FUN NIGHTS OUT TO MAKE
THE WORLD LESS SH*T

Senior Producer & Joint CEO Recruitment Pack Easy Read Version April 2021

ABOUT US

We are an award-winning theatre company creating fun nights out to engage a younger, funkier, and punkier crowd.

We tell relevant, daring, and mischievous stories created by bold playwrights and filled with riotous ideas (and really stupid jokes!) Our shows are ridiculous and revolutionary events to share with your mates, discuss difficult and taboo topics and have an excellent night out. Our shows empower people to make the world a better place through entertainment.

Our new writer support programme **Making Trouble** strives to champion daring northern writers and to get their voices heard in northern spaces. It is a multi-strand programme that sits at the very heart of everything we do at Silent Uproar. It consists of seed commissions, support grants, workshops, creative engagement, scratch nights and further commissioning/ producing opportunities. All writers involved receive regular 1-to-1 support over a 12-month period and, most importantly, cash to either support their careers or develop a bold new idea with us.

We are based in Hull and are committed to making work in the North of England. We strive to make theatre that is affordable, accessible, and exciting; doing so will ensure theatre will be relevant to as many people as possible. We are a project funded charity, an affiliated artist at Hull Truck Theatre and are supported by Hull City Council, East Riding Council, Garfield Weston Foundation and Arts Council England (through project grant funding).

OUR WORK

Our vision is a world where theatre inspires young* and rebellious minds to make the world a better place.

Our mission is to champion progressive voices to challenge the status quo with entertainment.

*young to us means anyone under 30 or young at heart.

Our strategies include:

Champion progressive voices: We will create a home in Hull that nurtures, supports and showcases bold and daring storytellers. We will do this through our writer support programme (Making Trouble) which is rooted at the heart of all of our work.

Cause trouble: We will challenge the status quo whilst promoting alternative and progressive ideas. We will take our provocative and fun shows across the North of England and beyond. Through our northern and UK touring programme (Main Features) we will ensure Silent Uproar can reach and empower as many people as possible.

Have fun: We will create good nights out that welcome younger and more alternative crowds to the theatre.

Tear down barriers: We will make our shows and touring models accessible, affordable, and welcoming to as many people as possible. We will continue to challenge ourselves and our peers until inclusive and progressive practises are widespread across the sector.

OUR PROGRAMME

Our programme is focused in two main strands.

1. CHAMPIONING WRITERS

Our **Making Trouble** programme sits at the heart of everything we do, supporting the writers involved and working to get their voices heard in northern spaces will be a big aspect of this job.

We will work together to:

- Showcase and support bold and daring northern writers across the north.
- Develop new touring shows to engage, entertain and excite a younger adult audience (under 30's).
- Unite key northern stakeholders to create further exciting and meaningful opportunities for northern writers.

2. WELCOMING A YOUNGER CROWD TO THE THEATRE

We have two touring models, which are the output of all of our productions.

- Our Main Features national touring programme- aka stuff in theatres.
- Our Live & Local community touring programme- aka stuff not in theatres.

Main Features focuses on taking over northern stages and filling them with daring voices with younger and rebellious minds. We do this by ensuring that the content of our shows is relevant and politically/socially engaged, and by also ensuring our nights out are affordable, accessible, and exhilarating to crowds that sit outside the 'theatre mainstream' across the North. Over the past 8 years it has led to Silent Uproar building a standing audience of 10,000 people (2019).

Live & Local focuses on creating welcoming and exhilarating social events for young adults in places that they feel comfortable in. When we launched the pilot programme in 2019, 61% of the crowds that engaged with the pilot said they rarely or had never engaged with the arts in their adult lives before and 75% were aged 18-35.

We are hoping to dream up more ways we can engage young adults so we can welcome more people than before to the theatre when our shows can recommence.

MOVING FORWARD

Below is what our original 2020 touring programme looked like before it was cancelled due to COVID. It was our most ambitious touring schedule to date.

