



# The Paper Birds

**Executive Producer**

**Maternity Cover**

**Application Pack**





## The Paper Birds are looking for an Executive Producer (maternity cover)

**Role:** Executive Producer (maternity cover)

**Responsible to:** Co-Directors

**Contract:** 22.5 hours – 3 days per week (freelance)

**Based at:** Remote working

**Line Manage:** Marketing Manager, Producer, Finance Manager

**Timeframe:** 9 months – 12 months contract from March 2023 onwards

**Fee:** £200 - £250 p day depending on experience, plus expenses





## Summary

The Executive Producer is a key member of The Paper Birds' Exec Team, working closely with the Co-Directors to achieve the company's vision and mission of engaging, championing, and celebrating young people - their voices, their views and their individuality. This role provides the backbone of the company from which the artistic and participation programmes can grow and flourish.

This part-time freelance role would suit an experienced and highly motivated Producer, with a minimum of 10 years' experience, who has strong tour producing and tour booking experience, connections and knowledge, a strategic mind, is an excellent communicator and has a successful fundraising track record.

You would be joining The Paper Birds at a hugely exciting time, with plenty of opportunity to bring your own unique approach and flair to the role, as we embark on our new National Portfolio Organisation status and programme of work from April 2023.

You will be lead producing the company's brand-new show 'Feel Me', opening in June 2023, which we also plan to tour internationally, as well as driving forward the company's ambition to create a future mid-scale show for the first time. Our Executive Producer (maternity cover) will take a lead on the management of the company's NPO programme, including our strategic approach to Arts Council England's Let's Create Strategy.





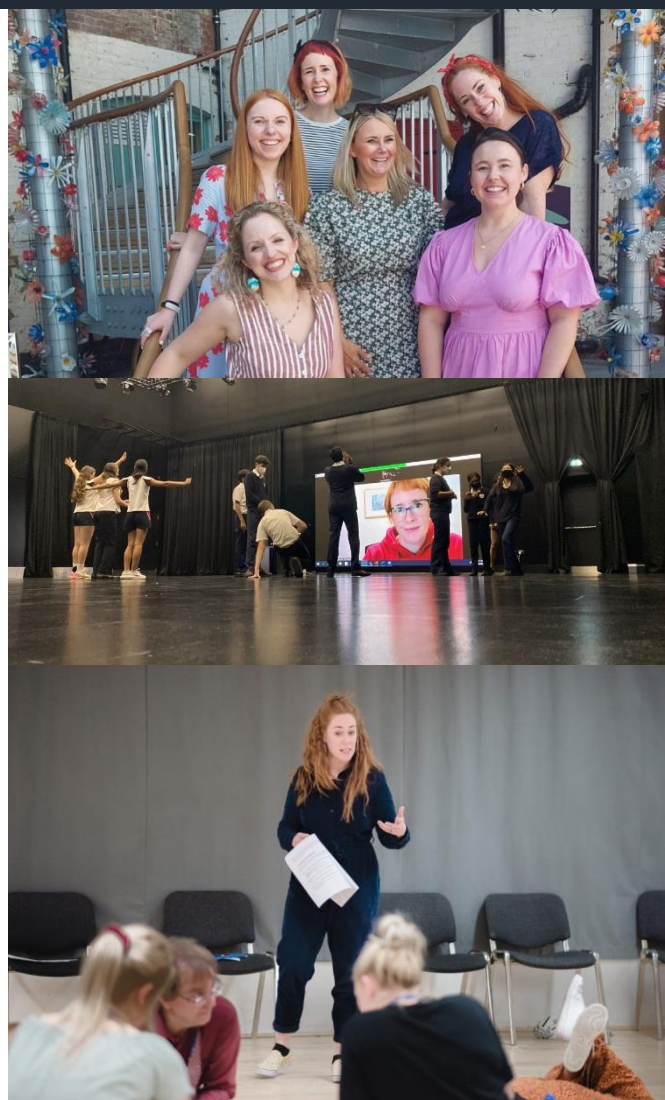


## About The Paper Birds

The Paper Birds is a devising theatre company who has been making work with and for communities since 2003. We believe wholeheartedly that the arts change lives and makes society a better place to be. We make theatre using themes that feel important in the here and now, and believe that process is as significant and empowering as product. Our mission is to be quiet rebels, amplifying the voices of everyday people.

We are known for our use of verbatim and for bringing multiple, diverse voices to the fore. We strive to encourage change one encounter at a time. We want people's lives to be improved by the arts and encourage agency through the workshops, performances, and conversations that we lead.

We spend time in communities, listening to personal experiences and using the words of the people we meet to form the backbone of our shows. Recognised as UK leaders in devised verbatim theatre, we exist to create participatory theatre for social change.



*"The Paper Birds are making a valuable contribution to the debate on where theatre should be going..."* \*\*\*\* Reviews Hub on previous show 'Ask Me Anything'

*"Never have I ever experienced something that has hit me to the core of my very being. I was completely captivated!"* Audience Member on previous show 'Mobile'

*"It meant a whole lot at a time when professionally, we felt quite lost & empty...your work is spreading ripples of hope & light across the country...your ideas are inspiring young theatre makers (& middle-aged ones too!)."* Teacher Attendee on our CPD course

You can read more on The Paper Birds, including a little film about what we do, [here](#).

And hear our latest news [here](#).

And find out more about new show 'Feel Me' [here](#).



## Objectives and Responsibilities

1. To contribute to and coordinate the successful creation and delivery of the Strategic Development and Activity Plan.
2. To lead the fundraising and development approach and activity.
3. To develop and manage partner relationships.
4. To lead produce the work made by The Paper Birds.
5. To manage the finances, contracts and staff relations.
6. To lead on the good governance of the charity.

