

# the javaad alipoor company

Producer

Application Pack  
2023



Thank you for your interest in the role of Producer at The Javaad Alipoor Company.

This pack contains:

- Information about the company
- How to apply
- Job description
- Summary of terms

If you would like this document in a different format, please contact [recruitment@javaadalipoor.co.uk](mailto:recruitment@javaadalipoor.co.uk).

## **ABOUT THE JAVAAD ALIPOOR COMPANY**

The Javaad Alipoor Company creates powerful multi-platform theatre that explores the intersection of politics and technology in the contemporary world.

Established in 2017 and founded by Javaad Alipoor – a British-Iranian, Manchester-based, and Bradford-built artist and writer – we are committed to making new work with diverse artists for diverse audiences and communities.

Our work is rooted in international collaboration and contemporary politics. We work across disciplines with a portfolio that includes theatre, podcasts, digital performance, research, analysis, dramaturgy, and new writing.

We recommend you read the [company's manifesto](#) to get a sense of our work:

The Javaad Alipoor Company is led by Artistic Director, Javaad Alipoor, and Executive Producer, Fenella Dawnay. The Javaad Alipoor Company is the trading name of Northern Lines, a Charitable Incorporated Organisation (CIO) based in Manchester.

## **DIVERSITY & INCLUSION**

As a company lead by a British-Iranian, Manchester-based and Bradford-built Director, we are passionate about diversity, and we are committed to building a team that fairly represents our audiences and collaborators at this crucial moment in the company's development.

We know that diverse groups of people make better decisions. We would particularly like to encourage applicants from black, Asian and minority ethnic backgrounds and disabled people to apply for this role.

If you are from an ethnic background underrepresented in our sector or have a disability and can demonstrate you meet the essential criteria, we can guarantee you will be invited for interview.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

## HOW TO APPLY

If you wish to apply for the position, please provide the following information by **10am, Tuesday 4<sup>th</sup> July 2023**:

- A comprehensive CV detailing your education & previous, relevant work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form. Completion of the form is optional and will be kept separate from your application. It will not be seen by the recruitment panel or form any part of the assessment of your application. Any information you provide on this form will only be used by The Javaad Alipoor Company to better understand our reach and help improve future recruitment.

Applicants should also provide contact details for two references; we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Producer' in the subject line to [recruitment@javaadalipoor.co.uk](mailto:recruitment@javaadalipoor.co.uk).

### RECRUITMENT TIMELINE

Application Deadline: **10am, Tuesday 4<sup>th</sup> July 2023**

#### Interviews

First round: **w/c 10<sup>th</sup> July 2023**

Second round: **w/c 17<sup>th</sup> July 2023**

**Contract commences: As soon as possible.**

## EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. The Javaad Alipoor Company welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Flexible working is considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.



## **JOB DESCRIPTION**

### ROLE SUMMARY

Responsible to: **Executive Producer**

Responsible for: **Freelance creative teams and performers, project trainees and volunteers (as required)**

The Producer is a crucial member of the core team at the Javaad Alipoor Company, producing and delivering our programme for 2023 – 2026 as we join the Arts Council National Portfolio in April 2023. Working closely with the Artistic Director and Executive Producer, this is a hands-on producing role for an experienced producer who is able to take ideas from concept through to delivery. You will lead on producing a delegated, diverse range of ambitious and exciting new projects as well as putting together national and international tours for existing work.

You will be proactive, solution-driven, and highly organised with excellent producing, community engagement and tour booking skills. You will be confident working independently and with a team and will be able to negotiate and communicate with a range of stakeholders including agents, funders, and project partners. You will have extensive experience producing theatre productions at various scale, and community programmes for diverse audiences with a strong commitment to access and inclusivity.

### KEY RESPONSIBILITIES

- Lead on producing and delivery of delegated projects and events as part of The Javaad Alipoor Company programme, including building experienced and committed teams, developing and maintaining excellent partner and stakeholder relationships, negotiating agreements, plotting schedules and managing budgets, building diversity, sustainability, evaluation and future life into projects from the start.
- Create and manage project budgets and cash flows, ensuring income is maximized, targets are met, and expenditure is tightly controlled.
- Lead on reporting and evaluation for delegated projects.
- Contribute to effective marketing and communications, brand, and audience development strategies for each project in line with company strategy.
- Work with the team to identify opportunities for fundraising and income generation strategies and projects including support for bid writing.
- Line manage Assistant Producers, Trainees and Volunteers as required.
- Support cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant.
- Undertake any additional tasks as may be required by the Artistic Director and Executive Producer.

### PERSON SPECIFICATION

You will be passionate about theatre with proven ability to deliver high quality projects and tours.

You will have a demonstrable interest in current affairs and international politics.

You will have excellent producing and project management skills, thrive on collaboration and managing teams of various sizes and skills sets with a passion for inclusion and personal development.

### Skills & Attributes

- Do you have an excellent understanding of the UK theatre industry, and a passion for live theatre?
- Are you self-motivated, proactive, and initiative driven?

- Are you committed to diversity and inclusion?
- Do you have a proven ability to work independently or with people from a wide variety of backgrounds creating accessible workplaces and projects?
- Do you have excellent budget management skills?
- Do you have the ability to adapt communication to suit a range of needs and approaches?
- Do you have excellent organisational and administrative skills?
- Are you resilient and able to adapt and respond to changing circumstances and work through problems methodically & practically?
- Do you have excellent time management skills and ability to manage workload effectively?
- Are you positive, approachable and personable, with a can-do attitude?
- Are you willing to share ideas, resources, and information with others?
- Do you have confident communication skills with great attention to detail?

## Knowledge & Experience

### Essential

- Minimum five years of producing theatre experience.
- Experience of overseeing from start to finish a large-scale production with multiple partners.
- Experience of managing multi-year project budgets of £150,000+.
- Experience of working with design/technical/production and concept creative teams.
- Experience of leading participation projects.
- Proven track record of establishing and negotiating partnership relationships and an ability to manage those relationships through complex projects.
- Experience of producing two or more of the following types of work: theatre production, national tours, international collaborations, work in non-theatre venues.
- Proven ability to deal with multiple work-streams with a range of deadlines.
- Knowledge of ITC/Equity Contracts.
- IT literate, with a good working knowledge of Microsoft Office packages and Google Drive.
- Commitment to Equality, Diversity and Inclusion

### Desirable

- Experience of effective line management and pastoral care and managing project teams.
- Experience of international touring, visas, permissions, and licenses.
- Experience as a workshop facilitator.
- Experience of working on projects with diverse community groups.
- Experience of digital storytelling and/or creative technology.
- Previous experience as safeguarding officer (or higher).

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## **SUMMARY OF TERMS**

**SALARY:** £38,000 per annum

**CONTRACT:** Full time. permanent

**ANNUAL LEAVE:** 25 days holiday per annum pro rata + UK bank holidays. (Holiday year runs 1st April to 31st March).

PENSION: 3% employer contribution

WORKING HOURS: Standard 40 hours (including lunch break) per week (usual office hours 10am-6pm).  
Due to the nature of the role, some evening or weekend work may be required.

PROBATION: Three months, during which either party may terminate the contract with four weeks' notice.

NOTICE PERIOD: Two months following the successful completion of the probation period.

PLACE OF WORK: This is a Manchester-based role.

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