

# tiata fah dzi

*Celebrating 25 years as the UK's leading British African heritage theatre company*

**EXECUTIVE PRODUCER**

**RECRUITMENT PACK**

**DECEMBER 2023**





Welcome!

We are looking for an Executive Producer to join us full time (part time job shares will be considered and welcomed) as we embark on the next chapter of tiata fahodzi's incredible legacy as a touring theatre company.

This is an opportunity to play an important part in the future of the company and would suit an experienced, capable and enthusiastic theatre professional. You will have a strong background in senior level producing at various scales in theatre and/or other performing arts, an entrepreneurial approach, and a track record of negotiating and stewarding stakeholder relationships.

**The deadline to apply for this role is Weds 31st January 2024 at 5pm. Interviews will take place w/c 12<sup>th</sup> February 2024.**

Further details on how to apply are included below. This

pack includes:

- An invitation to apply
- Information about tiata fahodzi including our vision, mission, and values
- Person specification and job description detailing the key roles and responsibilities of the Executive Producer
- Organisation chart
- How to apply

Best wishes, the tiata fahodzi team



**An invitation to apply from Chinonyerem Odimba, Artistic Director and CEO**



Over the last nearly 3 years that I have been AD & CEO, tiata fahodzi has gone through immense transformation in how we do things. This has been about being inspiring, visionary, brave and creative. We have started the work of deepening and embedding our work in Watford where we are based and have made our intentions to grow new generations of creative leaders clear through our projects.

We are a small hardworking team that believe our work does and should have social impact. We are in a period of expansion and future thinking, and we would love you to be a part of that!

Like all other theatre companies, we have had to navigate the impact of COVID in the last 3 years and have had to find new ways to continue doing our work.

And now with the success of our NPO application, and having been able to produce 2 brilliant shows and tours 'Black Love' and 'cheeky little brown', we are looking ahead with excitement and renewed vision of what tiata fahodzi can bring to British theatre, British African artists, and creative freelancers.

We are looking for an experienced Executive Producer who is just as excited about what the future might look like for a company like tiata fahodzi. We want someone who understand the nuances of working for a company like ours in contemporary Britain. Who is passionate about justice, equality, diversity and inclusion in the theatre ecology. A confident senior producer who is as ambitious as we are about what we can achieve. We want to find that special person who can bring their uniqueness, experience, and joy to the team.

I am delighted you are interested in this role, and we look forward to hearing from you.

