



Dear Applicant,

Thank you very much for your interest in the role of **Producer** at Kneehigh.

Included in this application pack is background information on Kneehigh's recent work, a job description, and an equal opportunities monitoring form.

To apply please send in your CV with a covering letter to [taryn@kneehigh.co.uk](mailto:taryn@kneehigh.co.uk) or Taryn Harris, Kneehigh, 14 Walsingham Place, Truro, Cornwall, TR1 2RP.

Kneehigh is committed to its equal opportunities policy. We are committed to eliminating all forms of discrimination, be it based on race, nationality, class, sex, disability, sexual orientation, beliefs or age, both through our projects and employment practices, all stages of recruitment or selection processes, working practices, conditions of work and allocation of resources. To monitor our recruitment processes, we also ask you to complete the equal opportunities monitoring form. This information is for monitoring purposes only and is separated on receipt of applications.

If you wish to discuss the position before applying, please do not hesitate to get in touch with us on 01872 267910 or email [taryn@kneehigh.co.uk](mailto:taryn@kneehigh.co.uk)

Closing Date for applications is **9am on 31<sup>st</sup> October**. We intend to hold interviews in London on **11<sup>th</sup> November**.

Yours sincerely

Taryn Harris  
**Administrator**

## Our Mission

**Kneehigh's mission is to bring innovative, accessible and world-class work to Cornwall, the nation and the world.**

We tell stories for people of all ages. We make world-class theatre. We create theatre of humanity on an epic and on a tiny scale. We engineer creative space for an ensemble and community of performers, musicians, artists and managers who are passionate about our particular multi-disciplinary creative process. We push the boundaries of art and business, striving to surprise and challenge ourselves, and our audiences alike.

Founded in 1980 in Cornwall by Mike Shepherd, nowadays our creative teams are more often than not on the road, making and performing work throughout the UK and internationally. We are citizens of the world, and we continue to have a thriving creative space in the St Austell Bay area of Cornwall.

With an office base in Truro and a creative base in Gorran Haven, the core Kneehigh staff are located in Cornwall, Cardiff, Bristol and London.

## Our Programme

Through 2019 the company has developed work in two specific areas:

### 1. On Tour

In recent years we have developed a UK touring circuit that includes West Yorkshire Playhouse, Battersea Arts Centre, Bristol Old Vic, Liverpool Everyman and Playhouse. In London we have most recently performed at Wilton's Music Hall, The Lyric Hammersmith and Shoreditch Town Hall. We have also developed our international programme of work, taking productions to the US, Australia, New Zealand, South Korea, China and Columbia.

This year we toured ***Dead Dog in a Suitcase (and other Love Songs)*** from April to July, ending the tour with sell-out shows at Galway International festival and in Shanghai. ***Kneehigh's Ubu*** and ***The Dancing Frog*** both returned to the ***Asylum*** this August before ***Ubu*** embarks upon a UK tour this winter.

### 2. St Austell Bay: Coastal Communities Programme

We have recently been awarded a major grant through the Coastal Communities Fund to deliver activity in the St Austell Bay area in Cornwall. The activity extends and develops existing strands of Kneehigh activity:

**Training:** our on-line educational resource ***The Kneehigh Cookbook*** will be developed into ***The Kitchen***, a new initiative to deliver opportunities for training at

our Barns. We will deliver masterclasses, residencies and incubation periods for young people and cultural practitioners.

**Festival:** The *Asylum* is a beautiful big dome tent, designed for Kneehigh to be a home to both make and present our work. The *Asylum* is also 'a way of thinking' and a creative space. This year we extended our usual summer season to curate a Festival in September, showcasing small to mid-scale homegrown and visiting work.

**Technology:** Through our *Rambles* and *Walk With Me* project we collected, interpreted and animated stories from across Cornwall. Over the next two years we will be working with communities to deliver ten geo-located digital commissions in the St Austell bay area.

### About the Kneehigh Barns:

The Barns have a special place in the Kneehigh organisation. This is our creative space, and main rehearsal room, where we prepare to tell stories. We choose to work in a rural setting in the St Austell Bay area of Cornwall. This link to the countryside informs all aspects of our work. We fight for our process and our environment. At the Barns we light fires, eat, challenge, provoke, make music and party. We can perform and play, educate and welcome. We want to encourage creative thought in all areas of the company, and to extend our ways of working and thinking to the wider community. The Barns themselves belong to the National Trust and retain many of their original rural/rustic features from the time they were agricultural buildings.

## The Role

### Producer

A member of the Senior Management Team (SMT) who are responsible for the delivery and development of the strategic plan and programme of activity of the company.

**Responsible to:** Executive Director

**Responsible for:** Company Stage Manager, Production Assistant, project teams as necessary

### Purpose and Scope of the Role:

The Producer works closely with the Artistic Director and the Executive Director to plan and produce Kneehigh's artistic programme, nationally and internationally.

