



Fishamble: The New Play Company

Producer – Job description and terms.

JOB TITLE: Producer

CONTRACT: Full time position (Would consider applicants seeking a flexible week)
2-Year contract

SALARY: €40,000 – €43,000 per annum, pro rata, commensurate with experience.

APPLY BY: 9am (Irish time), Monday 10 July 2023

BACKGROUND:

Fishamble is an Irish theatre company that discovers, develops, and produces new plays of national importance with a global reach. It has toured its productions to audiences throughout Ireland, and to 19 other countries.

It champions the role of the playwright, typically supporting over 50% of the writers of all new plays produced on the island of Ireland each year.

It works collaboratively with networks of artists, communities, and organisations, to achieve the maximum possible life for its plays. For instance, almost every play Fishamble produces is published. It typically produces over 200 performances annually.

Our vision is a world where vibrant new theatre stands at the centre of a vibrant civic society. Fishamble has received many awards in Ireland and internationally, including an Olivier Award.

THE ROLE:

Fishamble: The New Play Company is currently seeking to recruit a dynamic, experienced, and enthusiastic person to fulfil a full-time (flexible) Producer role, as a member of its core team.

The Producer will work alongside the Artistic Director, Executive Director, and other staff members in a tight-knit, collaborative, and supportive environment. As a core team member, the Producer will contribute to the delivery of Fishamble's Strategic Plan (2022-26) and upholding the company's objectives and mission.

The successful candidate will have the requisite skills and experience to deliver an ambitious artistic programme for 2023 and beyond. Specific focus will be on upcoming major productions in 2023-2025, as well as year-round initiatives.

This is a full-time role of 40 hours per week. Fishamble is happy to consider applicants seeking a flexible week with availability of at least 30 hours, working mainly Monday-Friday. Due to the nature of the role, some weekend and occasional evening work will be required during production periods. The successful candidate will be expected to work primarily in our Dublin City Centre office, however a flexible combination of office-based work and working from home is possible.

JOB DESCRIPTION:

Duties of the role include but are not limited to:

- Working closely with the Artistic Director, Executive Director, and other members of Fishamble staff, along with freelance colleagues, on all aspects of delivering Fishamble's artistic programme, primarily its mainstage and touring productions;
- Overseeing productions across all departments and through the entire production timeline from casting to post-show evaluations;
- Scheduling all productions and tours;
- Managing and, where appropriate, reconciling production budget spend in collaboration with the Executive Director and Production Manager;
- Negotiating contracts for commissions and performance rights, to freelance artists and technicians, and with presenting and co-producing partners;
- Overseeing press and marketing strategies on productions, and working with marketing department to engage graphic designers and specialists as required;
- Attending rehearsals, production meetings, and run-throughs, as required;
- Travelling with touring shows both nationally and internationally, when required;
- Seeking new production partners and opportunities in Ireland and internationally;
- Ensuring the long and healthy further life of each Fishamble production by pursuing all transfer, remount and touring opportunities;
- Representing the company at meetings with key funders and partners, as required;
- Working with the Artistic Director and Executive Director in developing funding strategies and opportunities;
- Contributing to the content of funding applications;
- Playing a key role in delivering long-term company strategy;
- Monitoring and ensuring compliance with Fishamble's stated policies and procedures;
- Promoting excellent working practice and conditions across delivery of artistic programme;
- Promoting public awareness of the Fishamble brand;
- Working with Fishamble colleagues and production personnel to uphold health and safety standards during production, and while in office.

PERSON SPECIFICATION:

The successful candidate will be able to demonstrate strong examples from their past working experience highlighting that they have both the energy and enthusiasm for this role with Fishamble, along with the following key skills and traits:

Knowledge & Experience:

- A minimum of 3 years' experience of producing professional theatre or live performing arts;
- An excellent understanding of Fishamble's history and ethos, and its place within the Irish theatre sector;
- An excellent working knowledge of the theatre production process from commissioning and development, to full production and touring;
- Experience of producing professional theatre on a large scale to the highest level in Ireland and internationally;

- Experience of working with both established and emerging artists across all stages of their careers;
- Experience and understanding of budget planning and management;
- Experience in negotiating production contracts and co-producer agreements;
- Proven experience in setting objectives and managing teams, deadlines, and budgets;
- Contacts within the arts industry in Ireland and abroad;
- Knowledge and understanding of Arts Council funding streams, strategies, and policies.

Skills:

- Ability to think strategically and translate into effective action plans;
- Strong attention to detail, with excellent written and verbal communication skills;
- Excellent IT skills, with a high level of proficiency in MS Office;
- Experience with online platforms such as Salesforce and Mastertour, or similar;
- The ability to multi-task across a busy production schedule, managing priorities, budgets, and timelines;
- Experience of producing tours of Irish work to national and international venues;
- Flexibility for varying working hours when the company is in production and/or on tour;
- The facility to travel with productions, as required.

Personal Attributes:

- Positive, motivated, and committed to the ethos, values, and ambition of Fishamble;
- Ability to multi-task, prioritise competing demands and meet deadlines;
- Approachable, a good communicator who credibly represents their role internally and externally;
- Someone who takes ownership, responsibility, and works well in a small and productive team.

TERMS:

Location: The role is primarily based at Fishamble's office in Dublin 1, with the possibility of working from home by arrangement.

Fishamble is open to discussing other flexible working options.

Duration: This is initially a two-year contract.

Hours: The role of Producer is a full-time role (40 hours per week). Fishamble would consider applicants seeking a flexible week with availability of at least 30 hours, working mainly Monday-Friday. Due to the nature of the role, some weekend and occasional evening work will be required during production periods.

Salary: €40,000 - €43,000 per annum, commensurate with experience.

The successful candidate will be paid through company payroll.

Employees who make contributions to a PRSA will have contributions matched up to 3% for the duration of the contract. Set up of a PRSA will be facilitated for anyone joining the company, as requested.

HOW TO APPLY:

To apply for this role, please email your CV and a cover letter outlining your suitability for the role to vacancies@fishamble.com by **9am (Irish time), Monday 10 July, 2023.**

Please use 'Producer – Your Name' in the subject-line of your email.

ADDITIONAL INFORMATION:

- Interviews for this role will be held at Fishamble's office, 3 Great Denmark Street, Dublin 1 from 17-18 July, 2023.
- Fishamble's office is in a Georgian building which is not wheelchair accessible, and the company has arrangements in place to facilitate meetings and rehearsals with those facing physical access barriers. If you have physical access needs, please advise and an alternative interview location will be arranged, or alternatively, an interview can be held via Zoom.
- It is hoped that the successful candidate will start in the role by early August 2023.
- Fishamble is an equal opportunity employer.
- More information about Fishamble can be found at www.fishamble.com

Fishamble is funded by the Arts Council and Dublin City Council, and its international touring is supported by Culture Ireland.

www.fishamble.com