



Job Pack: Associate Producer



Box of Tricks
The new play makers...

“A theatre company to watch” – The Stage

Box of Tricks is an award-winning Manchester-based theatre company that champions the next generation of playwrights, producing top quality new plays on local and national stages.

We are a launchpad for new talent. We commission and develop bold and original new plays from the most exciting new voices, creating ambitious and heartfelt theatre that engages, challenges and entertains. We stage new plays in Manchester and the North and tour productions to audiences nationwide.

We are the next generation. We are the new play makers. We are Box of Tricks.

www.boxoftrickstheatre.co.uk

Over the last 12 years, we have championed the next generation of playwrights and toured new plays to audiences far and wide.

Our inaugural season of New Tricks plays – commissioned by Box of Tricks and developed with leading local theatres – was so successful that all three plays enjoyed a future life:

Plastic Figurines by Ella Carmen Greenhill attracted universal acclaim (“A quietly courageous play” – ★★★★★ The Guardian) on a six-week national tour in Spring 2015 followed by a remounted four-week transfer to New Diorama London in Autumn 2016 (★★★★★ The Times).

Narvik by Lizzie Nunnery – winner of Best New Play at UK Theatre Awards 2017, finalist for the US/UK Susan Smith Blackburn Prize 2017 and Best New Play at Manchester Theatre Awards 2018 – ran at Liverpool Playhouse Studio in Autumn 2015 (“Thrillingly theatrical” - ★★★★★ The Guardian) and wowed audiences and critics on an eight-week national tour in Spring 2017 (“Spellbinding” - ★★★★★ The Stage | ★★★★★ The Times, The Observer, The i Paper).

In Spring 2016, we took ***Chip Shop Chips*** by Becky Prestwich to non-theatre spaces on a completely sold-out Northern tour (“All-round feel-good” – ★★★★★ Reviews Hub) and remounted the show for a seven-week sold-out national tour last Spring.

Our most recent seasons (2015-18) have been a huge success: attracting critical acclaim, engaging a broad spectrum of audiences and raising our profile nationally. More than 11,000 people saw these productions as we took new plays to leading theatres nationwide as well as non-theatre spaces in urban and rural locations up and down the country.



Job Description: Associate Producer

Box of Tricks is looking for an enthusiastic, passionate and dynamic Associate Producer to work closely with the Joint Artistic Directors to shape the future of the company and help deliver our artistic ambitions at this exciting juncture.

The Associate Producer will support the Artistic Directors in the day-to-day running of the company and delivery of our artistic vision. Main duties include: producing, tour booking, fundraising, project management, marketing and contract negotiation.

In partnership with Box of Tricks' Artistic Directors, the role includes but is not limited to:

Touring

- ☒ Tour booking
- ☒ Negotiating contracts and fees for performances
- ☒ Managing and cultivating venue relationships
- ☒ Project management
- ☒ Co-ordinating and booking company travel/ accommodation
- ☒ Producing/ administrating a variety of activities for the company
- ☒ Working with artists and creative teams
- ☒ Liaising with venues and partners

General Management and Fundraising

- ☒ Representing the company at events and performances
- ☒ Drafting contracts
- ☒ Updating the company website
- ☒ Minuting board meetings
- ☒ Day-to-day administration
- ☒ Collating evaluation information and writing evaluation reports
- ☒ Identifying possible funding opportunities
- ☒ Drafting applications to Trusts and Foundations
- ☒ Co-ordinating periods of R&D

Marketing and Press

- ☒ Liaising with venue Press and Marketing teams
- ☒ Working closely with Press Agent
- ☒ Creating Marketing and Proposal packs
- ☒ Overseeing and implementing marketing strategy
- ☒ Creating and posting social media content
- ☒ Monitoring sales figures

Person Specification

Essential skills and experience

- ☒ Ability to multitask and juggle various projects
- ☒ Excellent computer literacy
- ☒ A minimum of three years' experience of producing within the arts
- ☒ Experience of successful fundraising and bid writing
- ☒ Experience of working with venues
- ☒ Experience of tour booking
- ☒ Excellent organisational skills and attention to detail
- ☒ Experience of creating and managing budgets



Desirable skills and experience

-  Experience of contracting
-  Experience of audience development and engagement strategy and delivery
-  Experience of project evaluation
-  Experience of website content management and social media management
-  Experience of organising arts engagement activities
-  Experience of negotiating with agents
-  Good knowledge of the theatre ecology, with particular emphasis on the North West
-  Experience of developing and producing new work
-  Experience of securing funding from Arts Council England

Terms of Engagement

Fee	£24,000 per annum (pro rata) [Equates to £1200 per month, £14,400 per annum]
Hours	Part-time role 3 days / 24 hours per week
Probation	1 month probationary period
Notice	1 month notice period

Please note: This role will be offered on a self-employed basis and the Associate Producer will be responsible for paying their own tax and National Insurance contributions.

Application Procedure

To apply for our Associate Producer role, please email an expression of interest, telling us why you're right for the role and Box of Tricks, along with your current CV (including contact details of two referees) and a completed [Equal Opportunities Form](#) to: jobs@boxoftrickstheatre.co.uk.

The deadline for applications is **Monday 23rd July at 12 noon.**

Please send your application to jobs@boxoftrickstheatre.co.uk. Interviews will take place in Manchester w/c 13th August 2018.

If you have any questions about Box of Tricks, the application process or the role please email: artisticdirectors@boxoftrickstheatre.co.uk.

Box of Tricks is committed to equality of opportunity in the arts and welcomes applications from individuals from diverse backgrounds. Please complete our Equal Opportunities Form and return with your application.