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**Recruitment Pack: Producer**

**The Role**

English Touring Opera is recruiting an energetic, entrepreneurial and highly numerate candidate in the role of Producer. The Producer will work closely with ETO’s new General Director, Robin Norton Hale, in the planning, booking, coordination and delivery of ETO’s touring productions.

The Producer will negotiate contracts with touring venues and agents, oversee all expenditure along with the Head of Production, play a leading role in the production department and line manage the Assistant Producer. The Producer will be skilled at financial modelling and management accounting, working closely with the Head of Finance to prepare and present updated budgets internally, and for external funders.

The Producer should have experience of negotiation, and clear communication skills. This role requires a good understanding of how UK receiving venues programme their theatres and experience of managing multiple stakeholder needs and relationships at once.

We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. Fast learners are encouraged to apply.

**English Touring Opera**

Since 1979, English Touring Opera (ETO) has toured outstanding live productions and impactful education and community projects to more towns and cities than any other UK opera company. At the heart of our ethos is making exceptional artistic experiences available and accessible to everyone. We reach over 50,000 people per year with five mainstage productions, two specially commissioned operas for children and young people with special educational needs, a series of creative workshops for people with dementia and their carers, and more than 70 workshops for people of all abilities and ages. We produce ambitious programmes of high-quality, innovative opera that introduce, educate and inspire audiences with distinctive new repertoire. In doing so we advance public awareness, engagement and enjoyment of this powerful art form.

Central to ETO’s programming is our award-winning Education and Community programme which annually engages over 12,000 children and adults nationwide, offering the chance to create, participate in and experience transformative opera performances. ETO provide the only opportunity for many schools to benefit from rich opera experiences, providing the greatest breadth and reach of any UK opera company.

ETO has earned a longstanding reputation as an organisation producing exceptional work. Throughout the organisation’s 40 year history, ETO has consistently received four and five stars in national publications, and feedback from our 2018 Seasons saw audiences give 9/10 for the quality of our work. In 2014, ETO won an Olivier Award for ‘Outstanding Achievement in Opera’ and in 2017 won ‘Best New Opera Production’ in the WhatsOnStage Opera Poll. ETO received a PRS Award in 2012 and were nominated for Education and Community work at the 2019 International Opera Awards.

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| **PRODUCER** |
| **LINE MANAGER** | General Director |
| **DIRECT REPORTS** | Assistant Producer |
| **KEY RELATIONSHIPS** | Head of ProductionHead of Finance Head of Learning & ParticipationHead of Development and OperationsOrchestra Manager |
| **1. Programming** | * Maintain English Touring Opera’s long established relationships with performing arts venues across the UK.
* Develop new relationships with performing arts venues in strategic regions.
* Successfully promote English Touring Opera’s productions to decision makers at those performing arts venues.
* Negotiate mutually beneficial financial terms and conditions of visit for performances.
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| **2. Production** | * Support the production team (General Director, Head of Production, Assistant Producer, Artistic Administrator) and freelance creatives in the delivery of tours within set timelines and budgets and achieving artistic excellence.
* Negotiate mutually beneficial terms and conditions with creative team members (directors, designers, conductors etc).
* Resource the production team to support the needs of the freelance touring company.
* Work with the Orchestra Manager and General Director to make sure that the requirements of the orchestral department are met and that good relationships are maintained with the Musicians’ Union
* Work with the General Director in future programming planning, and to compile the reports required for, and attend, the quarterly National Opera Co-ordination Committee meetings.
* Support the Head of Learning & Participation in the delivery of L&P productions and touring activity.
* Work with the Marketing & Communications Manager to support an active relationship between ETO and touring venue marketing departments, meeting contractual deadlines and finding opportunities to attract new audiences.
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| **3. Finance** | * Responsibility for the production budgets and expenditure, working with Head of Production and Head of Finance to keep to budget and regularly update forecasts.
* Create, manage and track production budgets.
* Process the settlements for each venue, supported by the Finance Manager.
* Support the Head of Finance in creating quarterly management accounts.
* Accurate financial modelling of future seasons.
* Work with the General Director, Head of Finance and Head of Development and Operations to create annual budgets.
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| **4. General** | * Contribute to the work of other departments within ETO and carry out, within reason, other duties to further the objectives of the company.
* Act as an ambassador for the company at all times.
* Keep up to date with all relevant regulation and compliance.
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|  | **Person Specification** |
| **Essential** | * A passion for the arts, music, theatre and ETO’s mission.
* A knowledge of UK regional venues and touring models.
* Highly numerate, adept at financial modelling.
* Experience creating, managing, and maintaining realistic production budgets.
* Outstanding interpersonal skills, with the ability to interact with people from all backgrounds and ages with confidence, using tact and diplomacy.
* Excellent written communications skills.
* Experience cultivating new relationships.
* Enjoys negotiation.
* A methodical approach and eye for detail.
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| **Desirable** | * A good working knowledge of opera.
* Professional experience at a receiving venue.
* Experience of line management.
* Ability to bring the best out of colleagues and people you manage.
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|  | **Team Competencies, expected of all ETO staff** |
| **Efficiency** | * Using time and resources well
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| **Innovation** | * Keeping an open mind
* Identifying opportunities to try new ideas
* Problem solving – identifying problems, analysing their causes and proposing clear plans to resolve them
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| **Articulacy** | * Reporting information accurately, in an appropriate level of detail, at the right time.
* Choosing appropriate mode, tone and register for each context
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| **Cultivating external relationships** | * Contributing to effective communication and enriching relationships with external partners and contacts
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| **Cultivating internal relationships** | * Contributing to honest, effective communication and mutual support within the team
* Sharing challenges and celebrating achievements
* Owning mistakes
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| **Resilience** | * Responding to challenges constructively
* Working well under pressure
* Adapting to new circumstances
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| **Numeracy** | * Managing financial and/or statistical information accurately and efficiently
* Being able to identify anomalies or inconsistencies quickly and correct or adjust as necessary
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**Terms**

