



# Job description - Producer

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## **Background Information**

Wriggle Dance Theatre is a Registered Charity, founded in 2010, who specialise in producing high quality dance performances for young children and their families. At the heart of Wriggle's vision is a passion for children and an understanding of their potential as dance critics, creators, and performers.

Wriggle creates unique interactive shows for both theatre and non-theatre spaces, which offer audiences structured interactive moments as well as opportunities for free play, combining dance, theatre, live music and comedy.

Alongside their performance work they offer an extensive community outreach programme which is deeply rooted in their ethos of allowing all children and families to have the opportunity to participate in and experience dance from an early age.

The company is embarking on a period of expansion, looking to diversify and widen their audience offer to children and families throughout the UK and internationally.

'Squidge' is Wriggle's brand new production for children and families, available as a live interactive touring show and as a dance for camera for at-home streaming and in-venue interactive cinema experience.

## **Our commitment to equality, diversity & inclusion**

Wriggle Dance Theatre is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination, meaning we are committed to providing equality of opportunity in employment to all of our staff and applicants, regardless of their age, disability, gender, gender reassignment status, marriage or civil partnership status, parental status, race, religion, belief or sexual orientation.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. We are committed to creating a diverse workforce that is representative of our society and therefore actively encourage applications from people from any background.

## Producer Role

**Title:** Producer

**Salary:** Freelance Contract

**Responsible to:** Co-Directors

The Producer is a part-time freelance position aimed at managing the programming of 'Squidge' the interactive dance film for ages 3-8 and families. Working closely with the Co-directors, the role includes finding new avenues for programming the film across the UK and internationally, developing new partnerships, programming and co-ordinating the delivery of both in-venue and at home screenings of 'Squidge'.

It is anticipated that the programming of 'Squidge' the film will run between Feb and Dec 22, alongside a touring period of the live show (March-May 22) in order to increase access to the work, targeting specific areas that the live show will not be able to reach.

The role is flexible over a period of 10 months and would suit a freelance producer who is able to independently work from home, with the majority of the work taking place remotely, but the possibility for face-to-face meetings when required. The candidate would need to have access to their own computer, good internet and any other relevant equipment needed.

### Key Responsibilities

- Identify and develop new partnerships with; international venues and dance/early years organisations, UK theatre venues, rural touring venues, festivals, dance agencies and networks, early years networks, schools, nurseries, libraries and childrens centres and other community organisations and any other partners/contacts within the scope of the role
- Prioritise reach to expand diversity of audiences, including promoting the offer of audio described performances.
- Negotiate bookings and programme screenings of 'Squidge' with venues including rural touring, schools and festivals
- Identify and complete applications to rural touring menus
- Co-ordinate the delivery of in-venue screenings and at-home screenings of Squidge, within the scale of the contract, including issuing contracts with venues/schools & producing touring schedules
- Work with the Co-directors to develop any associated education and outreach opportunities
- Work with the co-directors to identify funding opportunities for targeted programming/outreach'

### Person Specification

Attributes	Essential	Desirable
<u>Skills</u>	Excellent communication skills, both written and verbal  Highly organised	Knowledge of working with social media platforms

	<p>Excellent time management skills with the ability to self-manage</p> <p>Excellent project management/co- ordination skills</p> <p>A strategic, independent and creative thinker</p> <p>A team player</p> <p>Strong admin skills including proficient computer skills (word, excel)</p>	
<u>Knowledge</u>	<p>Knowledge of the dance sector</p> <p>Knowledge of how to develop contacts to exploit and get bookings for Squidge the film</p> <p>Strong existing industry contacts</p> <p>Knowledge of programming work internationally</p>	<p>Knowledge of the early years dance sector</p> <p>International contacts in the dance sector</p> <p>Schools and community contacts</p> <p>Knowledge of the festival sector</p>
<u>Experience</u>	<p>A minimum of 3 years' experience of tour booking and/or producing</p> <p>Experience and understanding of audience development</p> <p>Experience of working as a producer in at least one of the following settings; festivals, rural touring, schools, theatre venues, internationally</p> <p>Experience of developing partnerships</p>	<p>Experience of theatre venue tour booking</p> <p>Experience of rural touring</p> <p>Experience of festival touring</p> <p>Experience of international touring</p> <p>Experience of touring in schools and community settings</p> <p>Experience of producing dance for camera</p> <p>Experience of the early years dance sector</p> <p>Experience of negotiating contracts and fees</p>

**Fee**

This is a homeworking freelance contract paid at a daily rate of **£200**.

There is an additional admin fee of £10 per day for expenses incurred working from home and to cover any calls, stationary, materials, required.

There is a total of 40 days work over a 10 month period and we envisage that this will be worked as 1 day a week for 40 weeks. There is however flexibility around this working structure.

Total project fee of **£8400**

**Expenses**

Additionally the Digital Producer will be able to claim travel expenses / milage for any travel necessary to carry out the role.

**Applications**

**To apply:** Send your CV and a covering letter outlining your relevant experience and how you meet the person specification to [lucy@wriggledancetheatre.co.uk](mailto:lucy@wriggledancetheatre.co.uk)

**Closing date:** 10am Mon 3<sup>rd</sup> Jan 2022

**Interview date:** Weds 12<sup>th</sup> Jan 2022

**\*Please note it is advisable to get applications in early as we may close the application process earlier if suitable candidates are found\***

To find out more information on Wriggle please visit our website at:  
[www.wriggledancetheatre.co.uk](http://www.wriggledancetheatre.co.uk)