

Producer

Job Description

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.

TERMS

Job title:	Producer
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

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.

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.

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.

Approved by:	
Date approved:	
Reviewed:	