### Roles and Responsibilities

#### Programming and Reporting:

- Working closely with the Artistic Director and Executive Director plan and schedule the artistic programme within available resources
- Lead the producing operation and ensure that all of Kneehigh's artistic work is delivered to the highest standards and that Kneehigh's reputation with artist and creative partners is maintained
- Work with the Artistic Director and Executive Director to initiate and secure commercial and subsidised co-producing arrangements and manage these relationships effectively
- Explore new partnerships with a range of co-producers. Be aware of changes in production models and proactive in discovering possible partners
- Uphold Kneehigh's values and ethos by encouraging diversity and inclusion and nurturing young talent in all aspects of our artistic programme
- Ensure clear and consistent communication and artist liaison across the organisation about the development of productions and projects
- Be a responsible and pro-active member of the SMT
- Act as an ambassador for Kneehigh within the arts community and beyond, developing relationships with a wide range of artists, actors, producers, theatres, festivals and other stakeholders
- Make reports to the Board with a particular focus on the delivery of Productions and associated activity

#### Budgeting and Planning:

- Work with the Executive Director and Finance Officer to set production budgets and agree income targets

- Ensure accurate management of all agreed production budgets, provide timely and accurate updates of budget projections, cash-flows and other financial information as required
- Work with the Executive Director and Head of Communications to set and monitor income targets for productions
- As part of the SMT, play an active role in the business planning process
- Contribute to the development of funding applications and approaches in support of the artistic programme
- Lead on insurance renewals and asset management with the Company Manager

**Creative Teams and Contracting:**

- Work with the Artistic Directors to select and appoint creative team members
- Select and appoint stage management and technical teams on productions as necessary
- Act as a key point of contact for artists and artistic associates
- Lead the contract negotiations with agents and creative team members to include availability, royalties, commissions and fees
- In consultation with the Executive Director, lead on contractual negotiations with venues and co-producing partners
- Attend all production meetings, leading them if necessary

**Marketing, Press and Sales:**

- Work with the Head of Communications to set and achieve box office targets for Kneehigh's artistic programme
- Contribute to marketing and press campaigns as required including planning and artist liaison
- Work with the Head of Communications to arrange and manage press nights and other company hospitality events, with specific focus on ensuring the invite list is correct and appropriate
- See and sign off on all major marketing materials relation to On Tour, Asylum and core activity

**Touring and Exploitation:**

- Travel in the UK and overseas in pursuit of new relationships, to negotiate deals and to support and see the Company on tour
- Keep abreast of developments in all aspects of contemporary theatre practice including attending external productions and events
- Investigate and pursue opportunities for exploitation of Kneehigh's artistic and intellectual content into other contexts and forms
- Lead on producing Kneehigh's national and international tours. Oversee all aspects of touring productions, to include an understanding of international tax and visa obligations
- Lead on booking tours with appropriate venues in a range of locations across the UK and internationally
- Lead on negotiating deals with venues and co-producers
- Build and be responsible for the overall management of teams required to tour effectively

- Oversee the day-to-day general management and direct support of productions on tour
- Seek appropriate new opportunities for the exploitation of Kneehigh's work
- Manage the Asylum season to include the production of the artistic programme, FoH including catering and bar, ticketing and box office and all legal, legislative and compliance matters (H&S, Licensing, Security etc)
- Work with the Director of Coastal Communities (CCF) to seek out and promote opportunities for community engagement including events and activities that encourage community members to experience and be involved with Kneehigh's work
- Line manage the Production Assistant, Company Manager and freelance stage management and technical staff on tour

**General obligations:**

- Assist and represent Kneehigh at performances of Kneehigh shows, gala, fundraising and networking events
- Comply with all Kneehigh policy, in particular, but not limited to, Health & Safety, Equality & Diversity and Acceptable IT Use
- Not to do anything that would damage or bring Kneehigh into disrepute
- Be responsible for your own continuing self development
- Work independently to manage errors or concerns at the earliest opportunity and to notify the Artistic Director (CEO), Executive Director or the Chair of Trustees as appropriate
- Perform to high professional standards and to use initiative to determine priorities, work with autonomy and work effectively with senior colleagues
- Undertake other duties not specified above, which from time to time are necessary for the effective performance of Kneehigh

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

**Person Specification**

**Essential**

- Proven experience of developing, delivering and touring national and international productions
- Experience of creating and managing complex project budgets
- Strong negotiation skills and experience of negotiating and writing contracts
- Experience of creating relationships with a wide range of creative partners and people
- Ability to manage multiple priorities, meet deadlines and manage a busy workload
- A broad knowledge and understanding of contemporary performance and UK theatre

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- Experience of and ability to engage with and use IT systems appropriate to the organisation
- Willingness to support Kneehigh's commitment to equal opportunities and sustainability

### **Desirable**

- Understanding of utilising digital technology within creative practice and for widening distribution
- Experience of developing strategies to target new and existing audiences
- Experience of making and securing funding applications in support of productions

**Salary:** £36,000 per annum

**Location:** Negotiable (UK based)