



STONE NEST, 136 SHAFESBURY AVE,  
LONDON W1D 5EZ  
[www.danteordie.com](http://www.danteordie.com)  
Registered Charity No. 1129984  
Company Ltd by Guarantee 5807318

## PRODUCER JOB DESCRIPTION (One year fixed term contract)

### OVERVIEW

Dante or Die is looking for a dynamic individual to lead on producing two major projects: Take On Me and User Not Found; as well as future work in development. 2018 is an exciting time to join Dante or Die, with these UK-wide projects.

**Take On Me** is a year-long audience engagement project that culminates with performances of our celebrated production. Taking place in leisure centres the project is an Arts Council England Strategic Touring partnership with The Lowry, Lighthouse Poole, Ideas Test, Creative Arts East & Ealing Council.

**User Not Found** is a collaboration with Chris Goode & Marmelo Digital. The production, which takes place in cafés and experiments with digital storytelling, will tour from June – November. It is funded by Arts Council England, International Music & Arts Foundation, Wellcome Trust & Arts and Humanities Research Council.

### TERMS & CONDITIONS

<b>Post:</b>	Producer
<b>Reports to:</b>	Co-Artistic Directors
<b>Start Date:</b>	April 2018 12 month contract
<b>Salary:</b>	£25,000 to £28,000 depending on experience
<b>Hours:</b>	40 hours per week. Office hours are 10am to 6pm although evening and weekend work is required within those 40 hours.
<b>Annual Leave:</b>	20 days per year plus standard bank holidays.
<b>Pension:</b>	DOD operates a contributory pension scheme for all permanent employees. The DOD's contribution is capped at 2% of basic salary although the employee may contribute more.

### APPLICATION PROCESS

In order to apply please submit a letter explaining in no more than two sides of A4 what attracts you to the position and evidence of your ability to meet the criteria outlined in the person specification

In addition, please include:

- A CV
- A completed Additional Information form
- A completed Equal Opportunities Monitoring form

Applications should be emailed to [terry@danteordie.com](mailto:terry@danteordie.com) by Monday, 19<sup>th</sup> February at 10am  
First round interviews will take place on Monday, 26<sup>th</sup> February

If you would like a confidential, informal discussion about the position please contact Terry – [terry@danteordie.com](mailto:terry@danteordie.com) - who will schedule a time for you to speak.

Dante or Die welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

## **ABOUT DANTE OR DIE**

Dante or Die is a nationally recognised theatre company making bold, site-based performances. The company creates touring productions in 'ordinary' spaces by forming partnerships with arts organisations & local businesses. The productions are characterised by their humorous & poignant storytelling combined with intimate, promenade experiences. The work always interrogates and celebrates the human condition.

Dante or Die aims to develop audiences for contemporary & site-specific theatre and make every project as accessible as possible. Previous productions include **Handle With Care**, performed in self-storage buildings, and **I Do**, performed in hotels. The company has been commissioned by theatres such as Almeida, The Lowry, Lighthouse Poole, South Street Reading & Harlow Playhouse.

Dante or Die is funded by Esmée Fairbairn Foundation and is regularly supported by Arts Council England's Grants for the Arts scheme. The company is at a pivotal point in its development.

Following two award nominations in 2017's Reading Cultural Awards, Dante or Die was recently appointed Sitelines Associate Artists with South Street in Reading, a strand of work making and championing performance in unusual spaces.

*"meticulously crafted site-specific plays" – Evening Standard*

## **DANTE OR DIE'S VISION**

Dante or Die is committed to raising the aspiration, quality and diversity of site-specific touring theatre. The company achieves this through its artistic leadership, original productions, and strategic touring initiatives, which take risks and break new ground for site-based performances whilst resonating and engaging with specific, diverse groups of audiences across the country.

As the company has grown over the past three projects, it has developed methods to combat some of the social and physical barriers that prevent attendance at contemporary and site-based arts events. By nurturing new talent through participation & training initiatives, Dante or Die envisages its future as a leading national arts organisation.

