



United Fall/ Emma Martin is seeking a Full-time Producer

United Fall was incorporated in 2018, becoming an Arts Council Strategically Funded company that same year. Our work is diverse in scale and form spanning dance, opera, film and more recently installation and previous productions include *KING/SHRINE* (performance and installation), *Dolorosa* (film), *Night Dances*, *IAMIRELAND* (film), *Birdboy* and *Orfeo ed Euridice* (a co-production with Irish National Opera).

Based in rural County Carlow, we create bold and ambitious work, known for its strong and distinctive style and informed by a desire to break down barriers to engaging with dance through performances that are accessible, virtuosic and meaningful. Over the past 3 years we have developed our own studio space (El Paso GNZ11) with guest accommodation, where the work is now developed and rehearsed, often collaborating with VISUAL Carlow during the final creation stages of new work.

United Fall currently has 2 shows touring internationally, and a new large-scale work in development due to premiere in 2024. We are now looking for an ambitious and creative Full-Time Producer to join the company as we develop new projects and reshape how we work. This full-time role is an exciting opportunity to contribute to and shape the growth of the company.

Where: Hybrid (remote/work from home and 3 days per month at company base in Carlow)

When: May/June 2023

Deadline: Friday 14th April 2023

Full-time Producer Role Overview:

- To work closely with the Artistic Director to develop a creation, production and touring model for our work (including budgeting and identifying new sources of funding)
- To nurture and build on existing relationships and develop new partnerships with funders, presenters, venues and festivals
- Together with the Artistic Director and Board of Directors to contribute to and shape the growth and strategic direction of our Company
- Steer and nurture the development of new projects and strategic relationships

Competencies:

Production:

- To negotiate and manage contracts for all creatives, cast, stage management and production personnel for all productions
- To lead, manage and motivate the team, including freelance and part-time members, and encourage a culture of openness, respect and participation
- To negotiate co-production and presentation agreements.
- To ensure the protection of copyright and intellectual property rights for all United Fall's productions and co-productions.
- To advocate for and represent the company alongside the Artistic Director, nationally and internationally

Finance & Administration:

- To oversee and manage relationships with all key funding stakeholders
- To develop, prepare and deliver on annual funding applications and other sources of funding for the creation and touring of works.
- To manage, implement and monitor budgets to ensure sound financial management, viability and forward planning
- To identify new co-production partners
- To identify public & private funding opportunities and develop new partnerships and potential sponsorships
- Plan, manage and lead on company tours including contract negotiations and financial agreements with venues, festivals and presenters
- To oversee and manage company accounts & banking, working alongside the company administrator (1.5 days per week) and company bookkeeper (2 days per month).

Governance:

- To lead on and manage the governance responsibilities and duties of the Company and Directors (including board meetings, administrative duties etc.)
- Delivering on all the legal responsibilities and duties of the Company & Directors.
- Ensuring compliance with all relevant governance & statutory bodies (Charities Regulator) and Funding Conditions (Arts Council, Culture Ireland etc.)
- Delivering best financial and general management practice and processes for the Company.

Human Resources:

- Work with the Artistic Director and specific consulting experts on policy development across all areas of the organisation's operations (Staff Handbook, Code of Behaviour, HR policy, Equality, Diversity and Inclusion Plan, Health and Safety, Child Protection etc)
- Line manage the Administrator and Bookkeeper

This role is suited to an individual who has many of the following qualities and/or experience:

- A love of and enthusiasm for dance and the performing arts
- A strong track record in a similar role in the creative industries, including management of national and international tours
- Experience of developing and implementing strategic business plans
- Strong experience of producing the performing arts across all scales
- Strong experience in diverse areas of the performing arts
- Experience and expertise in negotiating contracts for artists and with co-producers and presenters
- Extensive contacts within, and huge enthusiasm for, dance & theatre, both in Ireland and beyond

Skills

- Excellent interpersonal, collaborative and networking skills for working with a wide variety of people.
- Confident leadership skills and management experience in handling diverse relationships
- Excellent communication and report writing skills.
- Excellent organisational, logistical and general administrative skills.
- Flexibility and excellent time management skills.
- Relevant experience of developing and managing large teams, setting personal objectives and managing performance.
- A full knowledge of production processes.

Personal Characteristics

- Vision, motivation and drive
- A proactive attitude especially in relation to the delivery of our projects and the implementation of our creative vision
- A creative thinker and problem-solver
- A kind, compassionate and empathetic individual with a strong entrepreneurial spirit

General

Available and ready to travel and tour both nationally and internationally

Be prepared to work remotely when required and travel to Carlow for at least 3 days per month.

Terms and how to apply:

This is a full-time position, 40 hours per week with 25 days of annual leave.

Salary is commensurate with experience.

To apply, please send the below information by Friday 14th April 2023

- Up to date CV
- Cover Letter (outlining your motivation for applying for this role, why it appeals to you, what impact you see yourself having, and prior experience of the competencies outlined above) to **info@unitedfall.com**

United Fall is an equal opportunities employer and are committed to creating a diverse and inclusive work environment, welcoming applications from people from all backgrounds

Learn more about our work here: <http://www.unitedfall.com/work>