

Freelance Producer

Role Description and Job Pack



Freelance Producer

Scope of role

Icon Theatre is seeking a freelance producer who is experienced in site-specific and outdoor work and has a passion for community engagement, to work with us on two exciting large-scale productions during 2021-22.

Icon Theatre creates large-scale, site-specific productions working collaboratively with Medway and north Kent communities. These feature professional casts and creative teams working alongside a large-scale community ensembles, often including local choirs, dancers and visual artists.

Due to the nature of the work we create, the Icon Theatre Producer will work closely with both the Artistic Director Nancy Hirst and the participants and communities we collaborate with. The role will support the development of the partnership between the professional creative team and the community, and the successful candidate will have an understanding and experience of how to engage local casts to successfully engage them in quality work.

Theatre31, our ACE/DCMS funded young people's programme, inspires young people to be involved in theatre and puts them directly in the driving seat. Taking place across Medway and Sheppey, this youth led programme is supporting the engagement of significant numbers of young people and local schools across north Kent and this area of Icon's programme is key to the successful delivery of these upcoming flagship productions.

Details of engagement

Freelance position/ part time

Fee: £150 per day, plus £25 per day for expenses (total £175 per day).

Dates: From June 2021 until February 2022 (with a possible extension to May 2022)

Line managed by: Head of Programme, Theatre31

Working closely with: Artistic Director, Creative Team, Community Casts & Production Team

Productions

We have two new productions in development, one which is scheduled to open in November 2021 (pending the results of a submitted Arts Council application) and one which is fully funded and confirmed for February 2022.

- **The Ballad of St John's Car Park (Nov 2021)**

The Ballad of St John's Car Park (working title) is an immersive, promenade indoor theatre production exploring protest and the positive power of grassroots activism in Medway, from the Chatham Dockyard unions in 1984 to the Black Lives Matter movement in 2020. Inspired by a successful recent community campaign to rename a local car park which had previously honoured a 17th century slave trader, *The Ballad of St John's Car Park* will feature newly commissioned live music, a visual arts installation and a working Sikh community kitchen – preparing and sharing food live with audiences. It will be developed, co-created and performed by over 50 residents and young people from Medway's diverse cultural communities.

We have 50% confirmed funding for this production, and our funded R&D period starts in May 2021, where script development and production brief and designs begin. We are aiming for a full production in November 2021, and will hear back from Arts Council England by the end of July regarding our application for the final funding required. If unsuccessful, we will reapply for a full production to take place in May 2022.

- **If Not Now (February 2022)**

If Not Now is a mass movement spectacular, featuring a volunteer cast of 100 performers alongside Icon Theatre’s professional cast and creative team, exploring contemporary opportunities for profound social change. It is a Medway Council commission as part of the new Light Nights Festival, and will be showcased for the judging panel as part of Medway’s bid to be City of Culture 2025.

Inspired by local writer Dickens’ pioneering approach to poverty, civic duty and social reform, and by the sweeping changes to our world that have been unleashed through the global response to Covid-19, *If Not Now* explores how far we can come together as a community to challenge and transform poverty, prejudice and social injustice.

A range of local and national partners will work together to create a stunning and extraordinary production with spectacular visuals video mapped and projected onto the walls of Rochester Castle, original new music that combines the power of Medway’s heritage with the dynamism of its contemporary people, and a fiercely physical movement language performed by a largescale collective of residents, parkour runners, young people, older adults, dancers and professional performers.

The Role – Time Commitments/Fees

Due to the confirmation of ACE funding for *The Ballad of St John’s Car Park*, there are two different scenarios for the development of this role (successful/ unsuccessful ACE bid).

Scenario A: Notification of successful ACE application by 31st July

Month	Time commitment	Focus of activity <i>The Ballad of St John’s Car Park</i>	Focus of activity <i>If Not Now</i>
June	2 days a week		
July	2 days a week		
Aug	2 days a week		
Sept	4 days a week		
Oct	4 days a week		
Nov	4 days a week	Performance	
Dec	3 days a week		
Jan	3 days a week		
Feb	3 days a week		Performance

OR

Scenario B: Notification of unsuccessful ACE application by 31st July

Month	Time commitment	Focus of activity <i>The Ballad of St John's Car Park</i>	Focus of activity <i>If Not Now</i>
June	2 days a week		
July	2 days a week		
Aug	2 days a week		
Sept	2 days a week		
Oct	2 days a week		
Nov	2 days a week		
Dec	3 days a week		
Jan	3 days a week		
Feb	3 days a week		Performance
Mar	3 days a week		
April	3 days a week		
May	3 days a week	Performance	

The Icon Theatre team will resubmit the ACE application and would expect to hear by Dec 2021.