These headings are at the centre of all of Dante or Die's work:

- Creating wide-ranging partnerships with regional organisations
- Building on action research from all partners that signifies need for the work
- Listening to & implementing ideas of local people
- Presenting high-quality, accessible performance in familiar spaces will engage those who may not regularly engage with arts project
- Site-specific nature of the projects encourages entrepreneurial thinking, especially in areas without a venue, embedding ways of working with local businesses  
Involving local people in the creation, marketing and operation of many projects

## **KEY OBJECTIVES OF PRODUCER POST:**

- Work with the Co-Artistic Directors to take User Not Found and Take On Me into production.
- Manage detailed budgets for both projects.
- With the Co-Artistic Directors, collaborate with co-producers and touring partners.
- Work with team Production Managers & Participation Directors to build excellent teams, helping everyone to do their job on time and within budget.
- Work with Dante or Die's marketing, PR, engagement & finance teams to help everyone achieve their goals.
- Line-manage Assistant Producer & intern roles, ensuring they have the support they need.
- Training & managing Local Co-ordinators for the Take On Me project.

## **TASKS AND RESPONSIBILITIES**

### **PRODUCTION**

- Contribute towards the development of co-production arrangements for each production, ensuring the parameters set by Co-Artistic Directors enable the effective delivery of high quality shows & outreach work.
- Work within these parameters to prepare detailed running budgets.
- With the Co-Artistic Directors attend Artistic Planning meetings, gaining an insight into and contributing towards the development of productions

- Prepare contracts for performers, creative teams, stage managers and other staff for productions using standard templates.
- Sign off or write contracts for venue and partnerships.
- Be the key contact for stage management, creative teams and cast throughout pre-production, rehearsals, tech, previews and running, attending shows regularly and ensuring that every member of the company has the best possible experience
- Work with project Production Managers to build excellent technical teams and ensure the effective delivery of technical practicalities, taking special consideration of partnerships with cafés and leisure centres

## **ADMINISTRATION**

- Running the Dante or Die diary and keeping the company's shared schedule updated.
- Make payments to team members in a timely manner, processing contracts & invoices
- Provide information on each show to venues & partners as necessary
- Work with a Freelance Marketing Officer & PR Officer to ensure that marketing and PR materials reflect the agreed arrangements with partner organisations & directors
- Update Dante or Die website & social media feeds
- Work with the Take On Me Participation Director to ensure that our outreach work feeds into our artistic vision
- Work with Project Assistants and interns to ensure that the Artistic Directors have sufficient time to prepare for the projects & performances
- Booking travel & accommodation for performers, creative teams and other company members as required.
- Providing all team members with practical information about the production/touring.
- Overseeing that Dante or Die's policies are kept up to date

## **MANAGEMENT & FINANCE**

- Overseeing the booking keeping system Freeagent in consultation with the Book-keeper; and ensuring that all income and expenditure is logged and up to date.
- Overseeing project cash flows.
- Monitoring, updating and tracking project budgets in collaboration with Artistic Directors & Production Managers
- Writing reports for funding bodies in collaboration with Artistic Directors.
- Line-manage the Take On Me Local Co-ordinators, ensuring they are motivated, well supported and trained
- Guide and support the Take On Me Participation Director, helping them to solve problems, manage disputes, and the project is as positive as possible

## **TOUR BOOKING & FUNDRAISING**

- Work with Artistic Directors to determine the most likely and suitable partners for future touring of the projects
- If necessary, negotiate deals with venues to achieve the best possible result for the show in terms of technical support and marketing
- If necessary, prepare deal memos for each partner, ensuring that any guaranteed or box office income to Dante or Die will not be offset by unanticipated later changes.
- Work with Artistic Directors on determining suitable funding strategies for future projects; and collaborate on funding applications.

We expect our producer to be a positive advocate for the work of Dante or Die and to represent the company at relevant meetings, conferences and events.

