



**Head of Producing
Applicant Information Pack**

Contents

Introduction / How to Apply	2
About the Old Courts	3
Our Artistic Vision	3
What we do	Error! Bookmark not defined.
Working at the Old Courts	Error! Bookmark not defined.
The Role	5
Terms & Conditions	9

Introduction / How to Apply

Thank you for your interest in the role of Head of Producing at The Old Courts. You will find information about the role and the person specification in the following pages. Before you apply, please read the information included here.

To apply, you will need to email your CV and a covering letter to Projects Officer Hazel Hobson: hazelh@theoldcourts.com with the work APPLICATION included in the Subject Line. Your application should be no longer than x3 A4 pages and needs to include your work history, qualifications or equivalent lived-experience and should refer to how your skills and experience mean that you are the best person for this job.

All applications must be submitted by **Monday 16 May, 9am**. Successful shortlisted applicants will be invited to attend an interview in the week commencing 30 May (30 May, 31 May or 1 June). We can provide a BSL interpreter if required.

As an organisation we are actively seeking diversity in our workforce. We would love to receive applications from people who identify as working class, LGBTQIA+, deaf or disabled, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma or Irish Traveller heritage or Latinx heritage.

If you would like further information, support with access, or an informal chat about the post please contact Director of Producing Rosie Scudder by email at rosies@theoldcourts.com

We look forward to receiving your application.

The People Team

Arts at the Mill CIC

About The Old Courts

We are a multi-arts centre based in Wigan with various performance spaces spread across an entire street. We deliver a diverse packed programme of events with the express aim of placing arts and culture front and centre in Wigan and the surrounding areas. Our spaces are open 7 days a week throughout the year and welcome in tens of thousands of people to enjoy music, theatre, dance, comedy, spoken word, visual art and much more.

Wigan is a place where world-class culture thrives.

Our Mission

The Old Courts is all about changing perceptions. Our mission is to create, engage and inspire by supporting ideas and hard work, providing cultural opportunities and investing in Wigan and its people.

Our Artistic Vision

We understand the incredible importance of the Arts – not simply for entertainment, but as the fundamental threads in the fabric of everyday life.

The Arts should not be exclusive to the well-travelled nor a social tool for privileged circles. The Arts are what bond communities and bridge differences with the only true global language, expression.

At The Old Courts, our work is designed to introduce the arts into the lives of the people of Wigan and beyond and to enhance the experience of those who are engaged.

We are driven to CREATE a vibrant, supportive, risk-taking and strategic environment for artists to ENGAGE new and existing audiences and disconnected communities who we will help to INSPIRE change with unrivalled ambition.

Working at the Old Courts

The Old Courts is a busy organisation with 60+ members of staff.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at the Old Courts.

Our main office space is based inside the Former County Court offices on Crawford Street, Wigan Town Centre. We have a vibrant mix of individual / shared offices and a selection of accessible meeting spaces.

What we do

A significant part of what we do centres around live events; gigs, dance shows, theatre shows, exhibitions, film screenings, sector conferences, audience events and seminars provide artists and the public with the maximum number of entry points to the arts.

Networks

We are partners on various networks both locally and nationally across multiple art forms including 'The Collaborative Touring Network' for which we have brought outstanding touring shows and co-created new work on site.

Producing

We have a strong track-record in producing work for artists. A combination of in-house talent, facility and our wider network across the UK allows us to develop embryonic projects into touring, sustainable work. We understand the distance that can exist between a brilliant idea and a performance, but our ability to aid and structure the research, development and production of work allows work to be made entirely on site.

Co-Creation

We are developing several co-created projects which brings artists to Wigan to make work with talent from our borough. One such project is 'Moving Roots' which involves theatre producers from partner organisations from around The UK, including London, Cardiff and Peterborough. As a member of this consortium and working with a theatre maker from Manchester, we recently created 'Rent Party', a show right here in Wigan created with local talent to provide a platform for both performers in the town and the culture of the town itself.

Artist Development

We are fully committed to using our resource as a tool to further the progress of artists. Since first opening our doors we have played a part in the development of artists in many different ways. We have encountered raw talent from individuals seeking opportunity with little or no knowledge of how to find it and we have been approached by established performers who required support in networking or bid-writing. Whatever the ask, whatever the experience and whatever the artist is trying to achieve, we take pride in our ability to unlock potential and play a key role in development. The future of the arts is being forged as we speak. For arts and culture to play an increasingly important role in everyday life, time, experience, knowledge and dedication will always be needed from organisations like ours and we will continue to provide it.

