

**CLEAN
BREAK**

Producer Recruitment Pack

Welcome!

Thank you very much for your interest in the role of Producer at Clean Break.

This is a full time, permanent position, paying £30,000 a year.

Because our work is about highlighting women's experiences and providing gender-specific services to women, all of our positions are open to women only (exempt under Equality Act 2010 Schedule 9, part 1).

We hope that this pack will give you plenty of information before you apply. Our website (cleanbreak.org.uk) will also give you lots of background on our company and our work.

We want everyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you might apply.

So, if you require any information in a different format, if our application portal creates barriers for you or if you have any questions before you apply, please get in touch through recruitment@cleanbreak.org.uk and you'll hear back from us.

We are holding an online information session about this role on Monday 10 January at 11am (Q&A format). Details of how to sign up for the online information session will be posted on our website alongside this pack.

Welcome!

If you'd like a phone chat with either of our Joint Artistic Directors (Anna or Róisín) about whether this role might be right for you, let us know by email and we'll arrange a time after 10 January.

The deadline for submitting applications for this role is 10am on Monday 31 January.

Thank you for reading this pack, and if you decide to apply, good luck with your application.

Equal Opportunities

Clean Break is a women's theatre company, founded in 1979 by two women prisoners who believed in the power of theatre to transform lives.

Our vision is of a society where women can realise their full potential, free from criminalisation.

We strongly believe that your lived experience enhances what you bring to a professional setting. We want women from a broad range of diverse backgrounds with a cross section of skills, experiences and narratives to extend and develop how we work.

The UK's cultural workforce does not represent the diversity of our society – far from it. We know that many women face multiple barriers when looking to begin or progress a career in the arts, for all sorts of reasons.

Clean Break has long sought to break down barriers to entry for women in the arts and across society: it's at the heart of our vision. But we have plenty more to do, and we are looking at new ways to strengthen our role in creating long-lasting change for women in the UK workforce.

We recognise that women are even more likely to have faced barriers, in our sectors and others, if they identify as one or more of the following:

women with lived experience of the criminal justice system (including former prisoners, probation clients, and/or women cautioned by the police)

Equal Opportunities

Black, Asian and minoritised women

women who identify as working class or who don't have socio-economic privilege

women who identify as D/deaf or disabled.

As ever at Clean Break, if you tell us that you have lived experience of the criminal justice system or that you identify as D/deaf or disabled, and you have clearly demonstrated in your application that you meet the minimum criteria outlined later in this pack, you will be invited for interview.

What sort of people work with us?

We have core company values which guide and shape how we work: compassion, collaboration, creativity, courage, change, and equity & fairness. We seek out women who share and live these values.

Our team members are passionate about social and racial justice and about improving the lives of women with lived experience of the criminal justice system. We believe strongly in the power of theatre to transform lives.

We know that women's careers take many different paths for all sorts of different reasons. We support and celebrate this.

You don't need to have an arts qualification, or a university degree or college education, to work with us.

Who do we need for this role?

We're looking for a friendly, positive and self-motivated producer, who really understands the unique importance of Clean Break's work and is bold in their commitment to inclusivity in the theatre sector. Working alongside a second Producer of equal status, the Producers are responsible for ensuring the smooth delivery of Clean Break's artistic and leadership work.

This will include mainstage theatre productions and co-productions, work in prisons, small-scale touring and productions for young artists and Members*, events and one-off projects, digital artistic output (podcasts, audio plays, filming) and Clean Break's Leadership activities (our training offer). Overseen by our Joint Artistic Directors, the Producers will be assigned to lead on different projects to ensure that we have appropriate staff resources dedicated to each.

You'll be an organised and strategic thinker with an eye for detail, have proven experience producing theatre and events and you'll have strong administrative and budget management skills. You'll enjoy supporting artists and teams to achieve their best work. This role works closely with all members of staff and in particular with the Joint Artistic Directors, so a strongly collaborative approach is vital.

We're looking for your creative ideas too - we want our Producers to bring new ideas and artists to Clean Break which extend and develop our artistic programme.

As Clean Break works in partnership on many of its projects and productions, it is key for this role to be able to communicate and negotiate effectively and manage complex relationships and competing priorities. A passion for theatre and a good understanding of the theatre landscape is essential.

Who do we need for this role?

** Our Members are women aged 18 and above who have lived experience of the criminal justice system or are at risk of entering it due to drug, alcohol or mental health issues.

What type of contract is this?

This is a full time, permanent employment contract.

The salary is £30,000 per year. That's £2,500 a month before taxes and other payroll deductions.

