

INTRODUCTION

Hello and thank you for your interest in working with Upswing as Producer. In this pack, you will find information about our company and our projects, the job description, person specification and details of how to apply.

It is part of our commitment to equality, diversity and inclusion to develop a workforce that represents the diverse communities we work with. We actively encourage applications from people of the Global Majority and disabled people. We are a Disability Confident employer, recruiting and supporting disabled people in the workplace.

If you would like the Recruitment Pack, Application Form or Equal Opportunities Monitoring Form in an alternative format, support in completing your application, or you would like an alternative way to make your application, please contact Sascha Goslin, general manager, sascha@upswing.org.uk, to discuss a suitable format.

If you would like to discuss the role before you apply, you are welcome to arrange an informal 1:1 Zoom chat with members of our team. If you would like to take up this invitation, or arrange a phone call, please email us at sascha@upswing.org.uk.

ABOUT US

Upswing is a multi-award-winning UK-based contemporary circus company. Founded by Vicki Dela Amedume in 2006, we exist to entertain, inspire connection, share urgent ideas and tell new stories in extraordinary ways. We seek to amplify and celebrate the skills, ideas and stories of diverse communities, unite people from different backgrounds and encourage them to discover the potential in themselves and each other.

Difference and diversity fuels our work, we believe that everyone benefits when all life experiences come together to spark new questions and ideas.

Upswing's work is not confined to theatres and festivals; it reaches people in unexpected ways, wherever they are. That might look like a digital trail through a local park, a circus takeover in a care home, a large-scale spectacle on a rooftop, or a bedtime story for families in libraries.

We expand the possibilities of circus as an art form, pushing the boundaries of what it can be and using it to help us shape the world we want to live in. As a leading contemporary circus company we have an opportunity to make a difference in society and address imbalances of power. Both behind the scenes and in our creative projects and choices. We're actively supporting climate justice, creating safe spaces and combating racism.

We are a registered charity and an Arts Council England National Portfolio Organisation

You can learn more about our shows and projects, our purpose and what we stand for via the links:

<https://upswing.org.uk/portfolio/>

https://upswing.org.uk/about_us/our-purpose/

https://upswing.org.uk/about_us/our-values/

CREATIVE PROGRAMME

In 2025-26, Upswing will be delivering a range of projects including a UK tour of Showdown, a large-scale commission for an outdoor spectacle and small-scale outdoor and libraries tours. We will also be building an international tour for our acclaimed adaptation of the Princess and the Pea in co-production with New Vic theatre and the Unicorn.

PRODUCER: JOB DESCRIPTION

We are looking for a dynamic, highly motivated and resourceful Producer with proven experience in the development, planning and delivery of creative projects and productions.

The Producer will demonstrate a significant understanding of the processes involved in producing and evaluating touring

projects and in maintaining and developing relationships with partners, funders, artists, and other stakeholders.

Working closely with the Senior Producer and General Manager, the Producer will support across all strands of Upswing's work, including:

- International touring
- Development of new work
- Commissions and large-scale projects
- Mid-scale touring
- Small-scale touring and libraries
- Creative engagement / audience development activities (workshops, talks, schools & education, care homes)
- Sector development

Job title: Producer

Reports to: Artistic Director/CEO and Senior Producer

Works with: General manager and associates

Responsible for: freelancers and contractors

Salary: £33,000 per annum

Probationary Period: 2 months

Period of Contract: full time , 18 months fixed term with the possibility to extend the contract or shift to a permanent position funding pending.

Leave: 20 days annual leave plus bank holidays plus 1 additional day for each year of service

Location: hybrid working is available for this post.

We operate a flexible working policy and a suitable working pattern will be agreed.

On occasion the post may require travel and overnight stays away.

Hours: 37.5 hours/week excluding breaks. Evening and weekend working may be required. If additional hours are worked no overtime will be paid, but Time Off In Lieu can be taken by arrangement with the Executive Director.

Notice Period: Three months (after probation period)

Benefits: Following successful completion of the probationary period the Producer will be entitled to join the company's Employee Assistance Programme. There is a 3%

pension contribution after the qualifying period.

References: All offers of employment are subject to the receipt of satisfactory references. As you are applying for a position that may involve working with children and young people, an enhanced DBS check will be undertaken in line with our Safeguarding policy.

