



SENIOR PRODUCER

1 x full time post (12 months fixed term, initially)

Salary: £38,000 pro rata, dependent on experience

Hours: 40 hours – open to part time

Contract: 12 months fixed term initially

Reports to: John Wassell

Location: Based in our Salford office, with some flexibility for remote working. There will be some opportunities/necessity for travel.

BACKGROUND

Walk the Plank is one of the UK's leading outdoor arts organisations with a reputation for creating innovative productions and performances which engage artists and communities in a wide range of outdoor settings. Our HQ is in Salford and the company works regionally, nationally, and internationally.

Our track record of making work that engages citizens in public celebration is founded on ambitious creativity that connects with ordinary people. From fire gardens and site-responsive installations to parades and podcasts, the company consistently attracts acclaim and showcases talent. Walk the Plank is a registered charity and a National Portfolio Organisation of Arts Council England. To explore what we do, have a look at [our showreel](#). More information about Walk the Plank can be found on our website www.walktheplank.co.uk

BASIC ROLE INFORMATION

An exciting opportunity to join our thriving company in a senior role. We are looking for an accomplished producer with experience working in both the commercial and arts industries, with a strong track record in business development and arts development.

An exceptional multi-tasker and communicator, you'll have an eye for opportunity, a flair for business and the ability to lead, support and work alongside a wide range of people in a fast-moving environment committed to making ambitious contemporary outdoor arts, site-responsive performance and installations, and participatory arts activities with professional and non-professional artists and communities.

The role is designed as the lead support for WTPs Creative Producers, working as a senior member of 12-strong core team comprising marketing and communications, finance and central administration, and production.



KEY RESPONSIBILITIES

Producing work / project management

Developing and leading (and/or supporting) projects for the company. This requires a wide range of creative producing skills – from scoping and developing a vision with a creative team to fundraising and budget management; from nuanced marketing and communications with diverse stakeholders to client/artist liaison, and working with production to ensure effective planning, scheduling, and procurement; and setting up monitoring and evaluation and ensuring that learning and development feeds into future projects.

Business Development

- Working as part of the Business Management team to identify and pursue business opportunities and key areas for development.
- The candidate should be able to demonstrate a strong flair for horizon scanning and opportunity spotting, for sales and deal-making, and for the development and maintenance of good client relationships.

Arts Development

Managing stakeholder and industry relationships across our portfolio of arts projects, and seeking and pursuing areas for development, in support of the cofounders' vision and the company's mission: to enrich lives through shared creative experiences.

Finance

Managing project budgets with mixed income streams, including partnership budgets, to maximise the impact of the income while maintaining the sustainability of the organisation and the health and wellbeing of the team.

Reporting to stakeholders/partners and working with the finance dept to maintain good records and enable timely analysis of project performance.

Sponsorship – identifying and costing sponsorship packages, and working with sponsors, either the company's own or third party sponsors, to manage activation.

Management/HR

Demonstrable experience of a senior leadership role in a comparable or complementary organization is essential.

Supporting the Business Management team and offering support and leadership to the wider staff team.



Representing the company at meetings and events, and maximising advocacy opportunities, from online meetings to in person events.

MORE ABOUT YOU

Our work includes civic and cultural celebrations of varying scales, festivals, site-specific and touring performances and installations, parades and processions, signature events for cities – such as the opening for a European Capital of Culture; fire and fireworks shows; training schools, workshops, and other learning programmes; and work with children and young people.

The successful candidate will be comfortable switching between programmes of work as wide ranging as this and applying business development and sales techniques across the company's full portfolio.

As an indication, the following skills could be useful:

Communication

Working closely with colleagues on all levels.

Working with diverse and unexpected partner organisations and other stakeholders; and adapting tone to context in both written and verbal communications.

Forming relationships with current and potential clients.

Leadership

Leading and supporting staff teams and project teams.

Experience of leading teams through times of change.

Strategic

Eye for opportunity.

Appreciation of the company's span of commercial and arts work and understanding of how to maximise the potential of this.

Understanding and sensitivity to partnership working with not-for-profit and third sector partners, local authorities and grass roots communities, artists, and creative practitioners from diverse backgrounds.

Understanding of company accounting and able to make decisions and prioritise with business planning and finance in mind.

Other

IT skills – e.g. MS Office, project management tools, excel, word, WordPress etc.



Training, mentoring or coaching experience.

EQUAL OPPORTUNITIES

Walk the Plank are committed to sustainability, diversity, and accessibility in all that we do. We are also committed to supporting and developing our staff and the post-holder will be offered training within the role, including access training if required.

Access

D/deaf and disabled applicants fulfilling the basic criteria for the role will be interviewed. If you have any specific access requirements for the interview or foresee any barriers to the proposed way of working, please specify if you are invited to interview.

Equal Opportunities



Walk the Plank is committed to equal opportunities and, as part of our aim to reflect the diversity of our audiences, we actively seek applications from people from diverse communities and backgrounds, or those with unconventional career paths.

Walk the Plank is a Disability Confident Committed and Mental Health Aware Employer.

Walk the Plank is committed to looking after your personal information responsibly. A full copy of our privacy policy is available on our [website](#).

HOW TO APPLY

Send us your **CV** (no more than 3 sides of A4) detailing relevant work experience and qualifications that recommend you for this role along with a completed Equal Ops form.

Please also send us a Vimeo link to a **3-minute video** (e.g. recording on a smartphone camera), telling us why you are applying for this position and why you are suitable for the role. We are not accepting written cover letters for this role.

Applications should be sent to recruitment@walktheplank.co.uk

Deadline for Application Submissions: Monday August 1 at 12 noon GMT

Interviews: will be held at Cobden Works in August 2022.