Community Work

Our surroundings play a fundamental role in everything we do. We are very proud to be from Wigan and based in Wigan and we appreciate how our organisation has been embraced by those who we live and work amongst. As such, we get great satisfaction from the many community projects we run. We have a community programme filled with meet-ups, social opportunities, upskilling, entertainment and more. The Old Courts is a place where anyone is welcome and it is fair to say that what we do is of significant value to a host of local groups and individuals.

The Role

Responsible to: Director of Producing

Responsible for: Projects Officer [shared line management responsibilities with Director of Producing]

Main Role and Responsibilities:

Introduction

The Head of Producing is a key role within a developing Producing Team based at The Old Courts in Wigan. Working closely with the Director of Producing, the Head of Producing will take a lead role in local and national projects, connecting incredible artists with producers and communities across the country.

Central to this work is leadership of the flagship Collaborative Touring Network, which supports artists to develop and tour world-view-changing live performance with communities nationally. Alongside leading large-scale projects such as this, the Head of Producing will also support the development of producers and projects locally, as The Old Courts seeks to support a new generation of artistic and producing talent in our region.

The Collaborative Touring Network

The Collaborative Touring Network (CTN) believes in the power and possibility of live performance.

Established in 2013, we are a collective of organisations based in areas of England in which arts investment and engagement is too low. CTN partners are currently based in Wigan (The Old Courts), Torbay (Doorstep Arts), Thanet (Looping the Loop), Peterborough (Jumped Up Theatre) and Medway (Lyric Arts). New partners join the network in 2022, based in Scarborough (Arcade), Leeds (Tribe Arts) and Gloucester (GL4).

Our network of grassroots, community-focused organisations are uniquely placed to devise and deliver a collaborative touring practice which counters a model that only ‘parachutes-in’ work which is not relevant to our communities.

Our existing network partners are different in their scales, structures, capacities, and resources; we view this diversity as a strength and have a core set of shared values that underpins our work together. We explain this approach in [Our Way of Working](#).

We believe access to cultural experiences and opportunities for creative expression should not be limited by circumstance, class or identity.

To date, CTN has impacted the lives of more than one hundred thousand people across 10 towns and cities in England. By sharing world-view-changing art in areas that often otherwise have none, by utilising non-traditional spaces & by working across sectors, culture sits at the heart of regeneration in our localities.

More people & places deserve this.

In our current phase of collaboration, CTN is building resilience to operate as a national, outward-facing body that aims to tour art, empower communities & revolutionise how performance is developed.

CTN strengthens the sector from the ground up: partners catalyse change in their localities, whilst working together towards greater access to art for everyone, and more opportunities for people to develop their creativity in their own place.

Key parts of the role:

Running a network

- CTN is a network of leaders of organisations. The Head of Producing is responsible for fostering network-working across these leaders, facilitating the effective running of a national network. This includes leading meetings digitally (monthly) and in person (yearly), holding space for partners to support each other, and holding space for discussion and debate. It also means using and devising systems for national collaborative working and includes scheduling across several partners balancing multiple priorities.
- One of CTN's principles in our shared Way of Working is to question, to listen and to try new things. We work with artists who have a message of activism within their work, and as we partner with artists, we want to do our own work to challenge dysfunctional working models and contribute to a fairer, more inclusive society. The Head of Producing will work with the Director of Producing to identify areas where self-evaluation, learning and training are needed within the network and its partner organisations (The Old Courts included), and to work with the partners to support this process. An example of this work could be our upcoming collaboration with artist Touretteshero, working to devise a shared Access Statement for use across the network.

Support artists to develop and tour live performance with a network of national partners

- We are keen to meet someone with a passion for live performance, who will bring a dedicated and inclusive practice of artist and partner support and strong organisational skills to this exciting role.
- You will work in partnership to make best use of the resource we have as a network and as individuals across a network with a range of skills and experience, to create the best work possible
- You will devise schedules that are sympathetic to and supportive of an artists way of working, considering the needs of communities and producing partners
- You will ensure artists are well supported and looked after on tour

Access and Inclusion

- You will work closely with the CTN Partners, CTN Lead Artists, Director of Producing, and TOC Teams to continually develop and improve access and inclusion for artists, audiences and communities
- You will ensure that access requirements are met across each aspect of the project, from touring artists to local associate artists to audiences and partners

Budget management

- Practical management of the CTN budget c. £1,700,000 – delivering project activity within budget and meeting our targets and outcomes as agreed with our funders
- Regular meetings with the Director of Producing, summarising progress against forecast etc.