**Job Title** Producer

**Line Manager**  General Director

**Direct Reports** Assistant Producer

**Start date** September 2022

**Contract-Type** Permanent, full-time position. The normal working week includes seven paid hours a day, five days per week (a one-hour lunch break each day is unpaid), Monday to Friday. Normal office hours are 10am-6pm Mon-Fri, though earlier start/finish times will be considered. Some evening and weekend work will be required.

**Gross Starting Salary** £40,000 per annum, subject to experience

**Holiday**  20 days per annum, pro rata, plus Bank Holidays

**Pension** Employees are automatically enrolled into ETO’s pension scheme (managed by Royal London), to which ETO will contribute 4% and the employee will contribute 4% of salary, starting with the first salary payment. (Contribution rates and other terms and conditions of the scheme may change. Employees have the right to opt out of the scheme.)

**Office base** Mountview Academy of Theatre Arts, Peckham, London. Travel in the UK will be required for this role.

**Probation** There will be a six month probation period, during which time one month notice will be required by either party.

**To apply** Please email your CV (max. two pages) and a covering letter (max. two pages), outlining in detail why you are applying for the role and how your skills and experience make you a suitable candidate, to admin@englishtouringopera.org.uk. Applications without a covering letter will not be assessed.

If you would like to submit your cover letter and submission of interest in a non-written format, please submit a video or voice recording (or link to one). Please ensure these are no longer than 5 minutes.

Please also fill in the equal opportunity monitoring form, which will be anonymised, stored separately from your application, and will not be considered as part of it: <https://forms.office.com/r/HBwsqp5VLN>

Please quote PRODUCER APPLICATION in the subject of your email and outline your availability on the proposed interview dates. Please include contact details of two referees. If you have any questions about the role or the application process, please email Robin Norton-Hale at the email address above.

**Closing date** Please submit applications by **10.00am on Monday 29 August**. First round interviews will take place in the week of the 29th August. Please make you availability on these days known to us in your application and whether you have any accessibility requirements.

GENERAL DATA PROTECTION REGULATION

You may be familiar with the EU General Data Protection Regulation (GDPR) which came into effect in

May 2018. The data you provide as part of your application will be held securely – in accordance with

GDPR - and accessible only to those involved in the recruitment process. It will not be used for any other purpose. Once the recruitment process is over, should you be unsuccessful your data will be stored for a maximum of 12 months, then destroyed. If you are appointed, your application form will be retained and form the basis of your personnel record. By applying, you give your consent to your data being stored and processed in this way. If you complete an Equal Opportunities Monitoring form and include it with your application, you consent to the information you provide in it being stored anonymously and processed exclusively for the purposes of Equal Opportunities monitoring. ETO’s full privacy notice can be found on its website.