MAIN FEATURES (PRE-COVID PROGRAMME)

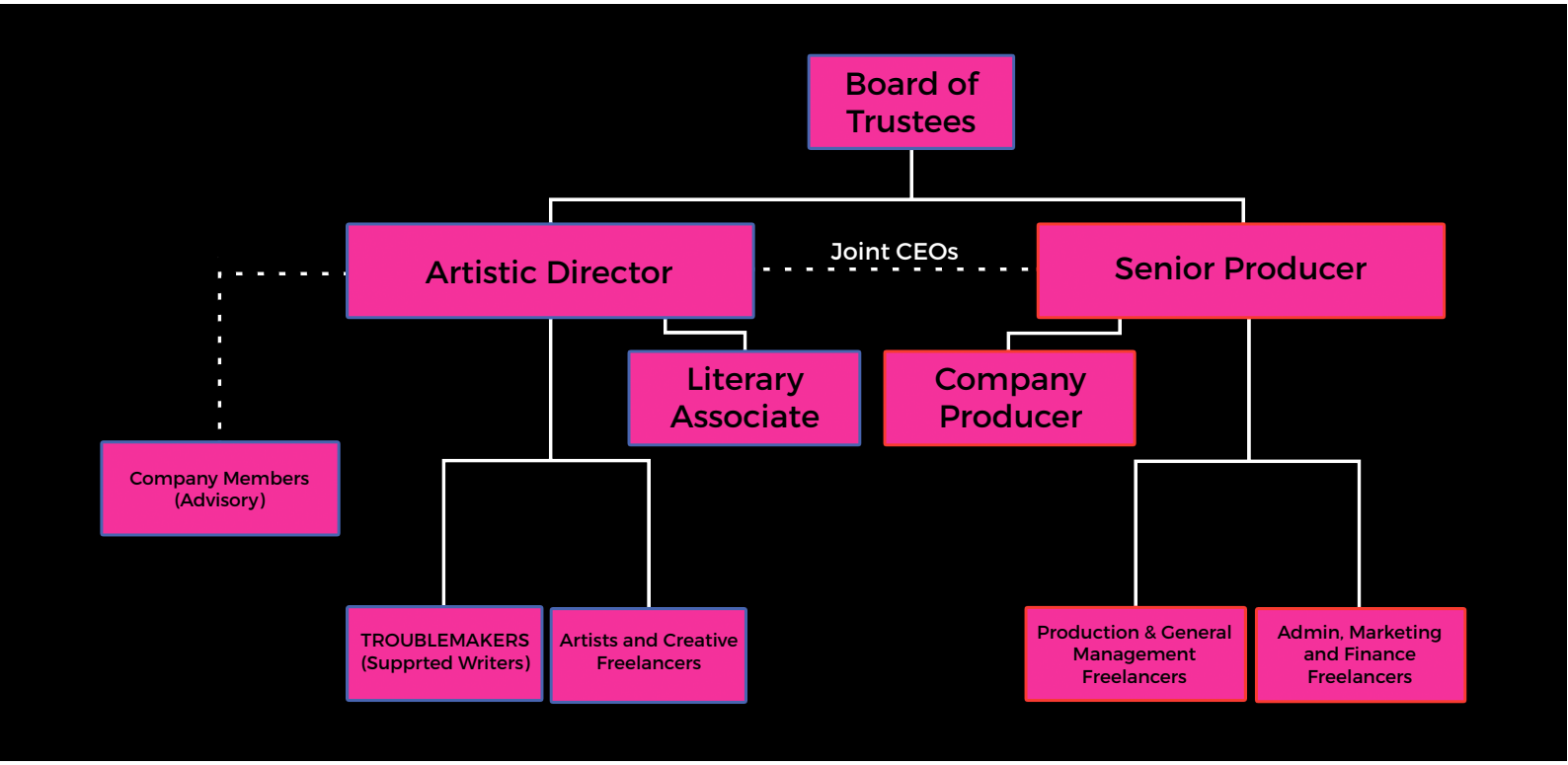
- A 10-week UK tour of a provocative and satirical new musical about climate change Thank You For Doing Nothing by Josh Overton.
- Our first ever international transfer- A Super Happy Story (About Feeling Super Sad) by Jon Brittain was set to transfer to New York (off-Broadway) for a month.
- An R&D and preview of our first ever mid-scale show

LIVE & LOCAL (PRE-COVID PROGRAMME):

- Saw the return of our sell-out anarchic Xmas comedy show "Dungeons & Dragons: The Unofficial Adventure".
- A new programme of Hull based scratch nights Out Loud in partnership with Middle Child Theatre.

Moving forward we wish to work with someone who will help us re-build these plans and to re-imagine what our shows and projects could look like for the future. We are hoping that after this crisis we can re-emerge stronger, more dynamic, and more ambitious than before.

COMPANY STRUCTURE



EXECUTIVE TEAM

Artistic Director & CEO - Alex Mitchell
Senior Producer & CEO - Could be you!