**Chinonyerem Odimba**

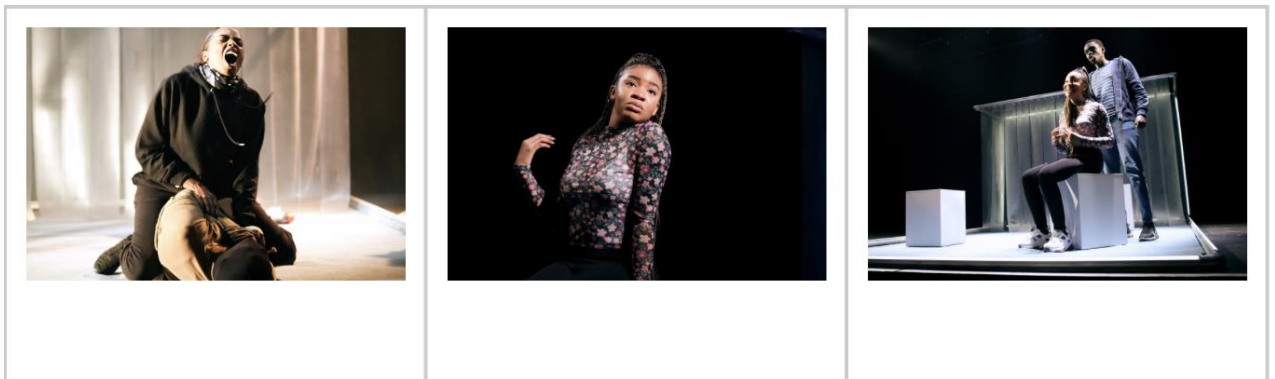
## About tiata fahodzi

Founded in 1997, tiata fahodzi is the UK's leading British African heritage contemporary theatre company. We produce theatre that is fearless, for a Britain of today, rich with languages, races, cultures, and identities. We make theatre that looks around and looks forward with a mission to tell contemporary stories in modern and innovative ways, celebrating characters and audiences defined not by their diversity, but by their humanity. Our mission is driven by our values as an inclusive, ambitious, and collaborative company that is British African heritage focussed nationally and internationally.

We believe dialogue between artists, communities and audiences is what makes great work. We nurture talent so future generations have a place in the British theatre ecology. We recognise we're part of a much bigger community, that it's possible for all of us to be creatives, enjoy culture, and fight for the arts.

The company is at an exciting point in its history, we recently celebrated our 25th anniversary, building upon and shining a light on the ways in which tiata fahodzi has contributed so much already to the British theatre landscape. But also, the ways we have contributed to its natural landscapes and how we can tell stories that don't make us feel alienated from the conversations about climate change but instead acknowledge us fully in that dialogue.

We were recently confirmed as an Arts Council England National Portfolio Organisation 2023-27 with a funding uplift.





tiata fahodzi is an engine room for so many of the conversations that are currently being had about British African heritage identity, and how to make theatre, inside and out a more dynamic and inclusive place for everyone.

At tiata fahodzi, we make social change the main driving force behind what we do. We serve a wide range of communities, artists, and audiences in the UK. We present work that reflects people's lives back to them, and we put British African heritage characters at the heart of the stories we tell.

In 2022, tiata fahodzi completed a run of new musical *Black Love* on the mainstage at Kiln Theatre and created a radical triple bill of new, urgent writing *Talking About A Revolution* which toured from Watford to London and Bristol.

This year we brought *cheeky little brown* to the UK stage, touring it to Bristol Old Vic, Belgrade Theatre, Coventry, Derby Theatre and The Lowry, Salford. Receiving wonderful reviews and highlighting tiata fahodzi's dynamic range of work.

tiata fahodzi has a 25-year track record of delivering high quality work by British African heritage theatre makers. In recent years, we have produced work that has toured 26 venues in the south east, our home region and nationally and have grown audiences nationally and internationally. That work has been 100% written and/or directed by British African heritage artists. In the next 3 years we plan to develop both our national and international work and audiences.





## **What you will be doing**

As we embark on the next chapter of our incredible legacy as a touring theatre company, our new Executive Producer will be excited about our future and share our commitment to making theatre more equal, diverse and inclusive.

In this role you will work with the Artistic Director/CEO and with the General Manager to make up the Senior Management Team (see organisational structure p9).

You'll help to ensure we continue to serve our communities and audiences and build on our rich legacy through touring new productions and developing talent. Working closely with the CEO/AD and guided by their vision for the work, the Executive Producer will play a key role in strategic and business planning and be the main contact for many stakeholder, board and funding relationships, working in partnership with organisations and people across sectors.

The Executive Producer will be proactive and strategic, responsible for ensuring the producing process happens on time and within budget. Responsibilities include developing, line managing and producing productions from initial development and research through to realisation, preparing and being responsible for complex project budgets as well as leading on UK touring and relationships with co-commissioners, venues, and key stakeholders. The Executive Producer will lead on the recruitment of creative and production personnel and manage the production teams and lead on marketing, press and communications for all productions, managing freelancers to deliver these areas. You will be confident in understanding fundraising processes and demonstrate a

## **Person Specification**

We are looking for an experienced, confident, capable, and enthusiastic arts professional. You will have a background in senior level producing at various scales in theatre and/or other performing arts and a track record of negotiating and stewarding stakeholder relationships. As a confident networker and advocate, you will be invested in and committed to our vision, mission, and values.

