



Job Vacancy: Producer

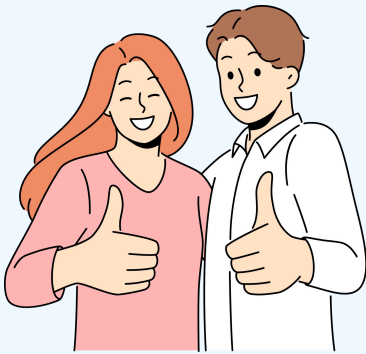
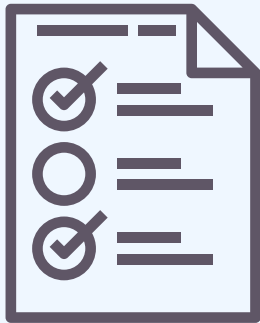
- Full-time
- Fixed-term contract to December 2025 with the possibility to extend
- £ 33,000 - £35,700 per annum, depending on experience

Candoco Dance Company is a world-leading dance company of disabled and non-disabled dancers. We celebrate different ways of making art.

In Autumn 2024 we are creating a new work with Dan Daw Creative Projects.

Choreographed by Dan Daw, co-directed with Stef O'Driscoll.

The work will premiere in 2025. We are excited about working with a former Candoco company dancer, honouring both our new Company vision as well as our rich history.



Candoco is made by the people we work with. We want to work with people with different experiences, skills and stories.

The person specification in this job description will give you an overview of what we need, but do not worry if there are some areas you do not have as much experience in.

The most important thing we need to know is how you want to make a positive change in our team and help in our journey to continue increasing the view of what dance is and who can do it.

Candoco is an equal opportunities employer. This means we welcome applications from all areas of the community. We encourage D/deaf, disabled and neurodivergent people to apply, as well as anyone who has experienced discrimination throughout their life.

We look forward to receiving your application,
The Candoco Team

Job Description: Producer

Reports to:

Head of Programme

Key working relationships:

- Artistic Directors
- Production Manager
- Rehearsal Director
- Head of Finance
- Dancers
- Access Coordinator



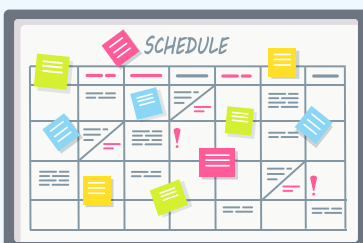
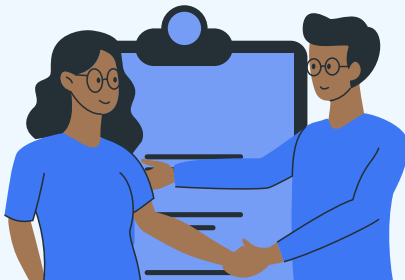
Overview of the role:

The Producer is responsible for organising Candoco's live and digital work. They plan national and international events and tours, and will focus mainly on the new work being made with Dan Daw Creative Projects (DDCP).

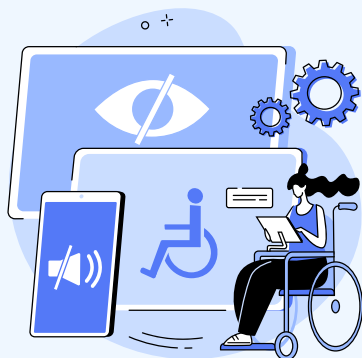
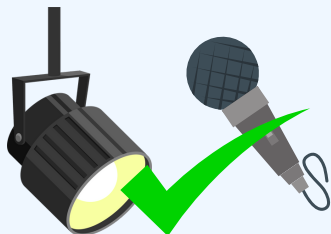
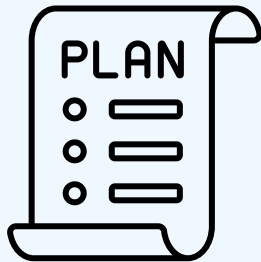
The Producer will build strong relationships with venues and festivals, making sure that Candoco reaches its income and reporting targets.

Key areas of responsibility:

Commissions and Projects



- Planning and organising. Includes managing budgets, team communication, writing contracts, writing weekly rehearsal and touring schedules, ensuring all processes run smoothly.
- Act as producer on other projects as directed by the Head of Programme, as needed.
- Book rehearsal studios.
- Ensure access provisions are in place for all events (including booking sign language interpreters for post-show talks and workshops, timely delivery of resources for audio-describers, transcribing information as needed, etc.).
- Support the Artistic and Programme teams to find artistic opportunities and build relationships with collaborators.
- Maintain the company's Programme Diary with clear and relevant information.



