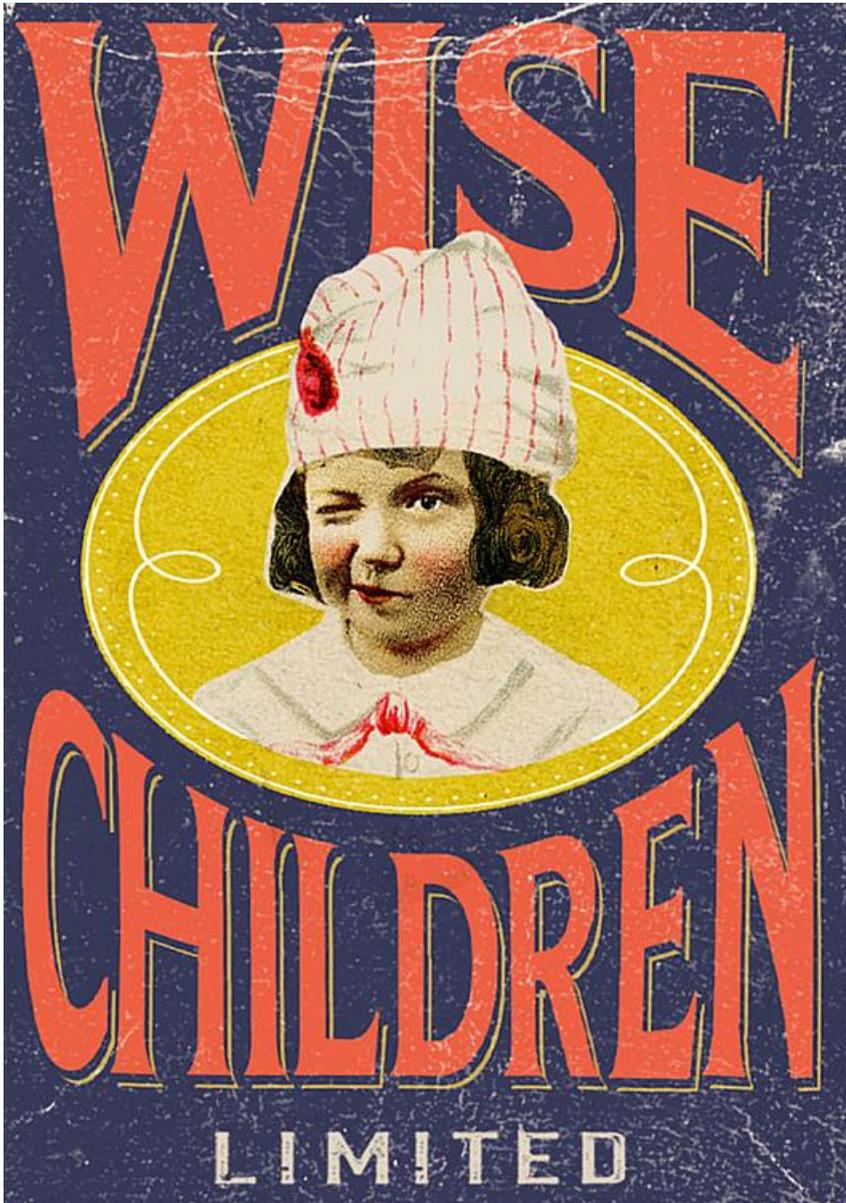


WISE CHILDREN



WISE CHILDREN
PRODUCER
JOB PACK

MARCH 2021

About Wise Children

Wise Children is a new theatre company, created and led by award-winning director Emma Rice. We are an Arts Council National Portfolio Organisation, currently based in Bristol. We make ground-breaking work with exceptional artists which tours the UK and internationally. We run a unique professional development programme, the School for Wise Children, training a new and more diverse generation of theatre practitioners.

The company launched in 2018, and our first production was *Wise Children*, an adaptation of Angela Carter's iconic novel, adapted and directed by Emma. The show premiered at London's Old Vic, where it played for five weeks before touring the UK. In 2020 a film of the show aired on BBC4 as part of the Culture in Quarantine season.

Our second show was *Malory Towers*. As well as making the new show, we built a pop-up venue for it, transforming a disused wing of Bristol's Victorian train station into our own theatre, where *Malory Towers* played for five weeks over summer 2019. The production will be revived in spring/summer 2021.

Our third show was new musical *Romantics Anonymous*, which opened at Bristol Old Vic in January 2020 before its planned American tour was cancelled due to the pandemic.

Like so many others, our plans for the year stalled.... But we're led by Emma Rice, and she's not one to sit around waiting to be told what to do. We quickly found ways to fill the lockdown hours!

