



Dear Applicant,

*Please find enclosed an information pack and application form for the role of **Producer** for BE FESTIVAL (Birmingham European Festival).*

BE FESTIVAL is a Birmingham-based arts organisation dedicated to bringing high quality European theatre and dance to audiences all around the UK, and offering valuable and innovative development opportunities to artists and young people.

We believe in:

*- crossing borders between countries, languages, cultures and disciplines;
- creating meaningful, lasting connections between people of diverse backgrounds, through the medium of the performing arts and the framework of a festival.*

BE FESTIVAL 2015 will take place in Birmingham for a week at the end of June. A national tour of audience favourites - Best of BE FESTIVAL 2015 will take place in October and November.

BE FESTIVAL is currently run by its three co-directors and founders, who are also theatre-makers. They are supported by a General Manager. We each work throughout the year, dividing equally the diverse responsibilities of planning, programming and producing our events and developing the organisation. In 2015, one of the co-directors is stepping down to concentrate on other projects and as such we are seeking a experienced producer to join the core team at BE FESTIVAL as we become an Arts Council NPO.

This application pack includes:

- Job Description and Person Specification*
- Guidance Notes for Applicants*
- Application Form*
- Equal Opportunities Monitoring Form*

*We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please contact us at **sadie@befestival.org***

We look forward to receiving your application and thank you for your interest in BE FESTIVAL.

*Isla Aguilar and Miguel Oyarzun
Co-Directors*



JOB DESCRIPTION: PRODUCER

Salary: £12000.00 (Fixed Fee)
Employer: BE FESTIVAL
Location of post: The Birmingham Repertory Theatre Ltd.
Centenary Square, Broad Street
Birmingham B1 2EP
Responsible to: Isla Aguilar, Miguel Oyarzun
Co-Directors, BE FESTIVAL

You will work for a minimum of 96 days over an 10 month period between 9th February and 9th December 2015. Over this period your main areas of responsibility will be to:

- Produce the programme and festival copy for the print and online
- Develop and deliver the marketing and PR strategy for the festival and tour
- Fundraise for festival projects with the core team

Your time will be structured as follows (Exact days/week to be agreed with the co-directors):

Feb – March: 21 days (3 days/week)
April: 14 days (3 days/week)
May: 13 days (3 days/week)
June: 22 days (full time)
July: 8 days
Aug: 2 days
September – October: 14 Days
November: 2 Days

You will be responsible for your own tax and national insurance.

Overall Objective:

To support the Co-directors and General Manager with the production and planning of the 2015 festival and tour, including the raising of funds.

Services to be Supplied:

All appropriate services necessary to achieving the above objective, and in particular:

- To work with the Festival's Artistic Directors and General Manager in the production and planning process for the Festival including delivery during the festival period.
- To apply to appropriate trusts and foundations / for grants in order to help with the fundraising of the organisation, and through this process develop new relationships and partners as appropriate. This may also include the selling of advertising space in the BE brochure and/or sponsorship deals with local organisations.
- To liaise with the Festival's funding bodies, prepare and supply all information required by them and ensure that the Festival is at all times operating in a manner consistent with the terms and conditions of their funding.

- To work with the Co-Directors to develop the marketing and PR strategies for the Festival and to lead on this going forward with input from the team.
- Draft and finalise the copy for the festival brochure, flyers and posters, including the tour flyer and any tour copy in liaison with the co-directors.
- You will manage and oversee the delivery of the local and national press for the Festival, including the recruitment of a freelance PR individual or company in conjunction with The REP.
- To contribute to ensuring an adequate standard of care and support for the Festival's public customers.
- To attend meetings of the Board, and updating on areas of responsibility and relevant reports as necessary.
- You will work with the co-directors and General Manager regarding the organisations artistic development in terms of strategy.
- Work within the budget perimeters set for marketing/PR/Print and festival production and liaise with the General Manager as necessary regarding income and expenditure relating to your role.
- Supporting and mentoring our Production Assistant, assisting with her professional development in a copy writing context and enabling her to gain new skills including aspects of fundraising, PR and Marketing.
- Working with the Co-directors and General Manager to ensure the successful delivery of the BE FESTIVAL programme.
- Any extension of this specification so as to provide any other such services in pursuit of the overall objective as the Artistic Directors of the Festival may from time to time reasonably propose.

You will be committed to working for BE FESTIVAL, with your time divided throughout the year to ensure the successful delivery of the programme and must be available between 1 June – 30 June 2015, specifically during the festival delivery week, to work full time.

PERSON SPECIFICATION

Essential Skills, Experience and Attributes:

- Excellent time management skills
- Experience of managing staff and personnel procedures
- An ability to self-manage and self-motivate
- A collaborative attitude and ability to work within a small, committed team with people from a variety of walks of life
- Experience of managing budgets
- Track record of successful fundraising
- Flexibility, commitment and the ability to multi-task
- Excellent written and oral communication skills
- Attention to detail and ability to work under pressure
- Strong IT skills in office-based software
- At least 2 years experience within this field
- A passion for the arts.