Touring

- Support the Head of Programme to book UK and international performances, residencies and tours.
- Manage the planning and details for all bookings (booking travel, accommodation, per diems, information is shared).
- Research and contact UK and international touring opportunities.
- Work with the Production Manager to ensure all technical requirements are covered.
- Work with promoters to make sure the company's access requirements are met whilst touring, and that venue access audits are completed.
- Travel with the company on tour, act as Tour Manager and represent Candoco.

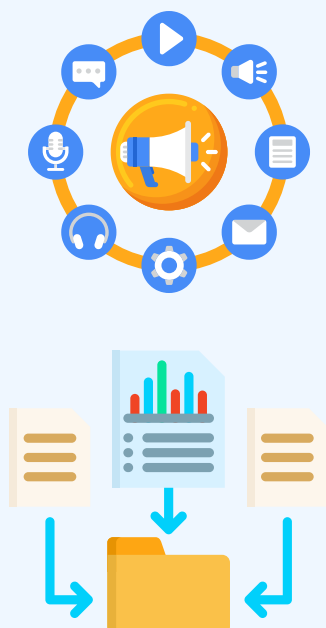


- Be the first point of contact before and on events and tours.
- Organise visas for the touring group and certificates of sponsorship for collaborators coming to work in the UK.
- Work with our Learning team to support and deliver learning activities including post show-talks and workshops.
- Manage PPL and PRS requirements, royalties and licensing negotiations.
- Update Promoter Promotional Packs, Promoters database and lead on promoting the company's work.



Finance and Evaluation

- Work on commissioning budgets and manage agreed creation spending.
- Forecast and monitor costs for Candoco's touring schedule and make sure touring income and activity targets are met.
- Monitor reimbursement costs from UK and international partners.
- Support touring and creative projects evaluations for ACE reporting, budget analysis and funding reports.

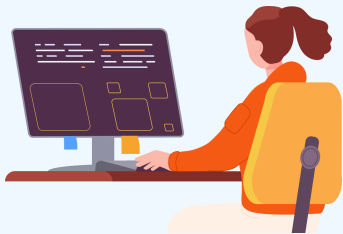
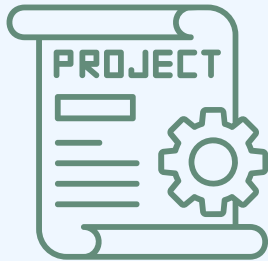


Marketing and Communications

- Support marketing plans for local events and touring activity. Identifying opportunities to create digital content.
- Work with touring venues to gather reporting data for audience development plans and ACE requirements.

Person Specification:

Essential Skills and Attributes



- Evidence of producing successful projects and productions, from creation to evaluation.
- Good 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 artists and creative teams in the development of new work.
- Experience of negotiating and agreeing contracts with artists, suppliers, and a range of partners.
- Experience of generating income through the securing of presentation fees, touring activities, residencies and partnerships.



- Excellent communication skills, and ability to establish rapport and maintain relationships with a wide range of individuals and organisations.
- A commitment to inclusive ways of working and developing these with the company.
- Experience of managing and monitoring budgets.
- Commitment to working collaboratively within a small team.
- Strong organisational skills: self-motivated; orderly; 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 hours per week), 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.

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, or to increase their personal contributions.

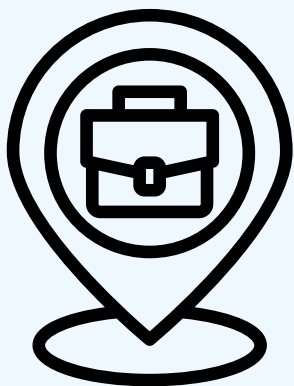
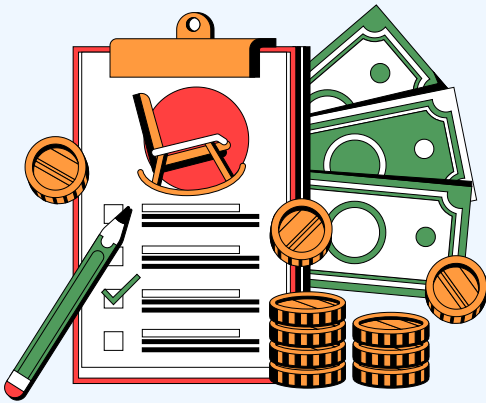
Working Location and Pattern

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, occasional weekend and evening work.

Annual leave

25 days plus public holidays (over a 12 month period).





How to Apply:

To apply, please complete the [online google 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 2024.

We will 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!