

tiata fahodzi

The UK's leading British African heritage theatre company

EXECUTIVE PRODUCER

RECRUITMENT PACK

MAY 2024



tiata fahodzi

Welcome!

We are looking for an Executive Producer to join us full-time as we embark on the next chapter of tiata fahodzi's incredible legacy as a touring theatre company. The company is at an exciting moment of growth, with a number of new opportunities and projects in their early phases, and a new strategy for development over the next three years currently being created. This is against the backdrop of an uplift in Arts Council England funding in the current NPO round, putting the company in a position of real strength and stability. Of course, growth brings with it greater complexity and demand on the team, and we're looking for a brilliant Executive Producer to support the Artistic Director/CEO in steering us through this phase and into the future.

The Executive Producer role offers an opportunity to play an important part in the future of the company and would suit an experienced, capable and enthusiastic theatre professional. You will have a strong background in senior-level producing in theatre and/or other performing arts, an entrepreneurial approach, and a track record of negotiating and stewarding stakeholder relationships. The role would suit someone looking to develop their career as a leader within the theatre sector, and offers the chance to build experience as the sophistication and ambition of the programme grows in the coming years.

The deadline to apply for this role is 3 June. First round interviews will take place 18 June and second round interviews will take place 25 June.

Further details on how to apply are included below.

This pack includes:

- An invitation to apply
- Information about tiata fahodzi including our vision, mission, values, and programme of work
- Person specification and job description detailing the key responsibilities and attributes of the Executive Producer
- Organisation chart
- How to apply

Best wishes, the tiata fahodzi team

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An invitation to apply from Chinonyerem Odimba, Artistic Director and CEO



Over the three years that I have been AD & CEO, tiata fahodzi has gone through immense transformation in how we do things. This has been about being inspiring, visionary, brave and creative. We have started the work of deepening and embedding our work in Watford where we are based and have made our intentions to grow new generations of creative leaders clear through our projects.

We are a small hardworking team that believe our work does and should have social impact. We are in a period of expansion and future thinking, and we would love you to be a part of that!

As you will be aware, the sector has faced many challenges over recent years – from the impact of the pandemic to the rising costs of producing work, often in the face of standstill or reduced income. In this context, tiata fahodzi’s growing ambition and output stands out. Following a successful application to Arts Council England’s 2023-27 portfolio, including an uplift of funding, and having been able to produce 2 brilliant shows and tours ‘Black Love’ and ‘cheeky little brown’, we are looking ahead with excitement and renewed vision of what tiata fahodzi can bring to British theatre, British African artists, and creative freelancers.

We are looking for an experienced Executive Producer who is just as excited about what the future might look like for a company like tiata fahodzi. We want someone who understand the nuances of working for a company like ours in contemporary Britain. Who is passionate about justice, equality, diversity and inclusion in the theatre ecology. A confident senior producer who is as ambitious as we are about what we can achieve. We want to find that special person who can bring their uniqueness, experience, and joy to the team.

I am delighted you are interested in this role, and we look forward to hearing from you.

Chinonyerem Odimba

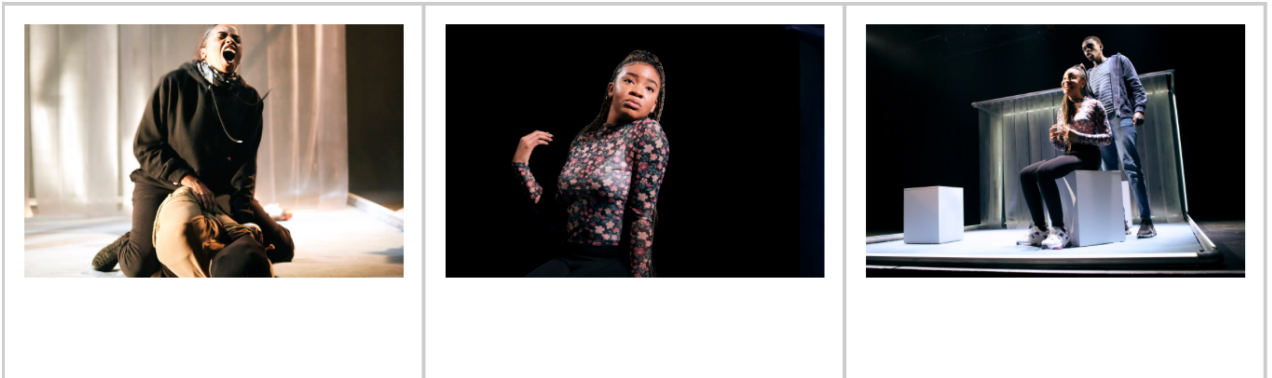
About tiata fahodzi

Founded in 1997, tiata fahodzi is the UK's leading British African heritage contemporary theatre company. We produce theatre that is fearless, for a Britain of today, rich with languages, races, cultures, and identities. We make theatre that looks around and looks forward with a mission to tell contemporary stories in modern and innovative ways, celebrating characters and audiences defined not by their diversity, but by their humanity. Our mission is driven by our values as an inclusive, ambitious, and collaborative company that is British African heritage focussed nationally and internationally.

