PRODUCER (CREATIVE PEOPLE) - RECRUITMENT PACK

ABOUT TRANSFORM

"Transform has changed the way audiences experience Leeds" – The Guardian

Transform is an engine room for powerful performance. We create exhilarating international festivals and work year-round to catalyse future-gazing artists and creatives to reimagine what theatre can be. We bring bold, brave, vivid and socially-conscious international performance to the Leeds City Region and beyond.

Our last festival, Transform 19, saw audiences travel to some of the city’s most iconic venues and discover amazing hidden spaces for the first time. The festival commissioned trailblazing new theatre and welcomed artists from across five continents to Leeds. Commissioning and co-productions in recent years include 'The Believers Are But Brothers' by Javaad Alipoor, 'Idol' by Jamal Gerald and guest programme 'Spirit of Change' for the Barbican. Previously presented international artists include El Conde de Torrefiel, Florentina Holzinger and Vincent Riebeek, Tianzhuo Chen, machina eX, nora chipaumire, and many more.

Transform leads the Creative Europe supported network ‘Festivals of the Future’ supporting founder led festivals across Europe to imagine new festival blueprints. Recently announced, Transform is one of six consortium partners leading the new Arts Council England commissioned England Performing Arts Showcase. The showcase consortium will take a collaborative approach to globally connect England’s performing arts sector and celebrate a new generation of artists and cultural leaders. The pilot edition is planned for August 2021.
**Transform** is led by Creative Director Amy Letman and was established as an independent company in 2015. The festival previously emerged as part of the Leeds Playhouse programme from 2011-2014.

**THE FUTURE**

Our vision is to further evolve **Transform** as a bold, adventurous and open-hearted international performance festival for the Leeds City Region. We want to reimagine what a festival can look like and represent in the future. Leading with an international approach, we will build a festival model that centres inclusivity and care, is co-created with younger people and communities and reflects the ideas and energies of those across the city and globe.

Our next festival is being flexibly scheduled for Autumn 21-Spring 22, leaning into a ‘slow festival’ model will allow utmost flexibility as we work towards rebuilding international performance programming and commissioning of contemporary theatre in the region. We will invite artists, participants and audiences to imagine with us what an international festival could be in the future and focus on kickstarting projects to later culminate as part of **Transform 23**. Alongside artist development and commissioning, we are currently expanding our commitment to co-creation through developing inclusive approaches to supporting younger people as creatives, curators and change-makers.

It’s an exciting time for **Transform** and this new role will be critical in continuing and evolving the creative ambition and inclusivity of our festivals and wider programme.

**ABOUT THE POST**

**Transform** is seeking a new Producer to join the team, with a specific focus on supporting and empowering creative people. We are seeking someone who is dedicated to co-creation and artist development, and who wants to nurture a new inclusive generation of creatives and change-makers within an international festival context.

Since **Transform’s** formation, we have been committed to supporting artists in the Leeds City Region and wider North to develop their practise and produce bold new work. In recent years, we have also focused on developing innovative models of co-creation with younger people, with the support of a series of funders including Paul Hamlyn Foundation. We now have an exciting opportunity to build upon and connect this practise, fundamentally involving younger people in how our international festivals are conceived and curated alongside extending and enhancing our support for artists in the region.

**The new Producer (Creative People) will be instrumental in realising our bold vision and developing Transform as an inclusive organisation. This new role will focus on supporting younger people in the region to discover their agency and be part of reimagining what a festival of the future can look like and represent. At the same time, they will connect and enhance our artist development work and build upon Transform’s vital role in the region’s creative ecology.**

A successful candidate will be able to work flexibly and supportively with younger people and artists at an important point in their career development. They will have a strong interest in developing the creative ecology in the Leeds City Region and wider North and an international sensibility. Committed to foregrounding access, inclusion and care they will see the potential of an international festival to be co-created and owned by a wider range of artists and communities.

The **Producer (Creative People)** will lead on developing an important strand to **Transform**’s work, which will form a collective of younger people aged 16-21 who will be offered resources and support to create and curate performance. The aim of this work will be to ensure younger people have agency over the **Transform** festivals, shaping cultural experiences that are relevant to them whilst developing creatively and holistically. This new role will oversee the recruitment and delivery of this work, drawing on co-created approaches to inspire and support younger people to create and curate bold, radical and internationally resonant performance for the **Transform** festival.
The new Producer (Creative People) will also lead on Transform’s commitment to supporting artists who are at a turning point, to develop their practise and create new work for the festival. Over the years, this aspect of Transform’s practise has involved meaningfully supporting a small cohort of artists biennially with commissioning and producing support and has culminated in bold new work premiering within Transform festivals before touring nationally and internationally. We now aspire to further connect our co-created and artist development work to create a rich, supportive and inclusive creative ecology across our festivals and year-round work.