### **Essential**

- Minimum 3 years' experience as a senior producer in the performing arts
- Understanding of theatre and the wider arts & culture ecology
- Experience of a senior position in a small arts organisation, touring theatre or similar
- Knowledge and experience of marketing and PR for live work
- Knowledge and experience of HR and exemplary people skills
- Knowledge and experience of fundraising across Trusts and foundations

- Understanding of ACE 'Let's Create' strategy, ACE Investment Principles and how this applies to the work we do
- Proven track record of financial literacy and creating and delivering production budgets
- Excellent interpersonal skills and ability to advocate
- Experience of managing key stakeholder relationships
- Equality, diversity & inclusion as a core practice & ethos

#### **Desirable**

- Producing experience in a theatre company touring in England
- First-hand experience of some of the challenges faced by the artists, audiences, and communities we serve
- Experience of embedding strategy for Equality, Diversity, and Inclusion
- Production management experience
- Experience of working with an Arts Council England NPO
- Experience of marketing and communications

#### **Essential skills & qualities**

- Collaborative and proactive approach
- Ability to work independently and manage your time and responsibilities while working remotely
- Effective negotiator
- All-round team-worker; leading, following, and supporting
- Positive attitude and approachable
- Strong organisational skills, including working on multiple productions at the same time and managing goals and deadlines
- Passionate about Equality, Diversity, Inclusion, and how we can practice our values across every part of our organisation

## **Job Description**

**Reporting to:** Artistic Director/CEO

**Responsible for:** General Manager (joint report with AD/CEO), freelance Producers and freelance Marketing and PR

**Contract:** Permanent

**Hours:** Full-time (37.5 hours) or part-time as a job-share

Full-time – 37.5 hours per week Monday to Friday or as a job-share covering 37 hours per week between 2 individuals. Please indicate on your application whether you are applying for full-time hours or as a job-share. We are open to flexible work requests, please talk to us at the interview about the flexibility you may need.

Some evening and irregular work hours and travel outside of office base may be required during production processes, for which TOIL at appropriate time will be given.

**Flexible working:** There is flexibility for the post to be a hybrid model of office and remote working, however a minimum of 1 day is required in the office for staff and stakeholder meetings.

**Salary :** £40,000 – £42,000 full time / or pro rata job share

**Office :** tiata fahodzi is based in Watford Central Library, Hempstead Road, Watford, WD17 3EU.

## **Key responsibilities**

### **Producing**

- Deliver all tiata fahodzi productions; where necessary manage the in-house Producer or freelance Producers to line-produce productions
- Create production budgets in consultation with the Artistic Director/CEO
- Manage and reconcile all budgets, ensuring productions are fully realised creatively and delivered within budget
- Create rehearsal schedules in consultation with Directors, consolidating creative teams' availabilities
- Draft and issue production contracts: venue, creatives, cast, stage management
- Negotiate all venue and co-producer deals and contracts
- Work with the Production Manager to draft production schedules
- Attend all Production Meetings and technical rehearsals
- Attend rehearsals as necessary
- Manage venue and co-producer relationships, being main point of contact



across the production

- Ensure reporting to funders and stakeholders is robust and timely

## HR

- Lead on casting and auditions, managing Casting Directors when required
- Lead on all creative and production personnel recruitment
- Manage the production team, including the Production Manager and their delivery of the production budget
- Support the cast, creatives, and stage management as necessary

