



## **Hybrid Freelance Producer 6 Month Fixed Term Post**

### **Job Description**

#### **Background:**

Ava Hunt Theatre is a small, registered charity, based in rural Derbyshire developing workshops and theatre productions for young people and communities. Set up in 2016 the company has achieved several national and regional awards. It is a project funded company supported by grants from charitable foundations and sometimes Arts Council England.

#### **Purpose of Role:**

Supporting role of Artistic Director.

Reporting to Artistic Director.

Responsible for planning and actioning producing requirements for performances and community engagement, including contracting, communication with partners, developing partnerships, building rapport with client groups, organising tours and workshops.

Working with the Artistic Director and Board to identify funding opportunities and writing funding bids as appropriate for activities.

#### **Main duties and responsibilities:**

##### **Strategic planning:**

- To work with Artistic Director and board in formulation of annual and long-term project planning.
- To support Artistic Director during rehearsal period, production and performance schedules.
- To maintain website and social media presence appropriately and in a timely manner.
- To manage and provide contracts with companies, venues, creative appointments and engagement of actors as appropriate to the productions.

##### **Productions**

- To anticipate and manage artistic needs within the constraints of the schedules and budgets in close negotiation with the Artistic Director.
- To support the Artistic Director throughout the process by taking notes, contributing to discussions, planning and board meetings.
- To act as a point person between different stakeholders, partners and organisations working on joint productions.
- To attend production meetings.

- Assist with the development of content and posting on social media/website and publicity as appropriate.

### **Community Engagement**

- To work with schools, libraries and range of community venues across Derbyshire to develop network of venues, participants, partners and audiences.
- To work with partner organisations including local government and voluntary sector to identify opportunities for projects.

### **Staff management and resource management**

- Website management
- Provide minute taking for Board meetings
- Support Artistic Director as appropriate e.g. draw up contracts and keep up to date with current cultural practices.
- Keep up to date with developments and research in producing practice and draw on this to assist AHT development.

### **General**

- Attend regular company meetings
- Develop and implement policies and practices e.g. EDI, environmental, etc.
- Act in best interest of AHT

### **Person specification:**

#### **Essential**

- Commitment to vision and values of AHT
- Excellent interpersonal skills
- Interest in social, cultural and financial context in which AHT operates
- Experience of working directly with creative teams
- Good working knowledge of organising contracts
- Experience of partnership working
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to priorities and to meet deadlines
- Ability to work collaboratively and form effective partnerships internally and externally
- Relevant training/qualifications/and or experience of arts/education/theatre
- Demonstrable commitment and passion to maintain broadening of cultural diversity and access across the work of AHT.

#### **Desirable**

- Positive attitude with a high level of self-motivation and ability to work on your own initiative.
- Knowledge/experience of touring
- Knowledge/experience of charitable sector

## Terms and Conditions

Hours: 2-3 days per month. Variable, and by agreement when projects are being delivered.  
Salary/rate of pay: £175 per day (in line with industry/ITC/Equity agreements)  
Fix Term contract: 6 months (with option to review subject to funding)  
Contract type: Freelance/Hybrid  
(In person meetings by arrangement. Travel expenses paid)

## How to Apply:

1. Please visit our website [www.avahunt.co.uk](http://www.avahunt.co.uk)
2. Please submit CV and Personal Statement (as document, video or audio file)
3. Please submit your application to: [info@avahunt.co.uk](mailto:info@avahunt.co.uk)

If you would like to discuss your application, please contact Ava: [info@avahunt.co.uk](mailto:info@avahunt.co.uk)

**Closing date: Monday 4<sup>th</sup> November 2024**

**Interview will be in person on: Thursday 14<sup>th</sup> November 2024**

We aim to actively champion and celebrate diversity in all its forms. AHT is committed to equality of opportunity for all those we work with and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

AHT guarantees to interview any candidate with a disability who meets the essential criteria for the role.