## Duties

1. To contribute to and oversee the successful creation and delivery of the Strategic Development and Activity Plan.
  - a) Shape, with the Co-Directors, the work of The Paper Birds, leading on the creation and updating of the Business Plan.
  - b) Ensure a strategic approach across all elements of The Paper Birds' programme.
  - c) Support the Co-Directors in the creation and delivery of new projects.
  - d) Take an overview of audience development for the company.
2. To lead the fundraising, development approach and strategy.
  - a) Take a lead on NPO management and coordination, being the first point of contact for the company's Arts Council England Relationship Manager.
  - b) Lead on the company's strategic approach to Arts Council England's Let's Create Strategy.
  - c) Take an overview of all 3 Arts Council 'Outcomes' and in particular the 'Quality' and 'Inclusivity' Investment Principles within the Let's Create Strategy.
  - d) Ensure a coordinated approach to funders.
  - e) Lead and coordinate applications as well as final reports to funders.
  - f) Manage a coordinated approach to earned income across the company.
  - g) Take an overview of PB's individual giving strategy.
3. To develop and manage partner relationships.
  - a) Take a lead on nurturing and maintaining Associate relationships.
  - b) Identify and build commissioning and co-producing relationships.
  - c) Build long-term presenting relationships for The Paper Birds' shows.
4. To lead produce the work made by The Paper Birds.
  - a) Work with the Co-Directors to recruit creative and technical teams.
  - b) Contract and manage creative and technical teams.
  - c) Co-ordinate and liaise with the team to ensure project schedules are maintained and adhered to.
  - d) Lead on tour booking and take an overview of tour management for The Paper Birds' touring shows.



## Duties (continued)

5. To manage budgets, contracts, and staff relations.
  - a) Take overall responsibility for The Paper Birds' budget and financial reporting.
  - b) Contract staff and ensure the HR policies are maintained and followed.
  - c) Ensure regular staff meetings are held and internal communications are maintained.
  - d) Take an overview of core staff training and professional development.
  
6. To lead on the good governance of the charity.
  - a) Take a lead on Board training and development
  - b) Set, with the Co-Directors, the strategic focus of Board meetings, Away Days and Board Sub-Committees in line with company objectives and priorities.
  - c) Take an overview on reporting to the Board to ensure effective communication.
  - d) Lead on the development of a Youth Advisory Group/Strategy.

## Person Specification

### Essential

- A passion for theatre and the arts
- An affinity with The Paper Birds' vision, mission, work and practice
- A minimum of 10 years professional producing experience
- Experience of producing theatre
- Experience leading a touring theatre company
- A strong working knowledge of the arts sector
- Skilled at developing and implementing Business, Fundraising and Audience Development Plans
- A successful fundraiser with a proven track record of securing funding from statutory funders and Trusts/Foundations
- High level of budgeting and financial management skills
- Excellent written and verbal communication skills
- Excellent interpersonal and team-working skills
- Persuasive communicator with a network of industry contacts
- Extensive experience of dealing with contracts and negotiations
- UK tour booking experience
- Aware of charitable and registered company compliance procedures
- Confident team leader and line manager
- Excellent administrative and organisational skills
- Accuracy and excellent attention to detail
- Ability to manage multiple priorities and work to deadlines
- Friendly, efficient, and helpful attitude
- Highly organised and self-motivating
- Committed to diversity and equality
- Committed to empathy in your approach and working practices
- Willing to travel nationwide to work at times



## Person Specification (continued)

### Desirable

- Experience of leading an Arts Council NPO
- Experience of producing work with and for young people aged 13-25
- International tour booking experience
- Mid-scale tour booking experience
- Mentoring experience
- Experienced at working with a Board of Trustees
- South East region based
- Experience of developing successful individual giving schemes

## Access and Inclusion

We are particularly keen to hear from applicants from communities that are underrepresented in the cultural workforce, particularly when considering disability, class and ethnicity, and people whose lived experience reflects the communities we whom we work.

We guarantee to interview any disabled applicant who meets the minimum criteria for the post. If you feel this applies to you, **please make this clear in your cover letter**. You do not need to provide details of your disability. If you have any questions about Access please email [katie@thepaperbirds.com](mailto:katie@thepaperbirds.com).

Should your application be successful, as part of our commitment to making our working environment as accessible and supportive as we can, we will invite you to create an Access Statement as part of our Access and Wellbeing Rider, to use as a basis to explore reasonable adjustments and flexible arrangements, if this is relevant to you.



## Sustainability

We are committed to Environmental Sustainability, and this is reflected in the creatively in our work we make with young people and operationally as we reduce our carbon and waste footprint wherever possible.





## To Apply

Please submit your CV, alongside cover letter (no more than 2 sides of A4), which clearly demonstrates how you meet the Person Specification. You are also welcome to submit a video or audio recording in place of a cover letter. Please ensure these files are no longer than 5 minutes.

Please also complete our anonymous Equality, Diversity and Inclusion Monitoring form, found via [this link](#). Please select 'I am applying for a role with The Paper Birds'.

If you have any questions about the role, please do not hesitate to contact our Executive Producer Charlotte to arrange an informal chat via [charlotte@thepaperbirds.com](mailto:charlotte@thepaperbirds.com).

Please email your application to our Producer Katie by midnight on **4<sup>th</sup> January 2023** [katie@thepaperbirds.com](mailto:katie@thepaperbirds.com), with the subject header 'Exec Producer Application'.

## Key Dates

Interviews will be held via Zoom between 9<sup>th</sup> and 13<sup>th</sup> January.

You must be available for a handover period with our existing Executive Producer from early February 2023 absolute latest (days to be mutually agreed) and available to start the role from end of February/early March.

Thank-you for your interest in The Paper Birds! We're really looking forward to hearing from you.