

'Exercises in Telepathy', by Annie Hanauer, 2017. Photo by Matt Grayson.

candoco
dance
company //



PRODUCER
PACK 2024

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'Mosaic Science', 2015. Photo by Samuel Bradley.





JOIN CANDOCO DANCE COMPANY

Role:	Producer
Type:	Full-time
Duration:	Fixed-term contract to December 2025, with the possibility to extend.
Salary:	£ 33,000 - £35,700 per annum, depending on experience.
Reports to:	Head of Programme
Key working relationships:	Artistic Directors, Production Manager, Rehearsal Director, Head of Finance, Dancers, Access Coordinator.

Thank you for your interest in joining Candoco Dance Company.

Candoco Dance Company is a world-leading dance company of disabled and non-disabled dancers. Our bold approach and powerful collaborations create distinctive performances and far-reaching learning experiences. We celebrate different ways of seeing, of being and of making art, putting us at the forefront of conversation around dance and disability.

Having recently announced a new partnership with Dan Daw Creative Projects, who will be creating a new full-length work for Candoco, we are excitedly anticipating a busy creation period beginning in Autumn 2024. The new work will be choreographed by Dan Daw in co-direction with Stef O'Driscoll and will premiere in 2025. This collaboration with Dan Daw, a former performer at Candoco, provides the opportunity to honour the company's legacy while embarking on the company's new vision, through a partnership that holds shared values and principles.

Candoco is made by the people we work with – our staff, our dancers and our artists; and we are thrilled that you are interested in joining our team. We want to work with people with different experiences, skills and stories, as this is how we continue to learn, continue to grow and continue to thrive. The person specification in this job description will give you a picture of what we need but please don't be put off if there are some areas in which you don't have as much experience.

The most important thing to show us in your application is how you want to make a positive impact on our team and help us in our mission to continue expanding perceptions of what dance is and who can do it.

Candoco is an equal opportunities employer. We welcome applications from all sectors of the community and are particularly keen to engage those who identify as D/deaf, disabled or neurodivergent, or as having lived experience of discrimination. Any applicant who identifies as such and meets the essential criteria of the job description will be invited to interview.

We look forward to receiving your application,
The Candoco Team



JOB DESCRIPTION

SCOPE OF POST

The Producer will be responsible for producing and delivering Candoco's live and digital programmes and events, touring and any associated wraparound activity with the main focus on the Dan Daw Creative Projects (DDCP) commission. The Producer will report directly to the Head of Programme but will also work closely with the Artistic Directors in the delivery of the new commission. The role will include building strategic venue and festival partnerships to maximise income through touring and supporting the company to deliver against our Arts Council England (ACE) remit to increase reach and develop audiences for our work across the UK and internationally.

KEY AREAS OF RESPONSIBILITY

Commissions and Projects

- Oversee the creation process and delivery of the DDCP commission (including budgeting, creative team liaison, contracting, scheduling, ensuring a smooth & successful creation and evaluation process) in collaboration with the Head of Programme.
- Act as producer on further special projects, creative residencies and collaborations as directed by the Head of Programme, as needed.
- Secure and manage rehearsal studio bookings for the company's work and projects.
- To liaise and work with the Access Coordinator and Support Worker on arranging Company, Participant and Audience access provisions when in studio, at events, on tour and at performances (including booking sign language interpreters for post-show talks/ workshops, timely delivery of information and resources for audio-describers, transcribing information as needed, etc.).
- Generate and issue the company's weekly (rehearsal, touring and special projects) schedules with input from the Artistic Directors Production Manager and Rehearsal Director and other team members as required, for sign-off and circulation to the Company Dancers.
- Draft, issue and track project, production and touring contracts (including freelance engagements and all touring agreements) with support from the Head of Programme

- Support the Artistic Directors and Head of Programme in identifying and developing appropriate partnership opportunities for artistic projects, as well as relationships with creative collaborators.
- Maintain the company's Programme Diary ensuring that information is always up-to-date and sufficient for planning and data reporting purposes.

