



Job information pack

Producer (We Will Be Happy Here)

February to June 2022

Part-time freelance role. Fee £8,325



Jasmine Shigemura Lee in We Will Be Happy Here (c. Patrick Baldwin)

Feedback on We Will Be Happy Here

“It’s been absolutely brilliant and very positive for the participants. The ability of the Spare Tyre team to think way outside the box using lights and sounds is remarkable. I think every Day Centre should experience these innovative ideas for rich and exciting sessions.”

Yousuf Peshavaria, Bangladeshi Parents and Carers Association

“Your team had such a lovely way of making everyone feel comfortable.” Nicola Pearman, Kingston Mencap



Yolande Bramble-Carter and BPCA participant in We Will Be Happy Here (c. Patrick Baldwin)

Introduction

We are looking for a freelance **Producer** for our multi-sensory project and production **We Will Be Happy Here** as it forms part of **Lewisham’s London Borough of Culture** in May 2022.

In this role, you’ll work closely with Artistic Director, Rebecca Manson Jones, and oversee all aspect of the project including participatory workshops across Lewisham and performances at The Albany. This

includes project planning, company management, recruitment and evaluation.

We Will Be Happy Here premiered in 2021 and is being recreated and reimagined in 2022 for Lewisham, our home Borough.

Working principally with learning disabled participants and their carers, it asks:

“What would it feel like to live in a place that is truly inclusive? Designed with you, not for you. Not just the bricks and mortar, but also the values and the rules.”

In workshops, we try to imagine this place. Then our multi-sensory installation gives participants a personalised performance and journey through the new world they have helped create.



We Will Be Happy Here workshop (2020)

‘We want to work with people who want to change the world’ –
Rebecca Manson Jones, Spare Tyre Artistic Director (Joint CEO)

“Spare Tyre has fearlessly explored difficult territory, ahead of these issues being talked about more widely in mainstream discourse.”
Elizabeth Lynch, Arts Producer & Theatre Research Fellow Birkbeck

About Spare Tyre

Spare Tyre is a leading participatory theatre company that seeks to reflect society, challenge its prejudices and make life equal.

We create theatre with people that are under-represented in arts and culture and society’s decision-making at large. Built on more than 40 years experience, our work is participatory, collaborative, immersive, taboo-busting and above all responsive to the passions and talents of the people who make it.

Our projects visit traditional arts venues, community centres, care homes and online spaces. Meanwhile, we run and amplify creative campaigns that reflect the values and passions of our artists and participants.

Our current creative partnerships are with groups supporting:

- women who have experience of violence and abuse
- learning disabled and neurodivergent people
- people living with dementias and their carers.

We are also starting to work with participants who experience long term health conditions, including long COVID.

Some words often used to describe Spare Tyre include...



Role description

Fee £8,325 (plus reasonable travel expenses). This is a freelance role.

Dates Anticipated 45 days of work between February to June 2022.

Working hours are flexible in consultation with the Artistic Director (Joint CEO). The production period is scheduled to be from April 18 to May 15 2022 and a regular presence will be needed during this time to ensure the production runs smoothly.

Place Work from home will be possible in liaison with colleagues. Presence at the production offices at The Albany prior to and during the production will be required, as well as occasional support at workshop venues in Lewisham. The Albany is at Douglas Way, Deptford, SE8 4AG.

Reporting to: Artistic Director (Joint CEO)

Supported by: Executive Director (Joint CEO) and General Manager

Responsible for: Project team (e.g. performers and stage managers)

This role will be offered subject to a successful DBS check.

Key principles

The producer will work with us to ensure that the following key principles run throughout the project:

Inclusion and Access - actively engaging and promoting Spare Tyre's inclusive, intersectional, anti-racist ethos, including in recruitment of team members and supporting their inclusion needs and those of our guests and participants. Supported by our Assistant Producer.

Sustainability – ensure that materials and suppliers used in the project are sourced and delivered ethically, sustainably and are of the standard required for the project.

Safeguarding – familiarise, be inducted and then implement Spare Tyre safeguarding policy, code of conduct and ethos, undertaking training where required.



