

## **Rhiannon Faith Company**

### **PRODUCER**

#### **Job Pack**

**Rhiannon Faith Company is looking for a kind and experienced Producer to work alongside the Artistic Director and Executive Director to deliver the company's bold and ambitious programme of dance theatre, working nationally on big stages and locally with communities on the margins.**

Rhiannon Faith Company is Artistic Director Rhiannon Faith and Executive Director Maddy Morgan. We are looking for someone to join the core RFC team, becoming an integral part of the company. The Producer will work together with the Directors to grow the company and push the boundaries of what dance theatre can do and who it can be for.

Rhiannon Faith Company is an ACE NPO 2023-2026; this is an exciting time to join the company. The Producer will lead on new mid-scale work and international touring, deliver a groundbreaking participatory touring model with third sector partners, as well as develop the Care House Project into an annual offer for Harlow communities.

We are looking for an all-round Producer who is collaborative, empathetic and ambitious. A positive problem-solver who can get things done. The ideal candidate will be passionate about delivering social change through arts activity.

#### **About Rhiannon Faith Company**

**Rhiannon Faith Company makes radically tender dance theatre, working nationally on big stages and locally with communities on the margins, always with social change and care at its heart.**

**We are brave, compassionate, and fearlessly push the boundaries of performance to make shows that speak to, reach and bring people together.**

**Our daring and audacious spirit drives sector change by delivering socially engaged, unforgettable shows and legacy packages. We go to the heart of injustice, working collaboratively with local communities, participants, artists, third sector partners and arts organisations to ensure our work serves the people and promotes community belonging and empathy.**

Based in Harlow, Essex, with nation-wide impact, we are making bold, ambitious moves to secure a future as global leaders in original dance theatre with a social purpose, to champion community transformation and authentic belonging for all.

Rhiannon Faith Company have been nominated for five National Dance Awards; 'Best Independent Company' 2021, 2022 & 2023, 'Best Digital Choreography' (DROWNTOWN LOCKDOWN) in 2021 and 'Best Dance Film' (DROWNTOWN live film) in 2022. In addition, Rhiannon Faith was nominated for an AWA Women In Dance Leadership Award 2022.

RFC's most recent work DROWNTOWN is about broken towns and communities, and a brokenness within. The work tackles themes of loneliness, isolation and failed support systems, devised and performed by a cast of six intergenerational performers with personal experience of themes. Development included workshops with people in recovery from addictions, in partnership with Cascade Creative Recovery Cafe & Brighton Dome.

DROWNTOWN completed a 2021 digital tour, and a live 10-date National tour 2022-23, receiving 4STAR reviews in The Observer, The Stage and The Reviews Hub.

RFC's new work, Lay Down Your Burdens, is Co-commissioned by The Barbican, London and Harlow Playhouse, and will Premiere at the Barbican in November 2023 before touring nationally in 2024.

The 2018 Smack That (a conversation), commissioned by Harlow Playhouse in partnership with domestic abuse charity Safer Places and their service users, raises awareness of domestic abuse, providing victims with a platform to change the world. After a sold-out run at the Barbican, Smack That toured nationally to critical acclaim (4STARS The Observer & The Stage), & won the Essex High Sheriff Award for contribution to community safety. Smack That was published by Oberon Books as their first ever instructional dance play, sold worldwide and performed by college students across the country.

With Safer Places we created a groundbreaking legacy package training venues to become J9 venues, safe places for victims of DA to seek help. 12 UK arts venues joined, including the Barbican and HP.

RFC is based at Harlow Playhouse, where Rhiannon Faith is Associate Artist since 2018. RFC works closely with Harlow Playhouse to embed high quality art into local communities and use the arts as a first line intervention to improve health and wellbeing.

Together RFC and HP delivered the Mental Health Project 2019, including outdoor work I Talk To The Clouds and They Cry With Me, and The Cloud Hub offering free community activity to tackle loneliness and suicide in Harlow. Our current project The Care House is developed with and for Harlow communities to improve mental health and wellbeing, celebrate care and community, and provide hope for a better future. The project includes new co-created dance theatre shows, socially prescribed community workshops, and festival activity in Harlow Town centre.

*For more information on the company's work, please visit [www.rhiannonfaith.com](http://www.rhiannonfaith.com)*

## **Specific Duties and Responsibilities**

**The Producer will be the lead producer on all of the company's projects in collaboration with the RFC Artistic Director and Executive Director.**

This will include:

### **Producing**

- Lead produce on all RFC projects and collaborate with the wider team as required
- Work closely with RFC Artistic Director to design and realise the vision for the projects; including participation, performance, community and audience engagement, and legacy
- Work closely with collaborators, maintaining a supportive relationship, ensuring they are happy and able to work to the best of their ability
- Engage and support local communities in RFC work, as participants, co-creators and Creative Friends
- Be present at key moments throughout the development of new projects; from research workshops in the community to the production weeks and tours; to host the project teams, liaise with partners and represent RFC.

