

Job Description

Senior Producer



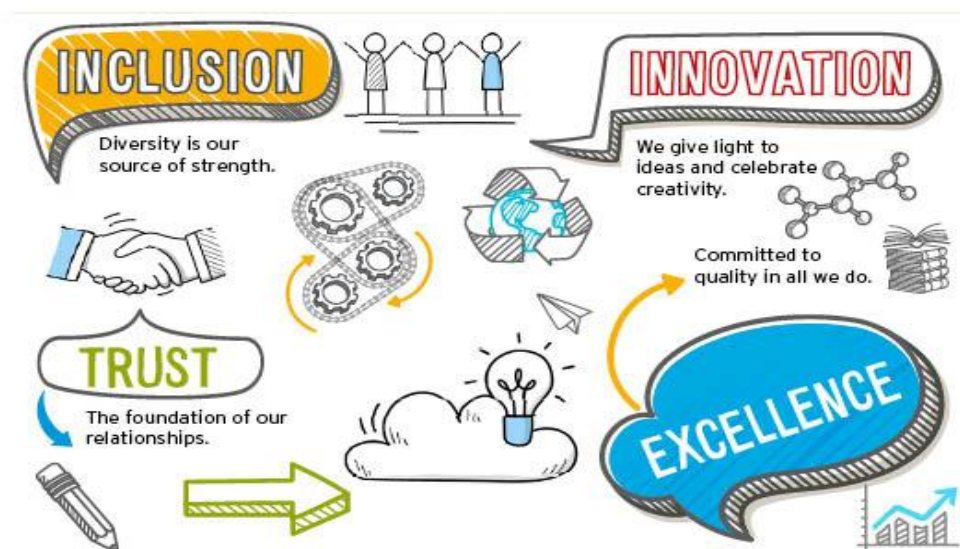
Brief summary of the role

Faculty or Directorate:	Office of the Vice Chancellor
Service or Department:	Professional Services/ Events and Engagement
Location:	Theatre in the Mill/City campus
Reports to:	Artistic Director
Responsible for:	Admin and Finance Co-ordinator, temp and freelance staff, students and volunteers
Work pattern:	Full-time 37 FTE

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	HND
Desirable	

Experience, skills, and knowledge

Essential	Experience gained within a producing theatre or venue Experience as a Producer of new work Experience of producing across a number of complex projects at different stages of development Ability to visualise a life of work beyond TiM building and experience and knowledge of making this happen Experience of working directly with creative teams and facilitating artistic processes Experience of contract negotiation with agents and artists Demonstrable experience of partnership working and network development on a local to national level Strong financial planning skills Excellent organisational skills with a proven ability to work flexibly under pressure and to meet deadlines Proven ability to work collaboratively and form effective partnerships internally and externally Experience of managing people
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	Demonstrable commitment to maintaining the broadening of cultural diversity across all areas of TiM
Desirable	Experience of working in a University infrastructure

Main purpose of the role

- The Senior Producer will, in conjunction with the Artistic Director, be responsible for producing and enabling delivery of all aspects of the Theatre in the Mill's (TiM) programme including festivals, artist commissions, community development, digital performances and all public facing and internal events.
- The Senior Producer must ensure that the core values of both TiM and the University reflects all programmes and strategies, ensuring public trust in the theatre.
- In conjunction with the Artistic Director, the role will be responsible for the future planning for the theatre, including strategy building and effective stakeholder management of TiM's key partners. This also includes being responsible for ensuring TiM finances are managed well, reporting to Arts Council (as an National Portfolio Organisation) and supporting its fundraising endeavours.

Main duties and responsibilities

1. Working with the Artistic Director, to programme and deliver TiM weekender festivals, live events, workshops and on going projects.
2. Working with the Artistic Director, to commission artists for creative development, research and development and project delivery, and in doing so providing producing, advocacy, advisory and pastoral care for all onsite residencies.
3. Negotiate, draft and prepare final contracts for all visiting artists, freelance contractors and partner organisations.
4. To ensure TiM finances are managed well which includes reporting on budgets, monitoring TiM income and expenditure and ensuring management accounts and cashflow reports are reported to ACE on a quarterly basis.
5. To line manage the Technician, to supervise student ambassadors involved in project work.
6. To prepare reports and briefings for the Arts Council England and TiM Advisory Board.

7. Working with the Artistic Director, maintain strong relationship with key partners including Arts Council England, Bradford Council, British Council, Bradford 2025 and beyond.
8. Working in conjunction with the Artistic Director, develop new networks made up of individual artists and organisation on a local, regional and national level.
9. Working with the Artistic Director, develop and draft funding applications to support TiM future programmes.
10. Working with the Artistic Director, develop TiM Arts Council England National Portfolio application.
11. Represent the TiM and the University in appropriate internal and external events, conferences and festivals, helping to raise the profile of the Theatre.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not ch