BPCA participant and Yolande Bramble-Carter in We Will Be Happy Here (c. Patrick Baldwin)

Responsibilities

Project Planning

- Create, agree and update project timeline and production schedules for all project activities
- Create and manage project budget (working with Executive Director)
- Arrange and lead regular production meetings, and meetings with Spare Tyre team as required
- Arrange all meetings and room hires with freelancers and partners
- Plan and manage creation of an exhibition to accompany the installation

Liaison with Lewisham London Borough of Culture

- Act as point of contact for all London Borough of Culture communication, passing on to core team as required

Workshop Programme

- Work with Artistic Director to establish participant groups
- Schedule workshop sessions
- Recruit and manage creative teams for these sessions
- Act as point of contact with partner organisations/families
- Create and circulate Risk Assessments and Safeguarding documents
- Manage performance slot bookings and scheduling
- Work with General Manager to meet participants' access needs

Company Management

- Under direction of Artistic Director, recruit, contract and manage company and crew
- Work with General Manager to organise payments
- Act as point of contact for pastoral issues

Production/Technical

- Manage creative and technical teams
- Manage any alterations to existing set/ props/ costumes
- Organise transport and travel

- Ensure production elements are delivered on time and in budget
- Ensure Risk Assessments are complete and circulated
- Oversee get-ins and get-outs of installation and exhibition at The Albany.

Marketing

- Work with Spare Tyre and London Borough of Culture to ensure marketing copy and images are appropriate and delivered on time
- Secure permissions from partners to use images, video, audio
- Manage any photography and filming of project
- Ensure that project is promoted in order to reach participants and (in conjunction with Executive Director) to enhance Spare Tyre brand
- Liaise with Executive Director on possible press opportunities

Impact and Insight (audience/ participants)

- Collaborate with General Manager and Executive Director to understand the impact of the project on participants, particularly using the Impact and Insights tool kit/ methodology.
- Gather all monitoring data as required by Spare Tyre and London Borough of Culture and pass to General Manager.
- Follow GDPR and Spare Tyre data requirements in the safe handling of personal data
- Support Executive Director and General Manager to complete reporting required by funders or partners.

Evaluation and Reflection (creative team)

- Manage creative evaluations with participants, partners and project team.

Person specification

Required experience

- Experience as lead/ senior producer for a multi-faceted arts project
- Planning and managing complex arts projects
- Budget management

- Company management
- Recruitment of production roles

Desirable experience

- Producing participatory and/or community arts projects
- Working with learning disabled artists, audiences and/ or participants
- Diversity and inclusion in recruitment
- Monitoring and evaluation of a participatory arts projects
- Marketing, press and social media.

Attributes and attitudes

- Understanding and commitment to safeguarding vulnerable adults
- Commitment to producing theatre sustainably
- Commitment to access, diversity and inclusion
- Able to travel and work in various locations in Lewisham as required
- Willing to commit to working on the project exclusively for the rehearsal and production periods from April 18 to May 15 2022 (other dates negotiable as project plans are confirmed)
- Good availability throughout the engagement period.



Breaking the rules in We Will Be Happy Here (c. Patrick Baldwin)

How to apply

Schedule

Application deadline: 5pm, Monday 31 January 2022

Interviews: Friday 4 February and Monday 7 February 2022

To apply please send your CV and a covering letter (no more than one side A4) or video (no more than two minutes) explaining what you could bring to Spare Tyre in this role to Rose Chorlton (General Manager) at **rose@sparetyre.org**.

Spare Tyre is intersectional by nature, anti-racist, inclusive, experimental and planet-loving by choice. We are committed to building a diverse workforce and welcome applications from individuals from all backgrounds.

If you require this pack in an alternative format, or would like to make an application in a video format, please let us know by emailing: **rose@sparetyre.org** or calling our office on **0208 692 4446 (ext. 273)** or calling/ texting **07598 142 058**.

Please also complete the Diversity Monitoring Form, which is unattributed and will be separated from other documents at point of receipt.

All expressions of interest will be dealt with in confidence.

Please mark clearly at the top of your application that you are applying for the Producer role and get in touch if you need to submit your application in another format for accessibility reasons.

For further information

We are happy to talk through the job description and process over the phone. For an informal conversation or to ask questions about this role, please email **john@sparetyre.org** or call **07598 142 058**.