**COULD YOU BE OUR PRODUCER (CREATIVE PEOPLE)?**

The term ‘producing’ is regularly used in the performing arts but we acknowledge means different things to different people and sectors. In this context by ‘producer’ we mean someone who makes things happen. By ‘creative people’ we are referring to artists or people who might not describe themselves as artists but who are interested in being creative. We also refer to ‘co-creation’ in this call out. By this we mean we are interested in non-hierarchical models that shift resource and decision-making power towards the people that work is intended for, and where individuals can activate their creative potential and realise their own ability to make change. By ‘artist development’ we mean supporting artists to go on a journey to develop their work and wider practise. We are excited by the alchemy of these practises and ideas within an international festival context, and are inspired by a motivation to reimagine what a festival can look like and what it can do.

**Essentially - if you like to make things happen and to support people to be creative and realise their potential, and want to explore and develop ways to do this within the context of an international festival - we want to hear from you.**

This role combines both creative, strategic and administrative work. We welcome applications from producers, project managers, artists or people who have built up experience making things happen in other ways. We are keen to hear from applicants with a background in performing arts or the arts more broadly, or from those who have worked in participatory or community-based practise or in other relatable sectors (events, media, broadcast, etc).

**TEAM & ROLE**

We particularly encourage applications from people who are currently under-represented within the UK arts sector - including those from lower socio-economic backgrounds, who are ethnically and culturally diverse and who experience racism, who are disabled and neuro-diverse.

The representation across our current team and board is currently 80% female, 30% LGBTQI+, 40% are people who are ethnically and culturally diverse and experience racism in our society and 20% identity as neuro-diverse. Transform is a relatively young organisation - 30% of our team and board are between 20-29 years old and 40% are between 30-39 years old.

We are committed to further building representation across our team in respect of protected characteristics. We are focusing on developing further as an inclusive organisation where access and care is embedded and where people’s needs are met.

The new Producer (Creative People) will join a team that currently consists of the full-time Creative Director Amy Letman, part-time Producer Ali Ford and part-time Administrator Keturah Lewis. We are currently recruiting a part-time Assistant Producer, who will enhance the holistic producing function of the company and support the Producer and Producer (Creative People). The new Producer (Creative People) will also work closely with freelance Project Manager Tshayi Hercules, who has an incredible track record supporting younger people through her work with Leeds based organisation Getaway Girls, and previously supported Transform’s pilot co-created work with younger people. The Transform team is further complemented by freelance support across fundraising, technical, marketing and comms.

We are seeking a candidate for this role who can be based in or within commutable distance to Leeds. Our office base is Mabgate Mills, which is a dynamic and well-located creative building, and our office is accessible. However, we also see flexible and home working as a positive contributor to our working
model. We expect aspects of this role to include attending meetings, sessions, rehearsals and performances in Leeds.

This role is initially being offered for 36 months, with potential of extension and future development of the role.

ABOUT THE ROLE & ABOUT YOU
We outline below the tasks and responsibilities we expect the role to include, and the kinds of experience, skills and qualities that we think are needed for the role.

Please don’t be put off if you don’t feel you meet every single aspect. If you feel unsure if this role is for you but are interested, we are organising one to one sessions from the 12-16 April to discuss or answer any questions - please contact keturah@transformfestival.org if you would like to book a session.

ABOUT THE ROLE
These are the tasks and responsibilities that we expect the role will include:

Programme
- Oversee planning, shaping, recruitment and delivery for an exciting strand of Transform’s work bringing together a collective of younger people to create and curate performance
- Be a supportive creative and facilitative presence for younger people involved in the collective
- Work with the Creative Director and producing team to identify artists nationally and internationally that younger people involved in the collective can engage with and potentially decide to collaborate with, programme or commission
- Be responsible for supporting a biennial cohort of artists at important points in their careers, to create new work and develop their practise
- Identity artists at a critical career point within the Leeds City Region and wider North for Transform to collaborate with and commission
- Develop ways to bring together and connect creative people across Transform’s festivals and wider programme, contributing to a vibrant and supportive creative ecology
- Develop partnerships locally, nationally and internationally to support and enhance Transform’s co-created and artist development practise
- Develop imaginative and co-created ways to evaluate processes and activities
- Develop ways to share learning around Transform’s co-created and artist development practise
- Contribute to the development and programming of Transform festivals

Producing & Delivery
- Act as a delivery producer for performance and projects younger people involved in the collective conceive and develop for the festival
- Support a biennial cohort of commissioned artists to make and present work within the festival in a producing capacity, to a level based on their requirements and needs
- Manage project budgets as required
- Oversee contracting as required, supported by the Assistant Producer and Administrator
- Organise travel, accommodation and hospitality as required, supported by the Assistant Producer
- Lead on organising physical space for sessions, rehearsals and performance as required, supported by the Assistant Producer
- Coordinate and oversee technical and front of house staff for performances and projects as required

Inclusion and Access
- Oversee and support the freelance Project Manager in liaising with and supporting younger people’s well-being and pastoral care
• Oversee and support the freelance Project Manager in organising project assistants and access provision as required
• Contribute to the development of Transform's safe-guarding procedures and measures
• Contribute to ensuring well-being, access and care is built in across all projects
• Contribute to the development of Transform’s working model and practices from an inclusive perspective - including advocating and upholding Transform's Equality and Inclusion policy and anti-racist practise

General Responsibilities
• Play an important role in evaluating projects and practices, working with evaluation partners and the wider Transform team
• Foster and maintain supportive and collaborative relationships with artists, creative people and partners
• Keep up to date with developments in the performing arts locally, nationally and internationally
• Support the Administrator in ethically capturing data across project activity as required
• Contribute to funding reporting as required
• Plan and participate in team meetings as required
• Undertake other duties reasonably required by the Creative Director

Please note that we don’t expect candidates to already have experience in delivering all of these areas of responsibility. We are looking for transferable experience and a commitment to develop in the role with support from the Creative Director.

