

Senior Producer Job Description

Role Summary

We're looking for an experienced and collaborative Senior Producer to structure and deliver all aspects of the Unicorn's artistic programme.

The Senior Producer is at the centre of all the artistic activity at the Unicorn: 8 - 10 productions each year, from digital projects, in-house shows and co-productions to visiting company work and touring – nationally and internationally. You will lead responsibility for the theatre's logistics, including scheduling, coordinating events, working with artists and other freelancers involved in delivering the shows, and communicating effectively across departments to resolve conflicting priorities. You will ensure that the theatre's objectives are met on time and within budget to create the best possible work and best possible experience for the artists.

The Senior Producer is responsible to Bailey Lock, Co-Executive Director, and works closely with the Artistic Director. This role is permanent and offered as full-time, with flexible working requests considered on a case-by-case basis.

Responsible to: Co-Executive Director

Responsible for: Producer (permanent, full time), Producing & Production Assistant (fixed term, part time)

Working closely with: Artistic Director and Co-Executive, Technical & Production Director, Engagement Director, Freelance Creatives, General Manager, Finance Director

Key responsibilities

Programming, producing and co-productions (supported by the Producer)

- Running the Unicorn's producing function from R&D projects and commissioning through to full production, in line with the Unicorn's strategic aims and artistic vision.
- Oversee producing of all shows, with the Producer responsible for delivering 4 - 5 shows per season.
- Lead on or oversee producing of digital projects as part of Unicorn Online (around one per year)
- Contribute to the programming process from the earliest stages, including script reading, idea generation and project development.
- Leading on scheduling in liaison with technical, general management, engagement and communications departments.
- Support the Engagement Director across the co-creation and co-design process with children and young people, ensuring artists are supported throughout.
- Negotiate and issue contracts for all aspects of the Unicorn's programme in line with UK Theatre, Equity, Bectu and Writer's Guild agreements whilst promoting the Unicorn's best interests.
- Check availabilities, make offers, negotiate fees and issue contracts as required and within budget working within statutory and best practice employment guidelines.
- Support directors and the Producer in the casting of productions.

- Produce the Unicorn's touring work, responding to venue enquiries, and maintaining a database of national and international contacts and interest.
- Work closely with the Co-Executive Director on the management of co-producing partnerships, national and international touring agreements and to support further exploitation.
- Schedule all activity within the building, working with the Executive team to set annual planning schedules, and with the Marketing team to devise and manage detailed and effective performance schedules, and to communicate these internally.
- Liaise with all departments to develop the requirements of Unicorn and external productions or projects, ensuring that the management team are up to date with all production developments and their impact on each department.
- Work closely with the Technical department to welcome artists into the building and to ensure their wellbeing, attending production meetings and providing a point of liaison and communication for all artists.

Budgets

- Set, manage and reconcile all production budgets, including monitoring and authorising expenditures, adhering to the Unicorn's financial procedures.
- Working with the Technical & Production Director to ensure that all productions remain within budget and communicate areas of concern to the Co-Executive Director in a timely manner.
- Working with Technical and Finance colleagues, to ensure that Equal Opps forms, starter forms, timesheets, royalties and fee settlements are processed for timely and accurate accounting.

General

- To attend preview, Press Night performances and end of run company events, special events and training as required
- Contribute to the Unicorn's Sustainability Action Plan and support sustainability goals across productions including implementation of the Green Book.
- To be mindful at all times of the Unicorn's commitment to inclusion in performing and non-performing artist recruitment and practice.
- To represent the organisation at external meetings, events and conferences, deputising for the Directors where appropriate.
- To work with the Technical & Production Director in maintaining union and other external relationships, maintaining best practice around H&S, Safeguarding and Licensing.
- As part of the senior team, to support the Unicorn's short- and medium-term planning, running weekly meetings to update on producing developments, highlighting areas of risk and financial status.

This list of responsibilities is not exhaustive and you may be required to perform duties outside of this as operationally required and at the discretion of your line manager.

Person Specification

Essential experience:

- Significant, demonstrable experience working on in-house and co-produced theatre projects and productions across a range of scales.
- Experience of budgeting and effective management of production and event project budgets.
- Excellent organisational and planning skills, with the demonstrable ability to work flexibly under pressure, to prioritise and meet deadlines.
- Experience of contract negotiation and contract composition, building and maintaining positive and professional relationships with agents and artists.
- Knowledge or experience of national and international touring planning.
- Knowledge of industry practice, statutory and union requirements, benchmarking and rules.

Essential approach:

- An understanding of and interest in the artistic vision of the Unicorn and its work.
- Excellent interpersonal and communication skills and the creative ability to get the best out of freelance, artistic and production teams.
- Collaborative and collegiate approach to work with a wide range of freelance artists and staff.
- The discretion, sensitivity and tenacity to work with a wide range of people and to manage the pastoral care of incoming artists.
- Ability to work closely with producing teams, and to work effectively with other departments across a venue, balancing multiple priorities of a busy building.
- A commitment to diversity and equality of opportunity.
- A willingness to work flexible hours and travel occasionally.