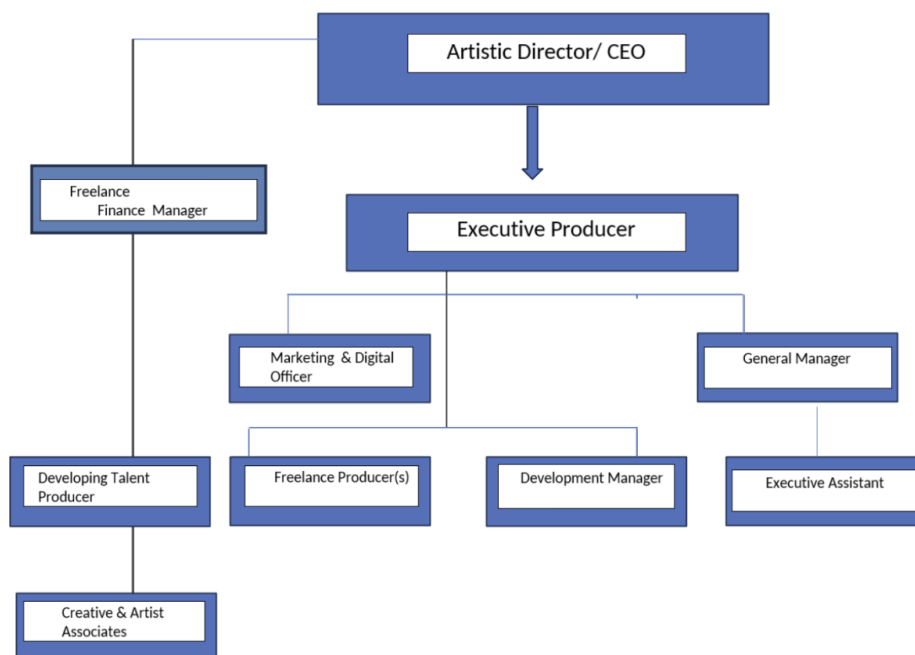
## Press & Marketing

- Create and implement production specific marketing campaigns
- Create, compile, and deliver production press releases
- Create and implement audience development campaigns
- Line-manage marketing agency Break Comms to create and deliver social media campaigns for productions
- Work with external designers, photographers, film makers, distributors, and other service providers to develop, create and distribute effective marketing materials

## Finance

- Plan and agree annual budgets with the AD/CEO guided by an understanding of their vision for the company's artistic work and ambitions
- Lead on royalty statements
- Lead on box office settlements
- Manage and authorise all payments and invoices relating to productions

## Staff structure



## **How to apply**

We are keen to hear from a range of candidates from all backgrounds with diverse ideas and interests. We will always want different perspectives, experiences, and knowledge to help shape tiata fahodzi's future. If you would like to receive this recruitment pack in a different format, please contact [admin@tiatafahodzi.com](mailto:admin@tiatafahodzi.com)

We'd love for you to make an application in a way that feels best for you. We have outlined some ways we would like to hear from you below. If you would like to suggest an alternative, please contact us to talk about approaching this in a different way.

Everyone will be considered equally regardless of how they choose to apply. If you would like an informal conversation about the role prior to application, please contact [admin@tiatafahodzi.com](mailto:admin@tiatafahodzi.com).

**The deadline to apply for this role is Weds 31<sup>st</sup> January 2024 at 5pm. Interviews will take place w/c 12<sup>th</sup> February 2024.**

### **Suggested ways to apply**

- **a cover letter** — (via email) that is no longer than 1,000 words.
- **a video** — that is no longer than five minutes (.mov, .mp4 accepted).

Please also include your CV (max. two pages) with the names and contact details for two referees.

However you choose to apply, we ask that you complete an equal opportunities form, [Culture Counts - equal opportunities form](#) and inform us that you have completed it upon application.

### **Information to include in your application**

- Give us details of the qualities and experiences you would bring to the role and how these meet the person specification.

We will discuss access requirements relating to interview questions and format with all shortlisted candidates.

Send your application by email, with *Application for Executive Producer* in the subject line, to: [admin@tiatafahodzi.com](mailto:admin@tiatafahodzi.com)

*tiata fahodzi is an Arts Council England National Portfolio Organisation*



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