ABOUT YOU
These are the kinds of experience, skills and qualities that we think are either required or desired for the role:

REQUIRED

Background & Experience
• Experience working in the arts or cultural sector, or relevant transferable experience
• Experience supporting the development of younger people and early career artists, or relevant transferable experience
• Experience of producing performances or creative projects, or relevant transferable experience
• Proven commitment to diversity and inclusion
• Experience working with partners and collaborators
• Experience managing budgets

Skills & Knowledge
• Strong IT skills and working knowledge of Microsoft Excel and Word
• Strong writing skills
• Safe-guarding understanding and experience

Qualities & Behaviours
• Strong interest in and commitment to the arts and culture
• Understanding of or interest in learning about co-created or participatory practise
• Organised and efficient
• Able to manage priorities and deadlines
• Strong communication skills
• Ability to work on own initiative
• Able to contribute to group discussions whilst giving space to others
• Ability to work with and support people from a variety of backgrounds and with various needs
• Resourceful and open minded
• Ability to build creative and supportive relationships with younger people and earlier career artists
• Ability to create supportive, inclusive and accessible spaces

**DESIRED**
• Interest in festivals and international working
• Experience of creative facilitation
• Familiarity with the Leeds City Region or wider Northern cultural scene
• Experience in supporting access requirements
• Experience writing contracts and letters of agreement
• Experience of evaluation and report writing
• Management experience

**CONTRACT DETAILS**

**Responsible to:**
Creative Director - Amy Letman

**Responsible for:**
Freelance Project Manager and other freelancers as required

**Salary:**
£28,000 per annum pro rata

**Contract Basis:**
4 days per week (32 hours per week).
*Please note - we are open to being flexible for the right candidate and would consider a three day a week commitment as an alternative to 4 days per week, should access reasons/caring responsibilities/other commitments etc require that. In this case appropriate back-fill support would be organised.*

**Pension:**
Employer contributions, 3% of salary

**Holidays:**
20 days per annum plus bank holidays pro rata

**Contract Type:**
Employed. 36 months. Potential of extension and for further development of role

**Location of Post:**
Leeds City Region or commutable distance

**Hours:**
Flexible. Office hours are generally Monday-Friday 9.30am-6pm including a 30 min lunch break. This role will occasionally require some weekend and evening work.
*Please note - where overtime is required, Transform operates a TOIL (time off in lieu) policy, meaning that if an employee is required to work above their contracted/agreed hours they will arrange with their line-manager when to take the time back.*

**References:**
Any offer is subject to receipt of satisfactory references

**TO APPLY...**

**Access & Inclusion**
We are committed to inclusion and to supporting creative people and staff needs.
If you require this call out in a different format, would like any support completing the application, or would require support to undertake the role - don’t hesitate to let us know by contacting keturah@transformfestival.org

**Pre-Conversation**
We are organising one to one sessions from the 12-16 April to answer any questions or discuss the role with interested candidates - please contact keturah@transformfestival.org to book a session. Please note this is not compulsory but if you would like a conversation in advance we do welcome the opportunity to speak with you. You may like to discuss our working culture or ask any questions about the organisation or role, which we would be happy to discuss.

**Making an Application**
Please send a cover letter of no more than 2 sides of A4 or alternatively a video/audio file of no more than 10 minutes in length, outlining why you are interested and what you would bring to the role. As part of this we would like you to:
- Tell us about yourself
- Tell us about why you are interested in the role
- Tell us why you think you think you are a good candidate for the role, with the ‘About the Role’ and the ‘About You’ section in mind

Please also send a CV including your contact details and outlining your experience/past work (it is not necessary to include education details if you don’t want to - you do not need any formal qualifications or a degree for this role). Please also download, complete and send our Equal Opportunities monitoring form.

Applications to be sent to info@transformfestival.org with the subject marked - Producer (Creative People)

**Deadline for applications – Thursday 6 May at midday.**

**Interview Process**
Following shortlisting you may be invited to interview on Wednesday 12 May. The interviews will most likely be held over video call due to the circumstances of the pandemic. The interview panel will consist of Creative Director Amy Letman, Producer Ali Ford, Project Manager Tshayi Hercules and Transform Trustee Ingrid Banerjee Marvin. Interview questions will be sent in advance.

The start date for this role will be agreed with the successful candidate.