We believe dialogue between artists, communities and audiences is what makes great work. We nurture talent so future generations have a place in the British theatre ecology. We recognise we're part of a much bigger community, that it's possible for all of us to be creatives, enjoy culture, and fight for the arts.

The company is at an exciting point in its history: we recently celebrated our 25th anniversary, building upon and shining a light on the ways in which tiata fahodzi has contributed so much already to the British theatre landscape. We are also engaging in the ways British African heritage and Black British communities have contributed to its natural landscapes, enabling conversations and stories about climate justice.

We were recently confirmed as an Arts Council England National Portfolio Organisation 2023-27 with a funding uplift.



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Recent, Current and Forthcoming Work

This overview is not comprehensive, but offers a flavour of the kind of work the company loves to develop.

cheeky little brown

cheeky little brown, by the Papatango Prize-winning playwright Nkenna Akunna (*Some of Us Exist in the Future*), is a failed night out, a musical, a show about heartbreak and queerness, taking place on a journey through the city Lady calls home. Directed by tiata fahodzi's artistic director Chinonyerem Odimba, the production features original songs, examining a friendship between two Black women, on diverging paths of self-love and acceptance.

cheeky little brown premiered at Bristol Old Vic in October 2023 to glowing reviews, before touring to three further regional venues. It was remounted in Spring 2024 at Stratford East, where it was filmed in partnership with Bristol Old Vic and The Space, and will be streamed in Autumn 2024.

Black Love

Coproduced with KILN Theatre and Paines Plough, *Black Love* is an explosion of form-busting storytelling, investigating the black experience through music, real life stories and imagine worlds. The musical received a five-star, critically acclaimed national tour and a run at Kiln Theatre (2022). Book, Lyrics and Direction by Chinonyerem Odimba, who received a Writers' Guild Award for Best Musical Bookwriting.

Triple Bill

Triple Bill presents three brand new 30 minute plays from some of the most exciting voices in British theatre today, touring them around the country including to unconventional spaces and surprising stages. The first iteration, in October 2022, *Talking About A Revolution*, featured new plays by Diana Atuona, babirye bukilwa and Malaika Kegode.

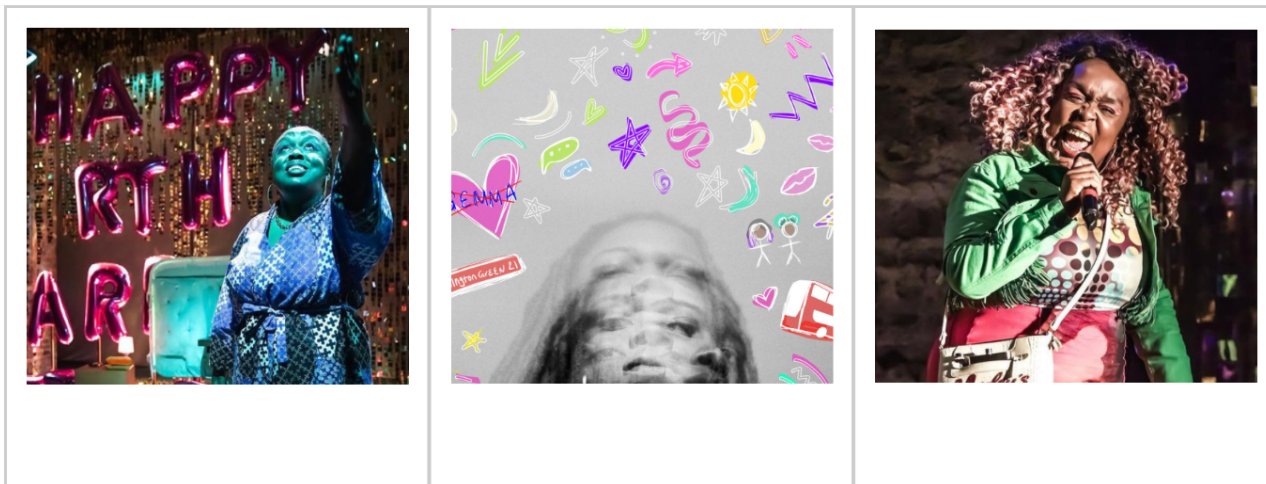
A new triple bill of plays has been commissioned to be presented in 2024/25.