The commitment is 35 hours a week Monday to Friday, 7 hours a day excluding lunch breaks. Core office hours are 10am-4.30pm, with start and finish time flexible around these core hours.

You may need to work some additional hours' overtime, especially in the final lead-up to a project's first performance/go live date, which will be compensated through Time Off In Lieu (TOIL), to be agreed in advance.

You would have 28 days of annual leave plus public holidays. Everyone takes annual leave during our Christmas closure period (3 days leave for full time staff).

This role is normally based in our building in Kentish Town, North London (offices and rehearsal studios), with some London-wide and national travel. Due to the Covid-19 pandemic, to begin with at least, it's likely there will be some home working, with essential equipment provided.

Further terms and benefits are outlined later in this pack.

Job Description

Here are the Producer's responsibilities in more detail.

Producing

- Project manage through all stages from conception/commission into production, working collaboratively within a team led by the Artistic Directors and often in partnership
- Contribute to the creative development of the artistic programme, regularly sharing and responding to ideas for potential projects, partnerships, collaborators and ways of working
- Produce realistic and deliverable project schedules with clear project plans and milestones
- Arrange tours and events by negotiating with theatres and venues (including prisons, universities, and conferences) across the UK to secure the best deals and partnerships for Clean Break
- Share the administration of the Artistic and Leadership programmes equally with the other Producer; including but not limited to the timely delivery of contracts, planning and evaluation processes, customer care, booking of accommodation and travel and production schedules
- Provide producing support for events and activities that are part of our Members programme, adding capacity to other teams
- Attend new plays, workshops, readings and showings relevant to our programme, on behalf of the company

Job Description

Finance

- Manage the operational finances of assigned projects including budget creation, income targets, managing purchases and monitoring progress against budgets throughout the project, and reconciling with core financial records
- Work with the Finance team to plan Theatre Tax Relief claims, and support the reconciliation and administration of claims
- Work closely with the Development team to support funding applications and subsequent reporting to stakeholders, including supporting meeting donors or producing fundraising events as required
- Support the delivery and growth of income generating activities, such as our Leadership training offer; participate in developing and delivering a sales strategy and income generation targets to achieve a sustainable, high quality income stream

Communication

- Support the Communications Manager in external communication and marketing of all aspects of the Artistic and Leadership programme, including sales related marketing
- Be a strong ambassador and advocate for the company, and act as a key contact for venues and artists. Build and maintain strong relationships in all areas of your work
- Ensure that internal communication about our Artistic and Leadership work is active and dynamic, with timely and relevant information shared regularly.

Job Description

Culture & Values

We ask all staff to contribute positively to the company culture by

- participating in our actions to improve equality and inclusion for all women, particularly in relation to delivering on our anti-racism action plan and on our commitment to include our Members more fully in the life of the company
- upholding and celebrating the company's values
- demonstrating and encouraging excellent communication with colleagues
- engaging positively with team development initiatives, wellbeing and social activities
- getting involved with the recruitment and welcome of new colleagues, volunteers and trustees

Other

- Think and work sustainably, and contribute to our environmental action plan
- Maintain confidentiality and adhere to Clean Break codes of practice and policies
- Carry out other duties as reasonably required

Person Specification

This is the section you will refer to the most when completing your application.

Below, we have listed the specific skills, knowledge and experience we are looking for. [A] indicates we would like you to demonstrate this in your application. Interviews will explore the remaining points as well as expanding on the points marked [A].

1. Producing
At least two years' experience of theatre or event producing, working directly with creative teams to support and facilitate artistic processes from commission through production to evaluation [A]
2. Power and Privilege
Experience of working towards anti-racism practices in theatre, and a good understanding of the dynamics of power and privilege in cultural organisations and in making artistic work [A]
3. Networking
Strong relationships with venues and artists who are actively and openly committed to inclusive, anti-racist practice, and could extend Clean Break's work; familiarity with the current theatre landscape in London and nationally, and maybe internationally [A]
4. Contracting
Experience of negotiating deals and contracts arrangements with agents, artists, venues and/or partners [A]

Person Specification

5. Finance Experience of budget setting, purchasing and budget management; active interest in strengthening income generation for the company from activities and box offices sales [A]
6. Care Strong pastoral care skills, and an enthusiasm for and confidence in supporting artists - from non-professional through to emerging and experienced theatre makers, while also ensuring that self-care is part of your own working practice [A]
7. Creativity A creative and innovative approach, ready to offer ideas and solutions that extend our work and influence the development of our artistic and leadership programme [A]
8. Collaboration a team player who has the ability to be flexible and responsive; able to maintain clear personal/professional boundaries in a work environment [A]
9. Administration competent with usual project administration (Office 365), ability to organise and prioritise your own workload and work well to deadlines; conscientious and good attention to detail; able to adapt to and improve systems.
10. Communication a clear written and verbal communicator with good presentation skills, experienced at ensuring all staff, participants and project partners receive timely and relevant information