NB: This is our best current understanding of the time commitments both scenarios would require. We are happy to be flexible and work with the producer to adjust these schedules to mutual agreement if required (while keeping within the overall payment allocated for the role).

Duties of the Producer

This following is an outline of how we would like to collaborate with the Producer and how we best envisage the working structure of the productions:

- Engaging, liaising and organising involvement of community groups in R&D and performance work (working closely with Icon and Theatre31 teams and established partners)
- Researching and securing a performance venue in Chatham, Medway for *Ballad of St John's Car Park*, with support from Artistic Director and Associate Director
- Developing and maintaining production and rehearsal schedules in agreement with Artistic Director, creative team and community engagement leaders
- With the support of the Head of Programme and Artistic Director, managing the production budgets, keeping abreast of updated projections and actual spend, against initial budget layouts
- Regular liaison with and reporting of scheduling and budget developments to Theatre31 Head of Programme
- All site, event & logistics preparations, permissions and management, including H&S and Covid-security as required
- Booking rehearsal rooms and ensuring on-the-ground access to rehearsal rooms is smooth
- Managing all communications with community performers and ensuring they are kept abreast of changes in schedule, location etc (as much as is required before stage management teams take on this role)
- Supporting recruitment of production personnel including stage management and production manager where appropriate
- Supporting Icon Theatre and Theatre31 staff to achieve agreed strategic targets for both productions (eg management of VIP events, PR & Communications, liaison with ACE, funders and stakeholders)

- Agreeing marketing and PR targets in advance with Icon Theatre and managing the coordination of communications activity such as photoshoots, filming and PR activities (interviews etc)
- Work closely with the Production Manager and Stage Managers and any other technical or production team members as necessary to achieve smooth running of productions
- Support the Head of Programme communicate and liaise with the external Light Night Festival producers (Emergency Exit Arts) for *If Not Now* to ensure smooth co-ordination of all tech and logistics with the wider Light Night Festival
- For *If Not Now*, agreeing schedule with 3D mapping and projection partners and ensuring development of projection films and technical preparation keeps to schedule
- Any other tasks as required for the smooth and successful delivery of the two productions

Person specification

We are seeking someone with a proven track record and expertise in producing site-specific, immersive and outdoor shows with large casts, and a passion for working with the community to create quality theatrical productions.

Please note the productions will take place where Icon Theatre is based in Medway (Train 35 mins from Kings Cross, 55 mins from Victoria). Although the producer does not need to be based in Medway, a driving license and access to a vehicle will be useful for this role.

The producer will need to demonstrate a willingness and capability to work at both a grassroots and strategic level when required, and a positive, supportive and pro-active approach to the development of Icon Theatre's productions and artistic programme.

Icon Theatre is an equal opportunities employer and we welcome applications from diverse and underrepresented backgrounds.

Fees

The day rate will be £150 per day, plus £25 per day for expenses (total £175 per day). Payment will be made in agreed instalments on receipt of an invoice with the Producer's UTR code and tax status details. This is a freelance role and the producer will be responsible for all payments of tax and NI.

Applying

Deadline: midday on Tuesday 11 May 2021

Interviews: will be held during the week beginning 20th May 2021

If you would like to apply for this role, please email opportunities@icontheatre.org.uk with:

- Your CV
- A covering letter (no more than 2 pages) stating how you meet the requirements of the role, your previous experience and why you would like to work with Icon Theatre

If you would like any more information before applying, please email Jemma Robinson, Head of Programme on jemma@icontheatre.org.uk to set up an informal telephone chat beforehand.

Please contact us if you require any of this information in a different format or wish to supply your application in a format that is more accessible for you.

Equality and Diversity

Icon Theatre is committed to equality of opportunity. Recruitment and selection procedures are monitored to ensure that individuals are selected on merit.

In order to help us to monitor how effectively our recruitment procedure meets this aim, please complete [this form](#) and return it with your application.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. Your completed form will not be viewed until the recruitment process is completed.

Monitoring is a requirement of all Arts Council England funded organisations and Icon collects statistical data on those who work with us, take part in our participatory work or see our shows. We do this to help us monitor the diversity of the organisation and its audience. This form will not be kept on file and the data will be anonymised and used for statistics only.

The full link can be found here: <https://nq4cwi781lz.typeform.com/to/s5Yes2bz>

Please can you also let us know where you saw the advertisement or found out about this role.