PLAYLAB

PLAYLAB is an annual initiative supporting and funding the work of six British African heritage artists and creative associates for one year. The first cohort in 23/24 included Esther Ajayi, Monique Touko, Yomi Sode, Gillian Burke, Oladipo Agboluaje and Zodwa Nyoni. Thanks to funding from the Esmee Fairbairn Foundation, this project will be growing in 24/25 and onwards, as part of our ambition to be an engine room for British African heritage and Black British playwrights, upscaling the ambition and opportunity for this work nationally.

Black Earth: Resistance, Anti-Racism and the Environment

A research project encompassing workshops, nature walks, artist commissions and a Green Care Package for members of the local communities in Watford and the South East, and the Bristol and Bath regions. This project explored the mental health impacts specific to Black British, African heritage and other Global Majority people as well as how creative resistance can play a part in how we respond. Original workshops took place in 2022, leading to the development of the afrofuturists apothecary and the Green Care Package. There are plans to reanimate this strand of activity as part of our 'Compound Conversations'.



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What you will be doing

As we embark on the next chapter of our incredible legacy as a touring theatre company, our new Executive Producer will be excited about our future and share our commitment to making theatre more equal, diverse and inclusive.

You'll help to ensure we continue to serve our communities and audiences and build on our rich legacy through touring new productions and developing talent. Working closely with the CEO/AD and guided by their vision for the work, the Executive Producer will play a key role in strategic and business planning and be the main contact for many stakeholder, board and funding relationships, working in partnership with organisations and people across sectors.

The Executive Producer will be proactive and strategic, responsible for ensuring the producing process happens on time and within budget. Responsibilities include developing, line managing and producing productions from initial development and research through to realisation, preparing and being responsible for complex project budgets as well as leading on UK touring and relationships with co-commissioners, venues, and key stakeholders. The Executive Producer will lead on the recruitment of creative and production personnel and manage the production teams and lead on marketing, press and communications for all productions, managing freelancers to deliver these areas.

Your role will be vital in ensuring tiata fahodzi operates a sustainable, future-facing business model. With the AD/CEO, you will be responsible for ensuring the financial viability of the company, proactively pursuing funding and developing new income streams. You will be the key contact for the board, and ensure good governance by supporting trustees with everything they need to ensure the charity meets its legal obligations and delivers its charitable purpose. You will maintain an oversight of tiata fahodzi's operations, line-managing the General Manager to ensure that the company operates effectively. With an energetic and positive spirit, you will ensure tiata fahodzi offers employees a dynamic, proactive and supportive working culture.

Person Specification

We are looking for an experienced, confident, capable, and enthusiastic arts professional. You will have a background in senior level producing at various scales in theatre and/or other performing arts and a track record of negotiating and stewarding stakeholder relationships. As a confident networker and advocate, you will be invested in and committed to our vision, mission, and values.

Essential Attributes

- Minimum 3 years' experience as a senior producer in the performing arts
- Understanding of theatre and the wider arts & culture ecology
- Experience of a senior position in a small arts organisation, touring theatre or similar
- Experience of business planning, strategy and implementation
- Experience of contract negotiation and drafting
- Experience of leading and inspiring a team

- Strong organisational skills, including working on multiple projects at the same time and managing goals and deadlines
- Knowledge and experience of HR
- Knowledge and experience of fundraising across Trusts and foundation
- Understanding of ACE 'Let's Create' strategy, ACE Investment Principles and how this applies to the work we do
- Proven track record of financial literacy and creating and delivering production budgets
- Excellent interpersonal skills and ability to advocate
- Experience of managing key stakeholder relationships
- Equality, diversity & inclusion as a core practice & ethos
- Demonstrable commitment to sustainability and environmental responsibility
- Knowledge of and passion for theatre

Desirable Attributes

- Producing experience in a theatre company touring in England
- First-hand experience of some of the challenges faced by the artists, audiences, and communities we serve
- Experience of embedding strategy for Equality, Diversity, and Inclusion
- Experiencing of implementing environmental policy
- Production management experience
- Experience working in a digital context
- Experience of marketing and communications
- Experience working in a community or education context
- Experience of working with an Arts Council England NPO
- Experience of reporting to a board
- Experience acting as an ambassador or public face for an organization

Essential qualities

- Collaborative and proactive approach
- Ability to work independently and manage your time and responsibilities while working remotely
- Effective negotiator
- All-round team-worker; leading, following, and supporting
- Positive attitude and approachable
- Passionate about Equality, Diversity, Inclusion, and how we can practice our values across every part of our organisation

Job Description

Reporting to: Artistic Director/CEO

Responsible for: General Manager, Marketing & Digital Officer, Development Manager and freelance Producers

Contract: Permanent

Hours: Full-time (37.5 hours)

Full-time – 37.5 hours per week Monday to Friday. We are open to flexible work requests, please feel free to contact us about the flexibility you may need.

