



Job Pack

PRODUCER

Starting salary: £31,000 per annum
Full Time (37.5 hours per week)
Permanent

Application deadline: 06 SEP 2026
(midnight)



WELCOME

Thanks so much for your interest in Hijinx and in our **Producer** role. We're really glad you're here. This pack gives you a little more insight into who we are, the role itself, and how to apply.

At Hijinx, we're passionate about the work we create and the people we create it with. Over the years, we've built a strong sense of community and a culture that is warm, supportive, ambitious and, importantly, joyful. We believe people do their best work when they feel valued, trusted and able to bring their whole selves to what they do — and we hope you'll feel that spirit throughout this process.

If you'd like to chat anything through before applying, or if there's anything we can do to support you or make the recruitment process more accessible, please get in touch at jobs@hijinx.org.uk.

Thanks again for taking the time to consider joining Hijinx. We're really looking forward to learning more about you, your experience and the ideas, skills and energy you could bring to the next chapter of our work.

E. Wrightbrook

ELLIS WRIGHTBROOK
Executive Producer



OUR VISION

A world where the arts and society are fully inclusive for Learning Disabled and/or Autistic people

OUR MISSION

Pioneer, produce and promote professional and participatory opportunities in the arts and creative industries for LD/A people

ABOUT HIJINX

Hijinx create exhilarating and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved every step of the way in the making and performing of their stories.

Hijinx Academies provide the only professional performance training course in Wales for learning disabled and/or autistic actors and we offer opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training.

Through Hijinx Actors we promote our actors to the wider arts and creative industries, as well as offering employment directly in our award-winning communications training.

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

**WE CREATE CHANGE
BY LIVING AND
BREATHING OUR
ORGANISATIONAL
AIMS...**



**Increase representation
of LD/A on stage and
screen**



**Provide, champion and
facilitate professional
employment for LD/A
creative professionals**



**Build confidence,
happiness, and
independence**



**Increase access to
performance arts for
audiences and
communities in Wales**



**Transform the sector to
work more inclusively**



**“People with disabilities are there
to show people that we’re human
and we want them to be
entertained by what we do.”**

Hijinx Actor now working on large scale touring production

ROLE DESCRIPTION. PRODUCER



The **Producer** plays a key role in the development, delivery and sustainability of Hijinx's Creative Programme, working closely with the Executive Producer, Artistic Director/Co-CEO, and Associate Director.

The role is responsible for producing our **Creative Engagement** programme and **Artist Development** opportunities alongside supporting professional theatre productions, touring activity and major events including **Hijinx Unity Festival**.

Working collaboratively across the organisation, the Producer creates the inclusive conditions in which artists, freelancers, participants and colleagues feel welcomed, supported and equipped to do their best work. They combine excellent **project management** skills with a passion for **inclusive theatre**, building strong relationships and ensuring Hijinx's work reaches audiences and communities locally, nationally and internationally.

The role requires a balance of creative curiosity, practical producing expertise and relationship building. The postholder will help identify opportunities for Hijinx's work, develop partnerships, manage projects from conception through delivery, and contribute to the continued growth and profile of the organisation.





KEY RESPONSIBILITIES.

GENERAL

- Work closely with the Executive Producer, Associate Director, Artistic Director/Co-CEO and wider production team to deliver Hijinx's creative programme.
- Support the creation of inclusive, welcoming and ambitious environments for Hijinx artists, participants and freelance teams.
- Contribute to the planning and development of Hijinx's creative pipeline, identifying opportunities for new work, partnerships and audiences.
- Work collaboratively across departments to ensure projects are delivered effectively and reflect Hijinx's values around inclusion, access and sustainability.

CREATIVE ENGAGEMENT PROGRAMME

- Lead the producing and project management of Hijinx's Creative Engagement activity, including:
 - Young People's Theatre
 - Adult Community Theatre (Odyssey)
 - Hijinx's inclusive in-house band
 - Outreach activity
- Work closely with the Associate Director to ensure projects are well planned, resourced and delivered to a high standard.
- Be a visible presence and a recognised point-of-contact for the above Creative Engagement projects, fostering a positive working relationship with the artists involved.
- Facilitate 'Connect', a peer feedback group of participants from across the Creative Engagement programme. Support meaningful conversations around creative experiences, opportunities and challenges, ensuring artists' voices help shape the development of our work. Insights, learnings and themes emerging from the panel will feed into wider organisational conversations, including senior leadership and Board-level discussions, ensuring the perspectives of artists continue to shape our work and decision-making.
- To work with the Associate Director to drive recruitment for Creative Engagement projects, through contact with Social Services, learning disability organisations and networks and projects around Wales to ensure good communication and to maximise opportunities for participants to access Hijinx activities.
- Monitor participation, outcomes and impact, ensuring learning is captured and contributes to future development.
- Ensure participants have a positive and supported experience throughout their involvement with Hijinx.