STAFF

Company Producer - Shaunagh McClean
Literary Associate - TBC

BOARD OF TRUSTEES

Helen Goodman (Chair)
Alix Johnson
Kofi Smiles
Paul Smith

COMPANY MEMBERS (ADVISORY/PROJECT-BASED)

Alex Brook
Jon Calvert
Adam Foley

TROUBLEMAKERS (SUPPORTED WRITERS)

Alison Carr
Olivia Hannah
Olivia Hirst
Nana-Kofi Kufuor
Maureen Lennon
Joshua Val Martin

ABOUT THE JOB

We are seeking someone passionate about new writing to join Silent Uproar as our Senior Producer & Joint CEO (working 4 days a week). We are aiming to progress this position into a permanent role within the company as part of our fundraising and organisational development strategy.

This person will collaborate with the Artistic Director, as part of our Executive Team, to lead Silent Uproar and our ambitious plans for the future. We are looking for someone to grow with the company and to help us to push our vision and projects to the next level. Silent Uproar's core team is a small and ambitious unit - most of those in the team are doing their roles for the first time.

With this in mind, no previous experience in the role of a Senior Producer and/or executive management is required. The position will come with support from the team and board, as well as mentorship externally from an independent coach/producer.

JOB DESCRIPTION

Role Title: Senior Producer & Joint CEO
Reports to: Board of Trustees
Working with: Artistic Director
Responsible for: (in collaboration with the Artistic Director) Company Producer, Literary Associate, administrative staff, and freelance staff.

Purpose of role: In collaboration with the Artistic Director the Senior Producer will:

- Provide strong, inspirational, and high-profile leadership to enable Silent Uproar to achieve its artistic and strategic objectives.
- Ensure Silent Uproar's future within a changing cultural and commercial environment through strong and innovative fundraising and financial management.
- Lead produce Silent Uproar's programme, projects and

productions to the highest standards and provide a positive producing environment.
- Ensure the company achieves audience development and engagement objectives.
- Create a positive working culture and management environment, developing staff to their potential and creating opportunities throughout the organization to nurture and champion artists.

KEY RESPONSIBILITIES

Our vision and mission are the driving force for all our work. The Senior Producer will work closely with the Artistic Director to uphold and further these values throughout all of their duties.

ARTISTIC

- Contribute to Silent Uproar's artistic activities and programming through strategic planning and budgeting.
- Develop relationships with creative collaborators and partners, including co-producing partners and touring venues.
- Seek and develop opportunities to nurture and champion the artists supported by Silent Uproar through our writer support programme (Making Trouble)

PRODUCTION/PROJECTS

- Act as lead producer on all Silent Uproar productions. Ensuring productions reach potential, meet their financial targets and partnerships are maintained.
- Oversee all production/project budgets.
- Identify, secure, and contract all co-producing and touring venues for productions.
- Negotiate deals and contracts for writers/creative teams/performers/production staff.
- Oversee all rights negotiation and licencing, including royalty payments.
- Oversee all production and technical management.
- Oversee all audience development, including box office management, marketing, sales, and PR activity.

FINANCE

- Create, deliver, and monitor all annual budgets.
- Oversee, deliver, and monitor all accounting including management accounts, bookkeeping, invoices, receipts, petty cash reconciliation and annual accounts.

FUNDING/DEVELOPMENT

- Oversee, develop, deliver, monitor, and evaluate the Silent Uproar fundraising strategy including all corporate, trusts and foundations, individual giving, and major funders.
- Oversee the relationship with Arts Council England, Hull City Council, Garfield Weston, and other major funders.

MARKETING/ ENGAGEMENT

- Work with the Artistic Director and oversee the Company Producer to create and implement production marketing campaigns to ensure audience and financial targets are met.
- Oversee the development and delivery of inclusive audience development and outreach activities, ensuring Silent Uproar's reaches as wide an audience as possible.
- Oversee all audience development activity ensuring it is delivered effectively and within budget.
- Oversee all outreach activity ensuring it is delivered effectively and within budget.

CORE/CHARITY MANAGEMENT

- With the Artistic Director, develop, identify, recruit, and manage all Silent Uproar core staff, including recruitment, contracting, salary payments, pensions, performance reviews, training, mentoring, hours of work and holiday allocation/bookings.
- Develop, identify, and recruit Silent Uproar's Board of Trustees, including devising and delivering away days, board meetings and associated documentation.
- Write, update, and monitor the Silent Uproar business plan, mission/vision/strategy/values, and SMART objectives.
- Alongside the Artistic Director, oversee all policies and procedures including but not limited to health and safety; safeguarding and protection of children, young people,

and vulnerable adults; equality and diversity; harassment; whistleblowing and environmental policies.
- Act as safeguarding lead for the organisation, meeting legal requirements and industry best practice, including developing, managing, and maintaining the safeguarding children, young people and vulnerable adults' policy and procedures.
- Oversee all submissions to Charity Commission.
- Ensure compliance with all legal obligations in relation to health and safety, insurance, employment law and data protection.
- Maintain Silent Uproar's Risk Register.
- Ensure data is collected, evaluated, and reported in a timely fashion to co-producers and stakeholders.

