

Job Title: Producer
Reporting to: Tom Rack, Artistic Director
Responsible for: Production staff (both permanent and project based)

NoFit State is the UK's largest touring contemporary circus company. With an expanded programme of work planned for 2018, the company wishes to create a new role to support the company's production team.

Every year NoFit State tours 2 to 3 productions within its own Big Top, to theatres, and to outdoor locations throughout the UK and internationally. The company's Cardiff base houses a year round programme of both professional and community classes and projects, and provides facilities for a wide range of visiting companies and independent artists.

NoFit State is a dynamic creative organisation that thrives on challenge and is constantly seeking to learn and improve in all areas of everything that we do. We are inspired by the extraordinary things that ordinary people can achieve and celebrate the communal strength that comes from the traditional circus touring life.

Purpose of Role

NoFit State is increasing its producing capacity to deliver an expanded programme of work throughout 2018. The new post holder will be a key member of the company's producing team and will work alongside the company's Artistic Director, Creative Producer, Technical Production Manager and Operations Manager to deliver an extensive performance and event programme throughout the year. NoFit State has adopted a team approach to programme delivery. The producing team is supported by the company's Assistant Producer and Production Assistant as well as other members of the company core team (Administration, Finance, Marketing and Coms) and project based staff.

This is initially a fixed term contract running until 31 August 2018 with the opportunity for the role to be extended and expanded beyond that.

Main Responsibilities

The Producer will work closely within the creative and production teams to ensure the safe, smooth, efficient, and cost effective delivery of all productions and public facing events. A flexible and adaptable approach will be required as the role is designed to increase capacity within the production department and allow us to respond to new opportunities. The planned programme includes:

- An international tour of an existing production, 'Block'. 'Block (a co-production with Motionhouse) is a mid scale outdoor touring production that toured during 2016 and 2017.
- A new production, 'Lexicon', which will premier in March 2018. 'Lexicon' is a large scale tented touring production that has been commissioned by the New Vic Theatre, Newcastle-under-Lyme, as part of the 2018 Circus Past Present and Future celebration of circus in the birthplace of its founder, Philip Astley. Lexicon will then tour throughout the UK and internationally. Within the planned tour the performance run in each location may be augmented with wrap around activity – engagement programmes, youth circus residencies, community training opportunities, masterclasses, pre-show talks, etc.
- The Newcastle-under-Lyme Circus Village. Alongside the rehearsals, premier and first three performance weeks of 'Lexicon', NoFit State will deliver a six week programme of creative residencies, conferences, gatherings, and creative exchange within a 'Circus Village in Newcastle-under-Lyme during March and April 2018.
- Spotlight Circus Village, Avignon (July 2018). Alongside the performances of 'Lexicon' in Avignon, NoFit State is producing a small British Circus Festival. Delivered in partnership with Crying Out Loud, the Spotlight Festival in Avignon will see three companies perform alongside NoFit State within a designated circus site.

Within this programme the Producer will be responsible for:

- Contracting and managing the 2018 international tour of Block
- Producing and managing all activity within the 'Circus Village' in Newcastle-under-Lyme
- Producing and managing the three other companies performing alongside NoFit State in Avignon
- Producing and managing all 'wrap around' activity within other 'Lexicon' performance locations.

Within all areas these areas, the Producer will be responsible for:

- Financial management of and reporting against designated and defined budgets – ensuring cost effective solutions and best value for money
- Working alongside the company's Technical Production Manager and Operations Manager to develop and manage detailed and co-ordinated production and event schedules within defined areas of responsibility and ensure co-ordinated, smooth, efficient, and effective delivery of all programme elements.

- Contracting and liaising with presenting partners (Block) all company and project staff (Block, Newcastle-under-Lyme, Avignon), all visiting companies (Avignon) to ensure the clear, co-ordinated, and effective management of all defined relationships.
- Liaising with the FOH teams in Newcastle-under-Lyme and Avignon to ensure best possible experience for audiences and visitors
- Line Management of project based and local staff in Newcastle-under-Lyme and Avignon

Person Specification

The Producer will be based at the company's main offices in Cardiff until early February 2018 and will then be on the road until the end of July 2018.

You are a creative problem solver who is driven to make things happen and overcome obstacles. You enjoy being part of a strong team and are comfortable taking the lead and making the difficult decision. You consult, collaborate, embrace your responsibilities and want to learn and succeed.

Requirements

Essential	Desirable
Highly organised and self-motivating with demonstrably excellent organisational and management skills	Organisational/management qualification
Creative thinker with good problem solving skills	
Ability to plan workloads and effectively manage multiple tasks and priorities	
Ability to positively collaborate with and motivate co-workers	
Ability to meet deadlines and work calmly under pressure	
Educated to degree level or equivalent vocational experience	
At least 3 years' experience of producing and / or event and production management within festivals, live events, or live performance festivals, contemporary circus or theatre productions, touring.	Experience of circus producing and touring – including both tented and open-air productions.
Demonstrable experience of effectively managing significant budgets	Familiarity with finance software packages

Full driving licence	
Valid passport	The ability to communicate effectively in more than one language (in particular French as well as English and/or Welsh)
Computer literate and comfortable using and learning to use a variety of software packages including database systems	Experience of using project management software packages
Demonstrable experience of responsibility for Health and Safety management	H & S qualifications IOSH or NEBOSH

This is a full-time job. Following a 3 month trial period the contract will initially be offered for a fixed period (until 31 August 2018) with a view to creating a permanent position.

Closing date for applications: Thursday 31 August 2017
 Interviews: week commencing 4 September 2017
 Indicative start date: 1 October 2017 (or as close to as possible)
 Starting salary: £26,000 – £28,000 per annum pro-rata, depending on experience, subject to review

NoFit State is an Equal Opportunities employer and welcomes applications from all sections of the community.

If you wish to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and send together with a covering letter and a copy of your CV to: jobs@nofitstate.org or **Producer Application**
NoFit State Circus
Four Elms Road, Cardiff CF24 1LE