RESPONSIBILITIES (CONT.)

THEATRE PROGRAMME AND TOURING

- Support the delivery of Hijinx's professional theatre programme, including touring theatre (both traditional and outdoor arts), commissions and collaborations/co-productions.
- Foster relationships with venues, festivals and partners to support touring opportunities nationally and internationally.
- Research and develop opportunities to showcase Hijinx's work to new audiences and partners.
- Tour booking responsibilities, from initial contact to negotiation and management of venue agreements, co-producing arrangements and freelance contracts.
- Coordinate and communicate touring schedules, project timelines and delivery requirements.
- Work closely with the Executive Producer, Production Manager, Access Lead and wider creative team to ensure productions are delivered effectively.

UNITY FESTIVAL AND OTHER MAJOR EVENTS

- Support the planning and delivery of Hijinx Unity Festival and other major organisational events.
- Coordinate project timelines, artist liaison, contracting, logistics and delivery.
- Support the development of relationships with artists, companies, venues and stakeholders connected to major events.

MANAGEMENT AND COLLABORATION

- Line manages the Assistant Producer, supporting their development, workload planning and wellbeing.
- Represent Hijinx at sector events, festivals, showcases and networking opportunities.
- Build and maintain strong relationships with artists, Hijinx Actors (& their support networks), freelancers, venues, partners and stakeholders.
- Work closely with the Marketing & Audience Development Manager to support the promotion and communication of creative activity, ensuring projects are effectively positioned, shared and celebrated with audiences, partners and stakeholders. Contribute to building wider awareness and understanding of Hijinx's creative programme, its artists and the impact of our work.

RESPONSIBILITIES (CONT.)

FINANCE AND FUNDRAISING

- Manage project budgets within agreed parameters, including monitoring expenditure, re-forecasting and reporting.
- Work with the Executive Producer to ensure projects are delivered within available resources and to high standards.
- Setting and monitoring Creative Engagement project budgets, in collaboration with the Associate Director.
- When appropriate, support the Fundraising Manager by contributing to funding applications, monitoring reports and gathering project evidence.
- Identify potential opportunities for project funding and partnership development.

SAFEGUARDING, ACCESS AND INCLUSION

- Promote and embed Hijinx's safeguarding, access and inclusion practices across all projects.
- Document and escalate safeguarding or welfare concerns to the appropriate Safeguarding Officers/Leads.
- Ensure artists, participants and freelance teams have their access requirements identified, understood and supported.
- Monitor training requirements for permanent and freelance workers and ensure that all training is up to date and recorded accurately (in collaboration with Artist Development Director and Executive Producer)
- Ensure DBS checks are up to date for freelancers attached to Creative & Creative Engagement activities, supported by Hijinx Administrator.
- Work in line with Hijinx's policies relating to equality, diversity, sustainability, Welsh language and accessibility.

OTHER

Hijinx has a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work.

- Participate in training as required.
- Support organisational events and activities as needed.
- Travel locally, nationally and internationally as required.
- Undertake any other reasonable duties as requested



Person Specification

	Essential	Desirable
Skills & Abilities		
Ability to bring creative ideas to life through thoughtful planning, problem-solving and practical delivery.	X	
Strong project management skills, with the ability to balance artistic ambition, access needs, budgets and timelines.	X	
A clear and thoughtful communicator, able to share info in ways that are accessible, inclusive and useful to others.	X	
Ability to create organised, supportive environments where artists, participants and freelancers can thrive.	X	
Ability to manage competing priorities while remaining calm, flexible and solutions-focused.	X	
Proficiency in Microsoft Office 365 products, including Word, Excel, & other project management systems/tools.		X
Confident negotiating contracts, agreements or partnership arrangements.		X
Experience		
Experience producing or coordinating creative projects from early ideas through to delivery.	X	
Experience working in both professional and participatory creative environments.	X	
Experience managing the delivery of touring activity, including schedules, budgets, administration and evaluation.	X	
Experience contributing to funding applications, reporting, or capturing project impact.	X	
Track record of identifying and nurturing national or international partnerships and opportunities.		X
Experience supporting, mentoring or line managing colleagues and creative teams.		X
Experience collaborating with others; specifically in delivering large scale festival, spectacle, or other major events.		X

Person Specification

contd.