In April we launched Wise Radio, which runs 24/7 playing music curated by our team alongside our very own chat show, *Tea & Biscuits*. In June we added Wise TV, a Twitch channel bringing together existing video content with a new series of interviews with Emma, broadcast live from her home. In July we moved our School for Wise Children training online: seven high level courses, 14 top industry tutors, nine public webinars, 42 students, 21 free places, and over 100 hours of zoom teaching.

Then we had a big idea. Could we scale up these digital experiments, and livestream a whole show? The answer was yes, and in September Wise Children became the first company to broadcast a fully staged production from a UK theatre after lockdown. We repeated the experiment with a second show in December, and our trailblazing live broadcasts have been seen by more than 40,000 and won our Technical Director the Stage Award for Achievement in Technical Theatre 2020.

Inevitably, plans for 2021 and beyond are less certain than we'd like them to be, but – at the time of writing – it looks like we will be making no less than three new shows before Christmas with live, digital, regional and international performances all in the mix. This will include our postponed adaptation of *Wuthering Heights*, a co-production with the National Theatre.

The Producer role

We are seeking a confident, skilled and highly organised individual to join the company as Producer. The Producer will be hands on, delivering every aspect of our touring productions. We're looking for someone with a proven track record in booking tours, negotiating deals and overseeing a touring company. The Producer will be ready to hit the ground running, producing two new shows before the end of the year and working closely with Emma Rice.

We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice. We are particularly keen to hear from candidates from Black, Asian or ethnically diverse backgrounds and candidates who self-identify as disabled and neurodiverse, and will interview all such candidates who meet the essential criteria. Wise Children is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

<p>Job Title: Producer Reports to: Executive Producer Contract: 1 year (with the possibility of renewal) Hours: 5 days / 40 hours per week Salary: £30,000</p>

Roles and Responsibilities

Production and Touring

- Negotiating venue contracts and performance dates
- Working with the Executive Producer to create and manage production budgets
- Leading on casting and recruitment of the creative team alongside the Artistic Director and Casting Director
- Working with the Technical Director and Production Manager to identify, contract and support touring and freelance production teams
- Negotiating and drafting contracts with actors, designers, agents and production personnel
- Being responsible for the music rights for productions and liaison with PRS
- Being the first point of contact for the Company Stage Manager whilst productions are developed and on tour
- Overseeing booking of company travel, assisted by the General Manager
- Overseeing relevant visas and work permits for tours, assisted by the General Manager
- Maintaining company tour schedules, and liaising with the General Manager to ensure these are coordinated with the wider organisation schedule
- Representing the company on tour as required
- Researching and making contact with venues in the UK and abroad
- When needed, creating and distributing production information packs to potential presenters
- Responding to touring enquiries and maintaining and updating contacts
- Producing extra events, such as talks, workshops and band nights
- Delivering of Research and Development projects
- Working with the Technical Director to deliver live broadcast and other digital projects

Other

- Supporting the Executive Producer and Fundraiser with fundraising activities, including drafting applications and managing relationships with supporters
- Coordinating the creation of show programmes and other merchandise
- Leading on the publishing of any playtexts created
- Keeping up to date with theatrical trends and artists, actors, writers, directors, designers and production personnel

Person Specification

We are looking for Producers with demonstrable experience in line-producing performing arts projects. The successful candidate will need to demonstrate the following skills:

Essential

- At least 2 years' experience in a producing / project management role in the performing arts
- Knowledge and understanding of theatre union agreements and Equity/UK Theatre contracts
- Excellent verbal, written and interpersonal communication skills
- A high level of computer literacy and knowledge of IT systems
- Highly numerate with an understanding of finances and budgeting
- Self-motivated with an ability to work flexibly and to use own initiative to solve problems proactively
- Excellent organisational and time management skills and the ability to manage a busy workload, prioritise and work to deadline and on budget
- Excellent attention to detail
- Willingness to work flexible hours
- Ability to remain calm under pressure and in dealing with unexpected situations
- Ability to work as part of a small team
- A passion for Emma Rice's work!

Desirable

- Experience of booking tours in the UK and / or internationally
- Proven track record raising money from Trusts & Foundations and / or Individuals
- Knowledge and understanding of the arts funding system with particular reference to Arts Council England

How to apply

To apply, please complete the application form [here](#)

All applications must be received **by 5pm on Thursday 25 March**. Successful shortlisted applicants will be invited to interview online in **w/c 5 April**

If you would like further information, support with access requirements for application or interview, or have any queries about the post, contact General Manager Steph Curtis:

steph@wisechildren.co.uk