Touring

- Support the Head of Programme in booking UK and international performances, residencies and tours, and oversee the logistical management of these bookings.
- Actively seek UK and International touring opportunities including researching and approaching prospective venues and festivals for tour bookings.
- Liaise with the Production Manager for all technical requirements for the company's touring programme.
- Collaborate with promoters on the company's logistics and access requirements for touring and to ensure accessibility requirements for transport, transfers, accommodation and at the venue are in place, and that venue Access Audits are completed in a timely manner, supported by the Access Coordinator as necessary.
- Manage all associated touring administration (including booking and coordinating all travel, accommodation, distribution of information, per diem requests, etc.), ensuring access needs are met throughout.
- Travel with the company when relevant to act as Tour Manager and represent Candoco's interests with promoters and partners.
- Be the first point of contact for the Rehearsal Director, Support Worker and Production Manager in the run up to an event and when the company is on tour.
- Coordinate all touring visas for company dancers and touring crew as well as certificates of sponsorship for incoming collaborators and creative teams working in the UK, supported by the General Manager and Head of Programme.
- Work with the Learning Team to support the design and delivery of wraparound, participation and learning activities including post-show talks and workshops.
- Manage PPL and PRS requirements, royalties and licensing negotiations with the support of the Head of Programme.
- Maintain and update all Promoter Promotional Packs, Master Promoters database and lead on promoting the company's work at trade fairs, as well as through regular promoter mail-outs as agreed with the Head of Programme.

Finance and Evaluation

- Work with the Head of Programme and Head of Finance on commissioning budgets and managing areas of agreed creation spend.
- To forecast and monitor costs in consultation with the Head of Programme and Head of Finance for Candoco's touring schedule across the financial year, while ensuring income and activity targets for touring are met.
- To monitor costs for reimbursement from UK and international venues and festivals for all performances and projects.
- Support the Head of Programme and Executive Director in the evaluation of touring and creative projects, for ACE reporting, budget analysis and any required funding reports.

Marketing and Communications

- Work closely with the Communications Manager on the delivery of project communication and marketing plans for both local events and all touring activity.
- Support the Communications Manager to identify opportunities to create digital and social media content.
- Work with touring venues to coordinate necessary reporting data for audience development plans and ACE requirements, as required by the Communications Manager.

Day of Dance 2024. Photo by Roswitha Chesher.





PERSON SPECIFICATION

SKILLS KNOWLEDGE AND EXPERIENCE

Essential Skills and Attributes

- Proven track record in producing successful projects and productions, from development and implementation to evaluation.
- Considerable knowledge of the performing arts sector in the UK and internationally.
- Experience of tour producing and delivery in the UK and internationally.
- Experience of supporting and nurturing artists and creative teams in the development of new work.
- Experience of negotiating and agreeing contracts with artists, suppliers, collaborators and a range of partners, coupled with demonstrable confidence in leading negotiations.
- Proven track record of generating income through the securing of presentation fees/ touring activities/ residencies and partnership initiation.
- Excellent communication skills, and ability to establish rapport and maintain relationships with a wide range of individuals and organisations.
- A commitment to the principles of inclusive ways of working and the curiosity and willingness to continue to develop these alongside us.
- Experience of managing and monitoring budgets.
- Commitment to working collaboratively within a small team, including ability to delegate.
- Strong organisational skills: self-motivated; orderly and systematic; able to prioritise own workload; problem solver; able to meet deadlines; detail-oriented.

TERMS AND CONDITIONS

- Contract type:** This is a full-time (37.5 hrs/wk), fixed-term post until December 2025 with a possibility to extend. Overtime is not paid, but Time Off In Lieu (TOIL) can be taken by agreement. Tax and national insurance will be deducted from the post holder's salary at source.
- Annual salary:** £33,000 - £35,700 per annum.
- Pension:** Candoco makes a 5% employer's contribution into a Qualifying Pension Workplace Scheme whilst Employees make a balancing payment of up to 3% (at present). Employees are able to opt out of this additional payment, or to increase their personal contributions, should they wish.
- Working locations and pattern:** The post holder will work primarily from the company base at Mountview, Peckham Hill Street, London, SE15 5JT, with some remote working negotiable. This role requires national and international travel, as well as occasional weekend and evening work.
- Annual leave:** 25 days plus public holidays (over a 12 month period).

HOW TO APPLY

To apply, please complete our [Producer 2024 Application Form](#).
On submitting your application, please also confirm completion of our [Equal Opportunities Monitoring Form](#).

The deadline for applications is 10am, Tuesday 17 September 2024.

We will inform shortlisted applicants by the end of Friday 20 September and hold interviews in person in London on Friday 27 September 2024.

If you have any questions about the role, please contact the office on 0207 704 6845 or email jobs@candoco.co.uk.

Thank you again for your interest in joining Candoco!

'Last Shelter' by Jeanine Durning, 2022. Photo by Waleed Shah.
Photo by Camilla Greenwell



Candoco Dance Company is a company and charity registered in England and Wales.
Company No. 2837146. Charity No. 1040524

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