Some evening and irregular work hours and travel outside of office base may be required during production processes, for which TOIL at appropriate time will be given.

Flexible working: There is flexibility for the post to be a hybrid model of office and remote working, however a minimum of two days is required in the office for staff and stakeholder meetings. Currently these days are Tuesday and Wednesday, but this can be discussed.

Salary : £42,000 - 44,000 full time

Benefits:

- 22 days' holiday + 8 public holidays (pro-rated as applicable)
- Pension Contribution
- Employee Assistance Program through Health Assured Including 24/7 counselling and support phone line

Office : tiata fahodzi is based in Watford Central Library, Hempstead Road, Watford, WD17 3EU.

Key responsibilities

Organisational

- Support the Artistic Director/CEO in creating and implementing effective strategic plans for the company to achieve its artistic ambition and organisational mission
- Act as an ambassador for tiata fahodzi when required
- Deputising for the Artistic Director/CEO where necessary
- Lead on creating key policy documents, ensuring these are well understood by the whole team and implemented effectively
- Maintain and develop relationships with sector networks, including peers, sector support bodies, educational and community organisations
- Have overall responsibility for all matters to do with Health and Safety

Governance

- Manage tiata fahodzi's relationship with the board, developing strong working relationships with trustees

- Be responsible for onboarding trustees
- With support from the General Manager, organise board meetings and provide relevant reporting, ensuring trustees receive all relevant papers in a timely manner
- Act as Company Secretary
- Create effective evaluation metrics for the company's work, and with the General Manager ensure these are embedded in the company's thinking, with impact appropriately monitored and evaluated
- Maintain an awareness of charity law, ensuring that tiata fahodzi is fully compliant and meets all of its obligations
- Ensure statutory accounts are submitted to the Charity Commission and Companies House in a timely fashion
- Ensure all other statutory requirements are fulfilled
- Be a key contact for Arts Council England, and ensure that tiata fahodzi is meeting all reporting requirements

Producing

- Deliver all tiata fahodzi projects and productions; where necessary managing freelance Producers to line-produce
- Support the Artistic Director/CEO in identifying relevant projects and productions for the company to develop
- Identify co-producers, partners and venues to support the development of the company's work
- Take the lead on booking tour dates
- Be the key contact for co-producers and partners for the duration of the project/production
- Ensure the artistic vision is delivered on time and on budget
- Create project and production budgets in consultation with the Artistic Director/CEO
- Manage and reconcile all budgets, ensuring productions are fully realised creatively and delivered within budget
- Create rehearsal schedules in consultation with Directors, consolidating creative teams' availabilities
- Draft and issue production contracts: venue, creatives, cast, stage management
- Negotiate all venue and co-producer deals and contracts
- Work with the Production Manager to draft production schedules
- Attend all Production Meetings and technical rehearsals
- Attend rehearsals as necessary
- Lead on casting and auditions, managing Casting Directors when required
- Lead on all creative and production personnel recruitment
- Manage the production team, including the Production Manager and their delivery of the production budget
- Support the cast, creatives, and stage management as necessary
- Supervise financial settlements

HR

- Line manage the General Manager, Development Manager and Marketing and Digital Manager, offering regular meetings and annual appraisals
- With support from the General Manager, ensure effective workflow for the team
- Chair weekly meetings

- Promote a positive, compassionate and proactive working culture
- Promote a culture of equity, diversity and representation
- Commit to ongoing professional development through relevant training (supported by the company)
- Manage the General Manager in creating and implementing effective recruitment strategies

Press & Marketing

- Create and implement production specific marketing campaigns
- Create, compile, and deliver production press releases
- Create and implement audience development campaigns
- Line-manage marketing agency Break Comms to create and deliver social media campaigns for productions
- Work with external designers, photographers, film makers, distributors, and other service providers to develop, create and distribute effective marketing materials

