

Senior Producer

Based at: (Hybrid) Crucible Theatres and Utopia Theatre Creative and Performance Lab

Reports to: Artistic Director & Chief Executive

Salary: 30,000 to £35,000 depending on experience

Contract type: Full-Time Subject to a six-month probationary period

Closing date: 29th September 2023

Interview Dates: Thursday 12th and Friday 13th October 2023

Job Purpose

We are looking for an experienced Senior Producer who can work closely with the Artistic Director/ Chief Executive in developing a strategic creation/touring model that responds to contemporary and future ways of connecting African Theatre to broad audiences. You will help to shape our organisation at this exciting time of exponential growth. You will support the development of sustainable income models across our organisation's portfolio and new ventures that will drive long-term financial growth. You will develop and maintain strong partnerships and attract key investors and stakeholders from the arts sector and beyond.

About Utopia Theatre

Utopia Theatre is a leading voice for African Theatre in the UK. Formed in 2012 by director Mojisola Kareem-Elufowoju, with a mission to bring contemporary work celebrating elements of life, culture, language and traditions from Africa to the British stage. The company is based in Sheffield and was provided with residency premises at Sheffield Theatres in 2016. We present productions there and tour nationally and internationally. We also pride ourselves on our ability to deliver our work both live and digitally, the latter enabled through the creation of a wealth of online resources and digital events. Our mission is to actively engage African communities, facilitate the development of emerging artists and foster dialogue and creative exchanges. [Click here to find out more about Utopia and our work.](#)

Key Responsibilities

- Develop a production strategy that will create increased opportunities and new projects for the benefit of the company and our audiences.
- Working closely with the organisation's accountant, prepare budgets and have a painstaking eye for financial detail to ensure productions are run with control and are of good value for the company
 - To work alongside the Artistic Director/ Chief Executive to create international tours, including preparation and management of applications to funding bodies such as the British Council.
- Alongside the Chief Executive, support on the Arts Council England funding agreements and to attend relevant external meetings.

- To identify and develop new partnerships and funding/sponsorship opportunities for the company. Working closely with the Chief Executive to identify and develop new partnerships and funding to propose and write funding applications to trusts and foundations.
- To support the coordination of major projects, negotiate financial contracts with creatives and manage freelance producers/creatives employed for such projects.
- Together with the Artistic Director/ Chief Executive to act as a senior advocate for the company within the locality, the sector and nationally.
- Together with the Artistic Director/Chief Executive to actively promote and ensure the implementation of Utopia Theatre's Equalities, Diversity, and Inclusion Plan.
- To work with the Artistic Director/ Chief Executive to build a contemporary production model that will facilitate the company's artistic vision of touring innovative work for England to reach a global audience
 - Realising the bigger picture and setting aims and objectives to develop and improve business sustainability.
 - Ability to set business development aims and objectives and engage strategically while being able to pay attention to detail
 - A desire and ability to travel extensively within the UK and internationally
 - Realising the long-term financial growth of the organisation by developing entrepreneurial revenue streams and developing multiple forms of revenue across our events portfolio e.g., ticket sales at live shows, exclusive customer offers etc.
 - Supporting to foster and develop fruitful relationships with new and existing partners, including corporate sponsors, philanthropists, and potential collaborators nationally and internationally.
 - Working with the marketing team to devise promotional campaign strategies that meet the needs of Utopias' business development aims.
 - Analysing the success of campaigns and writing business development reports for the Senior Management Team and Utopia's Board of Directors.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment. The list of responsibilities is not exhaustive. The Senior Producer may be required to perform additional duties as required by the Artistic Director/Chief Executive or the Board of Directors.

Essential Skills

You will have most or all of these and be able to evidence them in your application/at interview:

- Significant experience (at least 5 years) of theatre producing and tour management/booking
- A passion for and knowledge of the performance sector and for diverse arts and culture.
- Strong written and verbal communication skills - communicating with a range of people, both internally and externally, as well as presentation skills.

- An understanding of the cultural sector & Arts Council England's Let's Create strategy.
- Project management skills, including the ability to work on multiple projects across a company's portfolio.

Desirable Skills

- Used to achieving high targets and working to tight deadlines under pressure.
- Knowledge of regional and/or national arts and cultural organisations.
- An entrepreneurial and self-motivated approach and ability to think creatively and produce innovative and original ideas that support the long-term financial growth of a business.
- A genuine flair for working collaboratively with partners, artists, venues and other stakeholders to make things happen
- Creative thinking and problem-solving ability
- Ability to set business development aims and objectives and engage strategically while being able to pay attention to detail
- A desire and ability to travel extensively within the UK and internationally

How to Apply

To apply, please send a **cover letter** (no more than two sides of A4) and a **CV**, addressed to **Mojisola Kareem-Elufowoju** and either emailed to director@utopiatheatre.co.uk or sent by post to:

Mojisola Kareem-Elufowoju

CEO and Artist Director

Utopia Theatre

The Crucible

55 Norfolk Street

Sheffield

S1 1DA

Closing Date is 12pm, Friday 29th September 2023. Please note that we are unable to accept late applications.

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