Contract Terms & Benefits

Reports to	Joint Artistic Director
Contract type	Full time permanent employment
Working hours	35 hours a week Monday to Friday Any overtime to be agreed in advance and compensated through TOIL
Salary	£30,000 a year
Probation period	6 months
Notice period after probation	8 weeks
Annual leave allowance	28 days including Christmas closure period plus public holidays
Location	Mostly venue based in Kentish Town North London with some home working
Physical access	The cobbled street outside our building is uneven with parked cars; care is therefore needed when accessing the building by wheelchair or with other physical aids. The building itself is wheelchair accessible throughout and all spaces can be accessed step-free.

Contract Terms & Benefits

Pension scheme Scottish Widows pension scheme: for eligible staff, Clean Break will contribute 3.5% of your salary when you contribute at least 5% of your salary

Other benefits Employee Assistance Programme with Health Assured; Annual training & development budget

Pre-work checks Two satisfactory references; Evidence of right to work in the UK; Basic Level DBS check

This role involves access to financial data and systems and working in a building where the safety of everyone on site is essential. For these reasons, we will request a Basic Level Check from the Disclosure & Barring Service (DBS) after any conditional offer of employment.

A Basic Level Check will only show convictions and/or conditional cautions that are not 'spent'. For more information on how long it takes for convictions and conditional cautions to become 'spent', please refer to Nacro's guidance on the Rehabilitation of Offenders Act. A criminal record, in itself, will not prevent someone from being appointed to this job.

Further detail from our policies on Equality & Diversity and Criminal Records Disclosure are provided alongside this Pack as separate documents.

How to apply for this role

Application for this role is by answering some questions in an application form or by video, and a few short questions in our application portal. The application form is downloadable alongside this pack.

If you would like to answer the questions by video, please let us know at recruitment@cleanbreak.org.uk and we will send you full details of how to upload your answers to the application portal.

We also ask all applicants to complete an Equal Opportunities Monitoring Form, and submit this separately, outside of the application portal. Your answers really help us understand how we are doing in attracting a broad range of candidates. Every question has a 'prefer not to say' option. These monitoring forms are anonymous and cannot be linked in any way to your application.

In the application form and video questions, you will be asked whether you have lived experience of the criminal justice system and/or whether you identify as D/deaf or disabled – you do not have to disclose this information here, but if you wish to be invited for interview based on our minimum criteria, in line with our policy, this is where you should let us know.

For written applications, please save your application form as a single document. Once you are ready to upload it and complete your application, the link below will take you to our application portal.

In the portal, you will be asked to confirm that you identify as a woman, that you have the right to work in the UK, and that you understand that any job offer will be subject to references and a Basic Level DBS check.

How to apply for this role

After this, you will be prompted to upload your completed form.

Link for submitting applications: Producer - application portal

You will receive an automated message confirming that your application has been successfully submitted.

Link for completing equal opportunities monitoring form: Producer - Equal Ops form

Next Steps and minimum criteria

Our shortlisting panel will select the applicants they would like to meet for interview. They will focus on applicants who have met the following minimum criteria:

Submitted a complete application, before the deadline

Described clearly in their application how they share our values and passions, as described in the section 'What sort of people work for us?'

Demonstrated clearly in their application, with examples, that they can meet the points in the Person Specification marked [A]

Provided relevant information on their work history and training & qualifications without significant unexplained gaps

The panel will first allocate interview slots to candidates who meet the minimum criteria and have chosen to tell us that they have lived experience of the criminal justice system and/or that they identify as D/deaf and/or disabled.

The remaining interview slots will be allocated to candidates who have demonstrated most strongly how they meet the points marked [A] in the Person Specification, as well as how they share our values and passions.

Next Steps and minimum criteria

All applicants will be contacted by end of 3 February whether they have been shortlisted or not.

For those selected for first round interviews, these will take place in our building in Kentish Town (Covid guidelines pending) and we will share the names of the panel and the format of the interview in advance. If you have access needs, we will meet them.

Feedback

All applicants who attend an interview will be offered individual feedback.

For those not selected for interview, in place of individual feedback we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

Key Dates 2022

Information Session	11am Monday 10 January
Application Deadline	10am Monday 31 January
Shortlisting Complete	Thursday 3 February
Interviews	Week beginning 7 February
Start date	Monday 4 April

Thank you again for reading this pack, and we hope to hear from you.

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