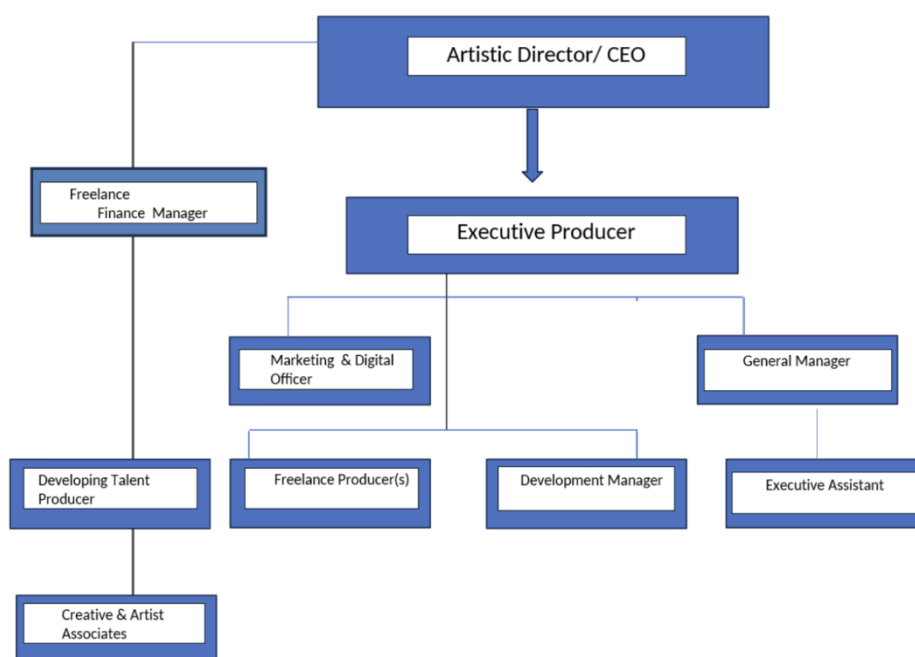
Fundraising

- With the development manager, create a fundraising strategy and case for support for the company, including setting ambitious but realistic targets
- Develop relationships with funders and ensure they are kept informed about the company's work
- Lead on the development of key core and strategic grant applications
- Ensure reporting to funders and stakeholders is robust and timely
- With the development manager, create and implement an individual giving strategy

Finance

- Plan and agree annual budgets with the AD/CEO guided by an understanding of their vision for the company's artistic work and ambitions
- With the AD/CEO, manage the financial stability of the company, balancing expenditure with income from touring, fundraising and other sources
- Work with the Finance Manager and the General Manager to ensure effective financial administration of the company, and that financial systems are fit for purpose
- Work with the Finance Manager to oversee the production of management accounts, ensuring these are an accurate and reliable reflection of the company's financial position
- With the Finance Manager, manage the cashflow to ensure the company is able to meet its financial commitments
- Work with the Finance Manager and the accountant to ensure accurate statutory accounts are produced and presented to the board in a timely manner
- Lead on royalty statements
- Lead on box office settlements
- Manage and authorise all payments and invoices relating to productions

Staff structure



How to apply

We are keen to hear from a range of candidates from all backgrounds with diverse ideas and interests. We will always want different perspectives, experiences, and knowledge to help shape tiata fahodzi's future. If you would like to receive this recruitment pack in a different format, please contact admin@tiatafahodzi.com

We'd love for you to make an application in a way that feels best for you. We have outlined some ways we would like to hear from you below. If you would like to suggest an alternative, please contact us to talk about approaching this in a different way.

In your application, please outline how you meet the attributes in the person specification, using examples from your professional experience to date.

Everyone will be considered equally regardless of how they choose to apply. If you would like an informal conversation about the role prior to application, please contact Amber Massie-Blomfield <mailto:amber@tiatafahodzi.com>.

The deadline to apply for this role is 3 June. First round interviews will take place 18 June and second round interviews will take place 25 June.

No agencies please. Previous candidates need not apply.

Suggested ways to apply

- **a cover letter** — (via email) that is no longer than 1,000 words.
- **a video** — that is no longer than five minutes (.mov, .mp4 accepted).

Please also include your CV (max. two pages) with the names and contact details for two referees.

In your cover letter, please tell us how you heard about the job.

However you choose to apply, we ask that you complete an equal opportunities form, [Culture Counts - equal opportunities form](#) and inform us that you have completed it upon application.

We will discuss access requirements relating to interview questions and format with all shortlisted candidates.

Send your application by email, with *Application for Executive Producer* in the subject line, to: admin@tiatafahodzi.com

tiata fahodzi is an Arts Council England National Portfolio Organisation



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