DUTIES AND RESPONSIBILITIES

Producing/Projects:

- Planning: Support the Senior Producer with the planning, scheduling and resourcing for Upswing's mid-scale productions and commissions
- Tour booking: Lead on the tour booking, advancing and delivery of small-scale touring and participation projects
- Budget management: Monitor the income and expenditure of assigned projects to ensure they stay within budget

- Contracting: Manage the negotiation and contracting of artists and creative teams for assigned projects
- Tour management: Managing logistical aspects of touring projects including scheduling, travel/accommodation bookings and communication with partners, artists and wider project teams
- Creative Teams and Artists: Maintain effective relationships between Upswing and its creative teams, performing companies and artists
- Project Partnerships: Maintaining strong relationships with partners, promoters, suppliers and venues
- Events: Manage specific events as required Fundraising and Development
- Identify and prepare bids for potential fundraising opportunities, in collaboration with the Executive Director and Senior Producer
- Contribute to bid writing for project grants
- Work with the wider team to identify and expand upon opportunities for Upswing Monitoring, Evaluation and Reporting

- Support the development of evaluation and monitoring frameworks for all projects
- Manage monitoring, evaluation and reporting for assigned projects, ensuring that data is collected in line with funding requirements
- Contribute to funders reports and apply feedback and learning to future programmes

Marketing and Communications

- Collaborate in the creation and dissemination of marketing assets and production tour packs to market to potential promoters and venues
- Contribute to marketing and audience development strategy for specific projects
- Assist with developing and updating key operational databases

General

- Safeguarding: in collaboration with Upswing's safeguarding lead, oversee safeguarding on assigned projects with the General Manager

- Policies/Procedures: Ensure that all Company policies and procedures are adhered to at all times including but not limited to health and safety, safeguarding and equality, diversity and inclusion
- Pastoral Care: Ensure best practice in ensuring the wellbeing of all creatives, artists and crew working with the company
- Advocate for the Company in all areas of work
- Events: Attend key events and network meetings to play an active role in raising the profile of the Company and its values
- Act to strengthen greater ethnic, class and gender diversity within the organisation, and across all Upswing's activities
- Work some evenings and weekends as required
- Carry out other such responsibilities as may reasonably be required

PERSON SPECIFICATION: ATTRIBUTES, SKILLS, KNOWLEDGE AND EXPERIENCE

Personal Attributes:

- A genuine interest in Upswing's mission and values

- Committed, self-motivated and enthusiastic with a passion for the transformative power of the arts
- Discreet and diplomatic
- Ability to prioritise in a multitasking environment and remain calm under pressure
- A keen problem solver
- Demonstrating a genuine commitment to equality, diversity and inclusion
- Proactive and flexible working approach, with the willingness and ability to travel nationally and internationally when necessary
- Able to work independently as well as collaboratively within a small team
- A desire and willingness to undertake training and learn new things

Essential Criteria:

- A minimum of 3 years' experience as a producer, successfully bringing projects from conception to delivery
- Strong understanding of the creative process and managing relationships with artists and creative teams

- Excellent verbal and written communication skills, with the ability to articulate ideas clearly and effectively
- Strong organisational skills, with the ability to prioritise tasks, meet deadlines, and manage multiple priorities simultaneously
- Meticulous attention to detail
- Knowledge of evaluation and monitoring processes
- Ability to create, control and monitor budgets effectively including allocating resources effectively and tracking expenses

Desirable Criteria:

- Strong knowledge of and contacts in the performing arts sector
- Experience of managing small-scale touring projects
- Experience of arts project funding and reporting processes
- Experience of touring or delivering projects in non-traditional venues – such as outdoors, libraries, schools, care homes

HOW TO APPLY

After reading this pack in full, please send the following to recruitment@upswing.org.uk with “Producer” in the subject line:

- A letter limited to two sides of A4, which should clearly set out your suitability

for the role in relation to the person and job specifications outlined in this pack, evidenced by examples of your past experience.

- Your CV (maximum two sides A4).

- A completed equality and diversity form, this will be kept separate from your application and helps us determine how well we have done to reach a diverse pool of candidates.

- The contact details of two referees.

Deadline and Submission:

Please email your application to recruitment@upswing.org.uk

The application deadline is 5pm on Friday 10th January 2025

Shortlisted applicants will be notified by email by Monday 13th January at 5pm.

All applications will be dealt with in confidence. We will respond to each applicant regarding the progress of your application.

Interviews:

Interviews will be held on 16th January 2025 via Zoom.

Upswing's Commitment to Diversity and Inclusion in recruitment: We are a friendly team comprising of four permanent members of staff and a wide pool of freelance associates where everyone's contribution is valued.

Upswing is committed to equality of opportunity and encourage applications from individuals underrepresented both in the arts sector, and within Upswing's core team.

To support candidates with a disability and those from the Global Majority in applying for the Producer post, we are committed to ensuring that:

- Audio and large print versions of all recruitment documents are available from our website.

- We guarantee interviews for candidates with a disability and those from the Global Majority providing they fulfil the essential criteria and personal attributes.
- Formal interview questions will be emailed to those invited to interview 2 hours prior to their interview time.
- The interview panel will consist of at least one person from the Global Majority.
- Candidates who attend an interview will then be offered the opportunity to meet a team member and gain insight into the organisational culture, as well as a chance to ask questions outside of the interview.
- Any Access Support Worker or P.A costs relating to your preparation for and attendance at an interview will be paid for by Upswing.