Desirable Skills, Experience and Attributes:

- A knowledge of contemporary arts practice
- Experience of working in a festival environment
- Experience of reporting to funders and project evaluation
- Experience of raising funds
- Marketing skills, including management of media relations
- Excellent interpersonal and presentation skills
- Driving license.

Time frame

Application deadline: 10am, 15 January 2015.

Shortlist devised and contacted: 22 January 2015.

Interviews: 28-29 January 2015.

Guidance Notes for Applicants

The closing date for receipt of completed applications is **10.00 am 15 January 2015**. We regret that applications received after that time cannot be considered.

Please send your completed applications to **sadie@befestival.org**

*Please insert **APPLICATION FOR PRODUCER** as the subject.*

Shortlisted candidates will be contacted by email or phone and invited to an interview on **27-28 January 2015** in Birmingham.

Whilst we will work to accommodate every applicant, please do your best to ensure you can be available for this day.

APPLICATION FORM: PRODUCER

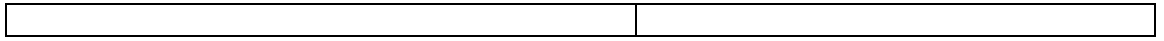
BE FESTIVAL is striving towards equal opportunities and welcomes applications from all sections of the community.

PERSONAL DETAILS

<i>Title:</i>	
<i>Surname:</i>	<i>Other names:</i>
<i>Address:</i> <i>Postcode:</i>	
<i>Home telephone number:</i>	<i>Work telephone number:</i>
<i>Mobile telephone number:</i>	<i>E-mail address:</i>

**IF CURRENTLY EMPLOYED, CURRENT OR MOST RECENT EMPLOYMENT
(PAID OR UNPAID)**

<i>Name and address of Employer</i>	
<i>Job title:</i>	<i>Date of appointment:</i>
<i>Period of notice required/Leaving date if not now working:</i>	
<i>Reason for leaving:</i>	
<i>Please provide a brief outline of your main responsibilities</i>	



PAST EMPLOYMENT

Please start with your most recent employment and continue on a separate sheet if necessary

<i>Date of Contract or Employment From: To:</i>	<i>Name and Address of Contractee or Employer:</i>	<i>Job title and brief details of main responsibilities:</i>	<i>Reason for leaving:</i>

EDUCATION

<i>Date obtained:</i>	<i>Name of school, university, college etc:</i>	<i>Qualifications obtained:</i>

PROFESSIONAL QUALIFICATIONS

Please start with the most recent qualification and include any currently being pursued.

<i>Date obtained:</i>	<i>Name of school, university, college etc:</i>	<i>Qualifications obtained:</i>

SUPPORTING STATEMENT

Please write a separate statement answering the following questions:

1. Why do you want to work with BE FESTIVAL and take on the role of Producer? (300 words max)
2. In your opinion, what makes you the right candidate for this role? (300 words max)
3. Please submit 2 recent piece's of written work, one that demonstrates your copy writing and marketing skills, and one that demonstrates formal writing for fundraising.

REFEREES

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

<i>Name of referee:</i>	<i>Name of referee:</i>
<i>Name of organisation:</i>	<i>Name of organisation:</i>
<i>Occupation:</i>	<i>Occupation:</i>
<i>Address:</i>	<i>Address:</i>
<i>Postcode:</i>	<i>Postcode:</i>
<i>Email:</i>	<i>Email:</i>
<i>Contact number:</i>	<i>Contact number:</i>
<i>Relationship to you:</i>	<i>Relationship to you:</i>

May we request a reference

May we request a reference

<input type="checkbox"/>	<i>at any time</i>	<input type="checkbox"/>	<i>at any time</i>
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<input type="checkbox"/>	<i>only after an offer of employment</i>	<input type="checkbox"/>	<i>only after an offer of employment</i>
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Please provide details of any special arrangements you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

DECLARATION

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed [can be typed]:

Date:

EQUAL OPPORTUNITIES MONITORING FORM

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential, and is not part of any selection procedure.

Post applied for:

Please state how you found out about the job:

PERSONAL DETAILS

Name:

Date of Birth:

Gender (please tick)

Female:

Male:

CULTURAL DIVERSITY

Please tick the ethnic category that best represents you.

Do you consider yourself to be:

<i>Black British</i>		<i>Asian British</i>	
<i>Black African</i>		<i>Pakistani</i>	
<i>Black Caribbean</i>		<i>Indian</i>	
<i>Any other Black background</i>		<i>Bangladeshi</i>	
<i>White British</i>		<i>Any other Asian background</i>	
<i>White European (non British)</i>		<i>Chinese</i>	
<i>Any other White Background</i>		<i>Any other Chinese</i>	

		<i>Background</i>	
<i>Any other or mixed background (please specify)</i>			

Do you consider yourself to have a disability?

<input type="checkbox"/>	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>
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If yes, please state the nature of your disability: