***Producer***

Full time, 37.5 hours a week

Sheffield based

£35k

Probationary period 6 months

Start date: As soon as possible subject to notice period in current employment
Pension (if eligible for auto-enrolment): With a contribution of 3% from the employer and 5% by the employee.

**About Utopia**

Utopia Theatre is a leading voice for African Theatre in the UK. Formed in 2012 by director Mojisola Kareem, 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.

Find out more about Utopia and our work - [https://www.utopiatheatre.co.uk](https://www.utopiatheatre.co.uk/).

We expect all Utopia Theatre staff and volunteers to share, behave in accordance with, and promote Utopia Theatre’s vision and values, acting as a brand ambassador, celebrating equality, diversity and inclusion in all our creative endeavours, projects and partnerships.

**Vision: To be the UK’s leading voice and producer of African theatre**

**Mission**

**Produce** innovative contemporary African theatre productions and encourage authentic new voices from the African diaspora to share their stories on our stages and engage diverse audiences.

**Profile:** raise awareness and increase appreciation of African culture in the Arts.

**People**: Invest in the skills development of artists (people from the African community and practitioners passionate about African theatre) and support their route to regular employment. We want to provoke, educate, entertain, to challenge and to delight, create lasting memories and inspire others artistic experiences and journeys.

**Partner:** Nurture a network of partners and build mutual support in order to develop an innovative approach to working with the African community in the UK and to build global audiences.

**Place:** We tell epic stories in small and big spaces. We develop creative performance spaces (live and digital) where artists can come together to test ideas and experiment with new ways of working and lead to touring productions nationally and internationally.

We want to innovate the ways the public experience theatre so that it is not just in buildings but as part of their everyday lives, not just as observers but as participants, not just with words but with all the theatrical tools available.



**Values: We believe:**

●  art has the power and potential to change lives

●  art succeeds most effectively when people are put before profit

●  art must be available and accessible as broadly as possible

●  in shared decision making, in equal creative stake, and fair and equal pay

●  in the creative power of long-term relationships

●  in young people’s potential to change the world and their rights to be seen as part of that world

●  in a world which tells stories and narratives that connect us together

 **Job Summary:**

We are seeking a dynamic and experienced Producer to join our ever-growing team at Utopia Theatre. The Producer will be responsible for overseeing all our productions from conception to final performance, ensuring the highest standards of artistic and operational excellence. This role requires a creative individual with strong organisational and financial management skills, and a deep passion for the theatre and the arts.

**Key Responsibilities:**

**1. Production Management:**

* Work with a production manager to oversee all aspects of production, including budgeting, scheduling, and resource allocation.
* Coordinate with production manager, directors, designers, and technical teams to ensure the smooth running of productions.
* Manage the logistics of touring productions, including venue booking, transport, and accommodation.

**2. Budgeting and Financial Management:**

* Develop and manage production budgets, ensuring cost-effectiveness while maintaining artistic quality.
* Secure and manage funding, including grants, sponsorships, and partnerships.
* Work closely with the finance team to monitor expenditure and financial reporting.

**3. Team Coordination and Leadership:**

* Work with the Artistic Director to recruit, hire, and manage production staff and creative freelancers as required.
* Organise production meetings, ensuring clear communication among all team members.

**4. Artistic Development and Collaboration:**

* Work closely with the Artistic Director to develop and execute the company’s artistic vision.
* Identify and nurture relationships with playwrights, directors, designers, and other creative talents in South Yorkshire and further afield.
* Participate in research and development on new shows and ideas.

**5. Marketing and Audience Development:**

* Collaborate with the marketing team to develop effective promotional strategies for productions.
* Assist in the development of audience engagement initiatives, including educational programs and community outreach.
* Act as a representative of the company at industry events, fostering relationships with partners, sponsors, and audiences.

**6. Compliance and Health & Safety:**

* Ensure all productions comply with legal and regulatory requirements, including health and safety standards.
* Manage contracts, rights agreements, and intellectual property matters.

**Qualifications and Experience:**

**Essential:**

* At least 3 years’ experience in theatre, preferably within a small/midscale theatre or touring company.
* Strong financial management skills, with experience in budgeting and fundraising.
* Excellent organisational and project management abilities.
* Ability to lead and motivate a diverse team.
* Strong communication and interpersonal skills, with the ability to build and maintain professional relationships.

**Desirable:**

* Experience in marketing and audience development.

**Working Conditions:**

* The role may require evening and weekend work, especially during production periods.
* Travel may be required, particularly during touring productions.
* The position is based at Utopia Theatre’s Creative Hub in Sheffield City Centre, with some flexibility for occasional remote work.

**How to Apply:**

Please submit your CV and a cover letter detailing your relevant experience and why you are interested in this role to director@utopiatheatre.co.uk