Administration

- Attend and/or lead Producing team meetings as required

- Provide accurate information to Projects Officer to enable them to draft contracts to artists, partners and organisations, and to check, draft and support contracting as required
- Ensure agreements are in line with artist pay policies and meet relevant external body standards i.e ITC
- Work with the Finance Team and Projects Officer to ensure timely payments for artists and partners
- Ensure touring administration; including coordinating and booking travel and accommodation, and administrating contracts, schedules, partner agreements, access information, visa applications and other administrative tasks are completed by the Projects Officer with your support

Evaluation & Reporting

- Liaising with the independent network evaluator, and supporting the partners to collect data and information according to our evaluation framework
- Write narrative reports for the network's funders (including Arts Council England), and report on income and expenditure according to reporting schedules
- Foster good relationships between the network's funders

The wider team

- CTN is also supported by a Projects Officer, who is currently managed by the Director of Producing. The Projects Officer provides administrative and project management support to CTN. As the Head of Producing settles into the role, we anticipate a shift in management of this role to the Head of Producing.
- The Head of Producing will need to work collaboratively across departments at the Old Courts, to ensure the smooth running of network activity in Wigan and nationally. This includes forging strong working relationships with teams such as Operations, Production and Technical, Marketing and Communications and Finance.

Supporting Artists and Developing Producers

The Old Courts is a fast-growing organisation with ambitious plans for the Wigan borough. The Head of Producing role will be joining the organisation at an exciting moment in our development. Over the next year, we will be working on plans to equip The Old Courts, and the artists, organisations and creative-workers of the future in Wigan; with the skills and support needed to develop and realise creative ambitions.

The Head of Producing will play a role in shaping and supporting this activity; including participating in development programmes for producers and artists, meeting with artists and producers to help progress their ideas, supporting development and delivery of artist residencies in our buildings, hosting coffee mornings and other networking events for the industry locally & regionally.

The Old Courts are building a supportive and energetic Producing team. The Head of Producing will be encouraged to see creative work locally and nationally and to express your views on it, to forge new relationships with artists and to bring ideas for projects to be considered for the organisation's programme of work. The Head of Producing will be expected to see work, meet artists, attend events and festivals, and actively develop their knowledge of networks in live performance art forms.

Producing Wigan Borough-Based Project and Festival Activity

As well as leading national projects like The Collaborative Touring Network, the Head of Producing will collaborate with other members of the producing team on locally based projects intended for audiences in Wigan borough, which have live performance/festival activity at their heart. This could range from street festivals to borough-wide arts festivals, and will be part of a growing rostra of activity developed by the Old Courts and its partners in the coming months.

You may also be asked to carry out additional responsibilities as required by your Line Manager or by the leadership team of The Old Courts.

Person Specification

Skills & Abilities	Desirable	Essential
Solid experience of producing and project management for theatre or a similar live performance context. Including managing 5-figure+ budgets.		X
A passion for theatre, live art, dance, spoken word and/or similar specialisms		
Experience of working with others to achieve agreed outcomes		X
Ability to maintain effective working relationships with a wide variety of people and organisations.		X
Ability to work dynamically and on multiple projects simultaneously.		X
Ability to work flexibly according to the requirements of the post.	X	
Good IT skills with and ability to learn new software as required.		X
Excellent written and verbal communication skills.		X
Attention to detail.		X
Self-motivated and able to work unsupervised with excellent administration, organisational, and time management skills.		X
Understanding and commitment to equal opportunities and an ability to relate to people across the community.		X
Prepared to travel regularly to locations across the country, to see project activity in action		X
Values		
Driven to achieve outstanding results which propel the organisation forward.		X
Ambition to improve existing norms in the sector.		X
Commitment to our mission and values.		X

Terms & Conditions

This post is subject to Disclosure and Barring Service Enhanced checks.

Salary: £32,000 gross per annum

Hours: 37.5 hours per week, excluding a daily half-hour lunch break.

This role is 5 days per week Monday-Friday.

Usual office hours are 1000-1800hrs.

We offer flexible working patterns where possible, but there is an expectation that a majority of a normal working week will be spent in the office at The Old Courts.

Some evening and weekend working may be required as part of this role, including some overnight stays away from home during busy periods of national touring activity. Travel, accommodation and expenses will be provided whenever this is required.

This role requires regular weekend and evening work.

Overtime: No overtime payments.

Annual Leave: 33 days including bank holidays.

Probation period: 6 months, with a 3 month review

Notice period: 1 Month

Contract Period: Permanent

Workplace Pension Scheme: Arts at the Mill CIC pension scheme is provided by True Potential.

Staff Benefits Company pension

Complimentary tickets for performances at The Old Courts (subject to availability and staff ticket policy).

Discounted drinks and meals in café and bars (subject to discount policy).

Confidential Support Service provided by Peninsular.

Cycle to Work Scheme.