

## **Producer** **Job Description**

Orakel33 is seeking a keen and proficient producer to become part of the running team for Umbilical. This exciting role would be perfect for a skilled producer who is looking to undertake organization responsibilities whilst working on a large scale non traditional theater production

Deadline for applications: 22pm on Sunday 12th June. Due to the urgent nature of this position we reserve the right to interview applicants at any point during the initial job posting period

How to apply: Send your CV and cover letter by email with the subject "Producer" to [orakel33.intermedial@gmail.com](mailto:orakel33.intermedial@gmail.com)

### **RESPONSIBILITIES:**

- To produce the show
- To check day-to-day production processes to ensure activities are running according to schedule.
- To work with external suppliers e.g. hire companies
- To maintain consumables stock, budget accordingly and plan ahead
- To resolve any problem or interruptions in production
- To assist in overseeing the marketing and promotion of the show
- To organize and run meetings with industry artists and professionals.
- To analyze target market
- To work with the legal department to draw up contracts for artists and crewmembers
- To assist in the show running
- To actively contribute to the effective operation of every department's work
- To work with other staff to ensure compliance with all Health and Safety procedures and statutory regulations
- To do administrative work as required.
- To multiskill where required
- To work a combination of day or evening shifts depending on the production requirements

### **PERSON SPECIFICATION:**

#### **Essential**

- Speak English and fluent German
- Proven experience of working as a producer within a professional theatre environment
- Excellent organizational skills
- Good punctuality and the ability to set an example to others, exhibiting a professional attitude at all times
- The ability to communicate clearly and concisely, understanding and responding to visual, oral and written instructions.

- The ability to work well as part of a team and to be self motivated, work calmly under pressure and acquire new skills when needed
- High level of attention to detail to ensure the artistic vision of the show is consistently maintained
- Safe working practice.
- Good knowledge of Working at Height Regulations and general safe working practice in a theatrical and build environment
- Ability to work evenings and weekends as required
- Experience of working in non-traditional performance venues and/or in Listed Buildings

#### Desirable

- A strong understanding of large fixture count productions
- Experience of working in non-traditional performance venues and/or in Listed Buildings
- An interest in Orakel33's work
- Experience of using Google Office to create, amend and update show paperwork
- Experience of using, maintaining and inspecting access equipment including ladders, static and Mobile Elevated Platforms
- Reading CAD floor plans

#### EMPLOYMENT TERMS:

- Freelance contract
- Rate of pay: XX per day - standard 8 hour shift
- Due to the nature of this role evening and weekend work is required

#### NOTES TO APPLICANTS

- This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the line manager from time to time.
- If you are called for an interview you will be required to sign Orakel33 Non-Disclosure Agreement in advance of the meeting.
- All applicants must be eligible to work within the EU.

#### HOW TO APPLY

- To apply, please submit your CV and a brief statement (maximum 1 A4) describing your suitability for the position and specifically how your experience matches the person specification.
- Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.
- Please submit your application by email, with the subject "Producer" to orakel33.intermedial@gmail.com by 22pm on Sunday 12th June by email.

- Please note that candidates may be contacted prior to the closing date or the closing date extended depending on the quality of applicants.

As an Equal Opportunities Employer, Orakel33 welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Recruitment timeline:

- Deadline for applications: 22pm on Sunday 12th June
- First interview: Due to the urgent nature of this position we reserve the right to interview applicants at any point during the initial job posting period.
- Contract commences: As soon as possible