## **PERSON SPECIFICATION**

### **Essential**

- Producing for theatre touring /administration experience (at least 3 years)
- Excellent organisational and communication skills
- Experience of negotiating terms with agents, creative teams, venues, commissioners & co-producers
- Experience of managing budgets
- Ability to remain motivated when working independently

- Ability to manage multiple priorities and meet deadlines
- Commitment to achieving high standards
- Knowledge of, and wide ranging interest in contemporary performance, site-specific theatre and community arts
- Excellent written and spoken English
- Excellent administration skills with fluency in Word & Excel

**Desirable**

- Experience of producing multi-partner projects in theatrical and site-specific settings
- Working experience on outreach & engagement projects
- Experience of managing teams of professionals alongside teams of community participants
- Experience of reporting on Arts Council England-funded projects

**DANTE OR DIE – PRODUCER – ADDITIONAL INFORMATION FORM**

**REFERENCES**

Please give details of two people whom we may contact for a reference. These references should have knowledge of you in a working environment, either paid or unpaid, and one should be your current or last employer. We will not take up references without your permission and do not intend to take up references before the later interview stages.

**REFERENCE 1**

NAME:
JOB TITLE:
ADDRESS:
TELEPHONE:
EMAIL:
IN WHAT CONTEXT DO YOU KNOW THIS REFERENCE:
CAN WE CONTACT THIS REFERENCE IN ADVANCE OF A JOB OFFER?

**REFERENCE 2**

NAME:
JOB TITLE:
ADDRESS:
TELEPHONE:
EMAIL:
IN WHAT CONTEXT DO YOU KNOW THIS REFERENCE:
CAN WE CONTACT THIS REFERENCE IN ADVANCE OF A JOB OFFER?

**NOTICE PERIOD**

Can you please indicate your notice period, if any, and when you would be able to take up the position if you were successful?

NOTICE PERIOD:

START DATE:

**WHERE DID YOU HEAR ABOUT THIS ROLE?**

<input type="checkbox"/>	Arts Jobs Online
<input type="checkbox"/>	Dante or Die Website
<input type="checkbox"/>	Social Media
<input type="checkbox"/>	Other Job Listing (please state)
<input type="checkbox"/>	Word of Mouth
<input type="checkbox"/>	Other (please state)

**CHECKLIST:**

Please ensure you have included:

- CV
- Cover letter (no more than 2 sides of A4)
- Additional Information Form
- Equal Opportunities Monitory Form (Optional)

**STATEMENT**

I can confirm that: -

- The information given on this form is correct and complete.
- I possess all the qualifications, which I claim to hold.
- I understand that all appointments are subject to satisfactory references, proof of eligibility to work in the UK.
- I understand that submitting false information or withholding relevant information on this form may lead to my application being rejected or, if I am appointed, will constitute grounds for dismissal.

Applications from unsuccessful applicants will be kept on file for twelve months before being destroyed.

I confirm that the above information given by me is correct and that I consent to my personal data being processed and kept for the purpose described above in accordance with the Data Protection Act 1998.

Name:

Signature

Date:

## DANTE OR DIE EQUAL OPPORTUNITIES MONITORING FORM

The completion of equal opportunities monitoring forms is optional and anonymous. This information is purely for monitoring purposes and will not form any part of the selection process.

**Post applied for:** Producer

### Gender

- Female
- Male
- I prefer to use my own term

If you prefer to use your own term please provide that here:

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Is your gender identity the same gender you were assigned at birth?

- Yes
- No

**Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnicity is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality.**

### White

- British
- Irish
- Any other White background, please state 

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### Asian or Asian British

- Asian Bangladeshi
- Asian Indian
- Asian Pakistani
- Any other Asian background, please state 

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### Black or Black British

- Black African
- Black Caribbean
- Any other Black background, please state 

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**Chinese or other ethnic group**

- Chinese  
 Any other, please state \_\_\_\_\_

**Dual Heritage**

- Dual Asian and White  
 Dual Black African and White  
 Dual Black Caribbean and White  
 Dual Chinese and White  
 Any other background, please state \_\_\_\_\_

**Do you consider yourself to have a disability?**

- Yes  
 No

**Please tick the sexual orientation category that best represents you.**

- Gay woman / Lesbian  
 Gay man  
 Bisexual  
 Heterosexual / Straight  
 Prefer not to say

If you prefer to use your own term please provide that here:

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**Please tick the marital status category that best represents you.**

- Single  
 Married / Civil Partnership  
 Co-habiting  
 Divorced  
 Separated



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Widowed

Do you have dependants? Dependants might include children, the elderly,  
or other people who rely on you for care.

Yes

No

Age:

16 -24

25 – 34

35 – 44

45 – 54

55 – 64

65+