	Essential	Desirable
Knowledge		
Appreciation of the value and impact of participatory and community-led performance.	X	
Knowledge of the theatre and performing arts sector (including funding bodies) in Wales and/or the wider UK.	X	
Understanding of inclusive and accessible approaches to creating theatre and performance.		X
Awareness of sustainable approaches to producing and the role of the Theatre Green Book.		X
Brings a network of creative connections they can draw upon to support future collaborations and opportunities.		X
Knowledge of the disability arts sector.		X
Attitude		
Passionate about inclusive theatre and believes in the creative potential of everyone.	X	
Collaborative, generous and committed to sharing responsibility and celebrating others' achievements.	X	
A willingness to develop Welsh language skills and engage with Welsh culture.	X	
A self-starter who enjoys taking ownership of projects but recognises when to collaborate and/or seek support.	X	
Flexible & adaptable approach, with a willingness to work evenings and occasional weekends as required.	X	

TERMS.

- **Line Manager:** Executive Producer
- **Responsible for:** Assistant Producer
- **Contract:** Permanent role (6 months' probation)
- **Hours:** Full time (37.5 hours per week).
 - Ability and willingness to work flexible hours, as required by the post, includes some evenings and weekends. Time off in lieu is given.
- **Based at:** Cardiff (with local, national and international travel as the role requires)
- **Salary/Benefits:** Grade C, SCP7 starting salary: £31,000 per annum
- Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme and Employee Assistance Programme.
- Additionally, we offer support with developing Welsh language skills. Hijinx is committed to supporting ongoing professional development and will work closely with the postholder to ensure their training needs are met.
- **Holiday:** 30 days per annum plus statutory bank holidays



GENERAL NOTES

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

The Hijinx team is small, but nimble, and punches far above its weight, supported by an incredible band of freelancers and volunteers.

- We develop and encourage our employees to grow in their roles and to be the best they can be.
- We aspire to have a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work.
- This Job Pack is indicative rather than comprehensive, and flexibility to the job role and tasks is required.
- As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.
- Safeguarding - Offer of employment is subject to an Enhanced DBS check
- The successful applicant will be required to provide documentation of their right to live & work in the UK



HOW TO APPLY

If you think you are a good fit for the role and would like to apply, please send us:

1. **A current CV** – highlighting any relevant experience, skills and qualifications.
2. **A covering letter** of no more than two sides – telling us why you're interested in the role and how your experience matches the person specification.
3. **A completed Diversity Monitoring Form** – to be completed online [here](#) please confirm in the covering letter that you have completed this form.

We know applying for jobs can sometimes feel overwhelming – especially if standard processes don't always work for you. If writing isn't your preferred way of communicating, you can send us a video or audio file (up to 5 minutes) instead of a written cover letter.

Applications should be sent to jobs@hijinx.org.uk by midnight 06 Sep 2026

RECRUITMENT TIMELINE

06 Sep: Applications close at midnight
w/c 07 Sep: Applications are screened & anonymised
w/c 14 Sep: Shortlisting
22 Sep: All applicants will have received a decision
30 Sep: Interviews
01 Oct: Second round interviews (if needed)
07 Oct: Decision & offer made

We know everyone's circumstances are different, so we're happy to work with the successful candidate to agree a start date that feels right, taking into account existing commitments and **availability**.

ACCESSIBILITY & INCLUSION

Hijinx recognises, respects and values individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities and [Disability Confident](#) employer, and to attracting diverse talent from communities currently underrepresented in the cultural sector. As part of our commitment to increase the diversity of our workforce at Hijinx, we provide a Guaranteed Interview Scheme to applicants who are underrepresented on our team. You can be considered under our Guaranteed Interview Scheme if you experience racism, are Deaf, disabled, a person with a learning disability, neurodivergent, have a long-term physical or mental health condition, are LGBTQ+ or identify as working class. Provided you meet the essential criteria for the role, which is stated in the person specification, you will be invited for interview. Your guaranteed interview request will only be shared with Hijinx's HR team and the recruiting manager.

If you would like to be considered under the scheme, please indicate this clearly in your application.

Important: in certain recruitment situations such as high-peak times, we may need to limit the overall numbers of interviews offered. This will include the number of interviews offered via the Guaranteed Interview Scheme. In this situation, Hijinx will still ensure that a fair and proportionate number of applicants from underrepresented communities (that meet the minimum criteria for this position) will be offered an interview.