA>

We actively welcome and encourage applicants from communities who are currently underrepresented in our team inc. Global Majority applicants, D/Deaf, visually impaired, disabled and neurodivergent applicants, applicants from the LGBTQIA+ community or any other marginalised group.

Deadline for submitting your application: Wednesday 13th December, 12pm.

Job Description:

Objectives and Responsibilities:

1. To produce the work made by Little Bulb.
2. To lead on the logistics of shows and projects.
3. To support the Directors.
4. To manage Little Bulb's budgets.
5. To provide administrative support across the company.

Duties:

1. To produce the work made by Little Bulb.
 - I. Manage the creative and casting logistics, including contacting agents, actors and creatives.
 - II. Contract creative and technical teams.
 - III. Manage rehearsal and production week scheduling.
 - IV. Co-ordinate and liaise with the team to ensure project schedules are maintained and adhered to.
 - V. Manage internal project communications.
2. To lead on the logistics of shows and projects.
 - I. Manage the tour booking process, including negotiating deals and signing off contracts.
 - II. Source, book and coordinate accommodation and travel needs for the touring company and creative teams.
3. To support the Directors.
 - I. Contribute to the strategic planning and development of the company.
 - II. Support the Directors in the creation and delivery of new projects.
 - III. Contribute to fundraising activity, including identifying potential fundraising opportunities and writing funding bids as required.
 - IV. Ensure all the requirements of funders are met in terms of data collection, reporting and evaluation.
 - V. Provide administrative support to the Directors.
 - VI. Be the first point of contact for the Advisory Board.
 - VII. Support and communicate with the Advisory Board, arranging meetings, circulating agendas, compiling paperwork and taking minutes.
4. To manage Little Bulb's budgets.
 - I. Manage Little Bulb's annual budget and project budgets.
 - II. Work closely with the Finance Manager on financial processes, including cash flow, invoicing and debt collecting.
 - III. Support the Finance Manager in the creation of the quarterly management accounts.

5. To provide administrative support across the company.
 - I. Support the Directors with HR management as required ensuring policies and procedures are up-to-date and regularly reviewed.
 - II. Support the Directors and Marketing and Audience Development Manager on marketing and audience development activity.
 - III. Take a lead on administration of recruitment processes.
 - IV. Manage the company diary.
 - V. Ensure regular staff meetings are held and internal communications are maintained.

Person specification:

Requirements	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Proven ability to manage budgets. • Strong IT skills. 	<ul style="list-style-type: none"> • Website management.
Relevant Experience	<ul style="list-style-type: none"> • A minimum of 4 years relevant experience within the sector. • Experience of partnership working & tour booking. • Experience of finance in small businesses. • Experience of fundraising. 	<ul style="list-style-type: none"> • Experience of working with Arts Council funding. • Experience of the charity sector.
Personal Qualities	<ul style="list-style-type: none"> • Accuracy and attention to detail. • Efficient and methodical. • Good team player. • A collaborative spirit. • Self-motivated. 	