GENERAL

- Attend monthly company meetings, board meetings & AGM as and when required.
- Attend read-throughs, sharing, preview, press and supporters' nights and other Silent Uproar events as and when required.
- Maintaining the reputation of the company, along with all team members
- Represent Silent Uproar internally and externally, supporting our vision, aims and objectives.
- Administrate all aspects of the role, including filing and record keeping, evaluations and reporting as required.
- Contribute towards and champion Silent Uproar's Equality, Access, and Inclusion policies
- Act in the best interests of the company

This is a guide to the nature of the work required of the Senior Producer/Joint CEO. It is an overview of the type of work the successful candidate will undertake and it is not an exhaustive list.

PERSON SPECIFICATION

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

REQUIRED

- Affinity for the company's vision, mission and aims of Silent Uproar and passion to play a key part in shaping our future.
- Passionate about championing and supporting excellent writers from our home in Hull.
- Willing to work and live in Hull or within a commutable distance.
- A positive attitude, self-motivated, and ability to work on your own initiative.
- A good listener with an approachable and supportive manner.
- A strong communicator able to communicate vision and ideas to key stakeholders.
- A natural collaborator with the drive to form and develop effective partnerships (both internally and externally).
- An ability to engage strategically while being able to pay attention to detail.
- Excellent organisation and planning skills with a proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- Experience of fundraising
- Experience of financial management including drafting and managing budgets.
- Experience of managing freelance staff.
- Experience of touring and tour booking.
- Knowledge of the UK theatre sector (especially the North of England)
- Knowledge of commissioning and contracting a range of industry professionals including writers, creatives, and stage management.

PREFERRED

- Productive and wide-ranging contacts in the theatre industry
- An interest in popular culture and/or alternative culture
- An interest in the tastes, attitudes and concerns of young adults and passion for all aspects of diverse youth culture.
- Experience of producing work commercially and / or internationally.

“SILENT UPROAR COMMISSION WRITERS, TO CREATE PLAYFUL AND PROVOCATIVE WORK TO HELP MAKE THE WORLD A LITTLE LESS CRAPPY.”

MUSICAL THEATRE REVIEW

EMPLOYMENT TERMS

Full-Time: 4 days a week (32 hours), which can be delivered flexibly.

This contract is initially for 6 months, we hope to extend this role into a full time position within the company (as we are a project funded company this is subject to successful future fundraising). Ideally we would like this role to be in place by W/C 28th June.

Some evening and weekend work will be required.

Fee: £9600, this is based off a pro-rata £24,000 for 4 days a week over a 6-month period.

Probation period: 2 months

Place of work: Due to current COVID restrictions, Silent Uproar staff and freelancers are currently working from home and therefore we are seeking someone who is also able to work from home. We are aiming to move to a new office space in Hull's city centre in Mid-Late June (depending on COVID Restrictions) and therefore welcome applications from the city or within a commutable distance. Silent Uproar will cover reasonable travel costs when required, to be mutually agreed with the individual.

HOW TO APPLY

Deadline: Applications are open until 6pm on Friday 21st May 2021.

To Apply: Please complete the equal opportunites form on our website here, and submit a covering letter (1-page max) and an up-to-date CV to jobs@silentuproarproductions.co.uk Please state Senior Producer in the subject line.

We are happy to accept a video or voice note (no longer than five minutes) in place of a covering letter, if preferred.

We value applications from a range of applicants. If you need any assistance or would like an informal conversation before making an application please do get in touch. Please feel free to contact Alex (Artistic Director) alex.mitchell@silentuproarproductions.co.uk

Positive Action: We actively champion progressive, accessible and inclusive practices. With this in mind we positively encourage disabled people, Black and Global Majority people, and/or people from ethnically diverse backgrounds to apply. We guarantee an interview to any candidate with a disability and/or from an ethnically diverse background who meets the criteria for the role.

If you feel that this applies to you, please include the following sentence at the end of your application letter: “I would like my application to be considered under Silent Uproar’s Positive Action Plan”.

Interviews: Interviews will be held on week commencing 31st May 2021.