### **Project management**

- Create and manage project schedules, ensuring key milestones are hit
- Communicate clearly with the Artistic Director and Executive Director, providing regular updates on progress
- Ensure projects are delivered to agreed plans, on budget, and achieve the highest possible standards, inline with RFC's vision
- Work closely with technical, artistic, and marketing freelance teams, to deliver the projects effectively
- Recruit, contract and line manage all freelance project staff

### **Tour management**

- Book, negotiate and general manage tours for all touring projects, including engagement and performance activity
- Coordinate travel and accommodation

### **Finance**

- Manage, and reconcile budgets for your projects, ensuring the best use of resources in delivering the creative vision to the highest possible standards and in line with RFC's values
- Provide the RFC Executive Director and Finance Manager with regular and accurate updates on budgets, cash flow projections, invoicing, and any other information as required.

### **Fundraising**

- Design and write funding applications, including Local Authority, Community Grants and Trust and Foundation bids.
- Secure and manage relationships with project partners, supporters and funders, providing appropriate stakeholder management and reporting.

#### Marketing, promotion and audience development

- Work with the RFC team to ensure inventive, effective, appropriate, and timely promotion of the company and projects
- Implement project related audience development strategies in collaboration with the Audience Development and Marketing Manager
- Organise the design and distribution of promotional material, including print and digital
- Contribute to the production of online content for social media, the monthly newsletter and website.

#### Monitoring and evaluation

- Monitor and evaluate projects to understand their success and impact, and create internal Project Reports
- Contribute to the completion of core stakeholder reporting, including but not limited to Arts Council England NPO Annual Surveys

#### Development of relationships and ideas

- Build and maintain connections with third sector organisations, arts organisations, and networks in Harlow, Essex, nationally and internationally.
- Work closely with RFC Executive Director to build national and international partnerships for touring and commissioning
- Collaborate with RFC Directors to develop new approaches to making and presenting work, developing bespoke models in line with RFC vision and mission

#### Other

- In collaboration with the Executive Director, work to ensure that RFC's policies around Access & Inclusion, Care, and Environmental Sustainability have been considered across each project, and that proactive plans are in place to implement these policies.

*Any other tasks reasonably required in relation to the general responsibilities summarised above.*

## Terms

**Job title:** Producer

**Line Manager:** Executive Director

**Line Manages:** : Freelance project teams

**Salary:** £32,000 pro rata

**Pension:** : Auto-enrolment via NEST with 3% employer contribution

**Contract terms:** Permanent Full Time OR Permanent Part Time (minimum 0.6PT/3 days per week)

**Base:** Harlow Playhouse, Playhouse Square, Harlow, Essex CM20 1LS.

The team works remotely, with regular in person meetings at Harlow Playhouse. During project delivery phases, the role involves travel around the UK with on-site work as required.

**Hours:** 35 hours per week Monday to Friday (generally 9-5 or 10-6 but this is flexible)\*. Some evening and weekend work may be required. RFC operates a Time Off in Lieu system.

**Holiday :** 25 days per year plus bank holidays\*.

**Access:** RFC is committed to supporting access requirements to enable the successful candidate to fulfil the responsibilities of this role.

**RFC team:** Artistic Director (FT), Executive Director (0.8PT), Producer (FT/PT), Audience Development & Management (freelance), Digital Content Manager (freelance), Finance Manager (freelance), Production & Artistic Teams (freelance)

\*Hours and holiday will be pro rata for part time positions

## How to Apply

To apply, please send a covering letter of no more than two sides of A4, or a video or audio recording of no more than 5 minutes, explaining:

- Why you are interested in the role
- Key experience you would like to tell us about relating to the responsibilities of the job
- Whether you are applying on a full time or part time basis

Please also include your CV, or a separate video or audio recording detailing your previous employment experience and any qualifications.

Please send your application to [info@rhiannonfaith.com](mailto:info@rhiannonfaith.com) with the subject line "Full Name - Producer Application".

### Deadline:

Sunday 16 July, midnight

All candidates will be notified by email to confirm whether they have been shortlisted.

### Interviews:

Thursday 20 July, online.

Second interviews will be held in person, w/c 24 July, to be confirmed with the candidates.

We are an equal opportunities employer and we encourage applications from all suitably qualified persons, regardless of race, sex, disability, sexual orientation, religion/belief or age. We actively welcome applications from those currently under-represented in the arts sector. If you have any questions about this role, would like to arrange an informal chat before applying, or have any specific access requirements, please contact:

[maddy@rhiannonfaith.com](mailto:maddy@rhiannonfaith.com)

Please also help us by completing an Equal Opportunities form using this link – <https://forms.gle/Kfcyp24csGxidYxD6> – this data is anonymous and will be used to help us monitor who our job opportunities are reaching.

If you are offered the role, we will ask you to provide two professional references we can contact. We will also need to confirm that the successful candidate has the right to work in the UK prior to contracting.