

Hijinx Producer – 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
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	