Desirable:

- Interest in and knowledge of sustainability issues and to improving and implementing good practice across productions and building maintenance.
 - Experience of partnership working such as co-producing, and good networks within the theatre industry.
 - Experience of managing staff.
 - Awareness of relevant regulations and statutory requirements for the staging of theatrical productions such as the Equity Sub-rep agreement (the Pink Book).
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About the Unicorn

We create new, inventive and enthralling performances for every stage of childhood. We believe in the imaginative power of theatre to transform young lives.

We are the largest children's theatre in the UK, specialising in developing new devised and written shows alongside adaptations of classic texts, offering an innovative and inspiring year-round programme of sector-leading theatre for children.

Our purpose-built home at London Bridge (opened in 2005) is a creative and welcoming space designed with and for young people. Our building comprises two theatre spaces (Weston Theatre at around 290-seat capacity and Clore Theatre at around 90-seat capacity) plus two rehearsal spaces, along with backstage set, prop and costume facilities. We produce and present a thrilling and varied programme, exploring stories, ideas and themes that enrich and broaden children's view of the world. We welcome 65,000 families and schools every year, reaching thousands more via Unicorn Online.

The Unicorn has a turnover of around £2.8 million. In a regular year, over 20% of income comes from Box Office – with almost all tickets being sold to children at concessionary rates – and we raise a similar amount from fundraising.

We believe that young people of all ages, perspectives and abilities have the right to access exciting, entertaining and inspiring work - we want all children to experience our theatre and actively seek out children wouldn't otherwise attend. The theatre's audiences are broadly defined as families and schools, and the theatre plays to all ages from six months to 13 years. We maintain a strong commitment to representing diversity in our audiences, as well as on our stages, and we prioritise accessibility and inclusion across our organisation.

During the coronavirus pandemic, we innovated in new forms of digital theatre and are proud to have been able to offer high quality, creative and award-winning online theatre experiences for free. Digital theatre is now a part of our future strategy and firmly embedded in our mission.

Mission, Vision and Values

The Unicorn is the UK's leading theatre for young audiences. We believe that all children deserve to have access to the arts, regardless of their circumstances and our mission is to transform young lives through theatre by:

- Creating innovative and outstanding theatre for children aged up to 13 years.
- Supporting artists to make work with ambition, integrity and hope.
- Encouraging children to question and explore the world through stories; developing empathy, understanding and imagination.
- Collaborating with children in schools and communities to inform our practice, and inspiring children to fulfil their potential through creative projects with inventive theatre-makers.
- Extending our reach through online theatre experiences, national and international partnerships and subsidised tickets.
- Recognising that climate action is vital to protecting children's futures, and actively reducing our environmental impact on the planet.

- Believing in equality, diversity and inclusion; we take action to advocate for, and promote the rights of children.

Our values are curiosity, courage and respect.

Structure of the Unicorn

The Unicorn was founded in 1947 by Caryl Jenner, who took theatre around the country to children. Jenner's original aim was that: 'the best of theatre for children should be judged on the same high standards of writing, directing, acting and design as the best of adult theatre', a value which still holds very much true today. The Unicorn is crucial to the national theatre ecology, and is a beacon for all theatre for children; we are local, national and international in the work we make and the artists we make it with.

The Unicorn has recently undergone a period of extensive change, propelled by the coronavirus pandemic. Under a newly formed Executive team of Justin Audibert (Artistic Director) Helen Tovey and Bailey Lock (Co-Executive Directors), and with the appointment of a new Chair of the Board of Trustees, in March 2021, the Unicorn is emerging as a company with a renewed artistic focus and a vision to transform the lives of young people through theatre.

We are building a community of creative children through our productions, digital experiences and engagement programme. Our work has three core creative outcomes:

- Live Productions: Our live productions on our home and partner stages, created by diverse and exciting artists for children aged 0 -13 years old.
- Digital: Our innovative digital theatre experiences programme *Unicorn Online*, for local, national and global audiences.
- Engagement: Our engagement programme, including co-creation and co-design partnerships, actively develops and supports the individual creative lives of our audiences, participants and collaborators.

How to Apply

To apply for this post, please fill in the Application Form, which includes an Equal Opportunities monitoring form, and email it to jobs@unicorntheatre.com.

Salary: £37,000 per annum

Contract: Permanent, full time. We are open to considering applications for flexible working on a case-by-case basis. If you would like to discuss this in advance of submitting an application please contact jobs@unicorntheatre.com.

6 month probationary period. Annual leave allowance is 25 days, plus 8 statutory Bank Holidays. Unicorn staff are auto-enrolled into the NEST pension scheme.

Closing date for applications: 5pm, Monday 23 May 2022

First interviews: Tuesday 31 May 2022

Second interviews: Tuesday 7 June 2022



Because of the nature of this role, we would hope to meet in-person at the Unicorn building for interviews. If this is not possible, a Zoom interview can be arranged.

If you need this information in an alternative format, please contact jobs@unicorntheatre.com in the first instance.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black candidates, candidates from diverse ethnic backgrounds, and disabled candidates.

All candidates who identify as disabled and demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equalities Act 2010.

The Unicorn Theatre is supported using public funding by Arts Council England.