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## PRODUCER

## JOB DESCRIPTION

### Main Projects:

- 'On Your Doorstep - Ramsgate' - a one-day event created in collaboration with residents from Newington, Ramsgate, taking place inside a vacant premises on Ramsgate High Street in September 2021.
- 'On Your Doorstep - Broadstairs' - an arresting outdoor one-day festival/fete-style event taking place in Broadstairs this August 2021.
- 'Heritage Open Days' - a one-day event at Theatre Royal Margate produced in collaboration with students (aged 11-16 years) attending our School of Acting's Summer School programme. Taking place on 11 September 2021.

### Main duties:

1. Ensuring main allocated projects are delivered successfully and on time, meeting LTL's core ethos of treating all participants, staff, contractors and artists as VIP's.
2. Managing individual event budgets and reporting back to LTL's Directors.
3. Working closely with LTL's General Manager to ensure events are well marketed, with the potential to reach new audiences, particularly people who are less likely to engage in cultural events and activities.
4. Booking activities for OYD Broadstairs - taking the lead on creative programming with LTL's Artistic Director.
5. Securing venues and negotiating with Thanet Council to secure event permits, TENs, special licenses where required.
6. Briefing graphic designers and taking the lead on artwork proofing where required.
7. Writing press release and website copy where required.
8. Managing the ticketing process (currently operated via Ticket Tailor.)
9. Recruiting and managing a team of volunteers to deliver the main projects, and hiring stage managers and production managers where required.
10. Hiring outdoor infrastructure such as gazebos, barriers where required.
11. Creating individual event risk assessments and leading on event health and safety.
12. Providing wet-weather contingency plans.
13. Liaising with artists to deliver projects, and ensuring they are well supported in their work both in the run up to events, and on the day itself.
14. Sending out press releases and negotiating with press sources where required.

15. Ensuring events are wheelchair accessible wherever possible. Actively seeking additional ways to make LTL events accessible for people with learning differences (neurodiversity.)

**Any other duties as required by Looping the Loop in line with the successful delivery of this project.**

**Fee:** Company rate @£117 per day (approx 1.5 days per week)  
Total days: 33 days from beginning July till end October  
Total fee: £3861

### **Person Specification – Knowledge, skills and attributes.**

#### **Essential Requirements**

1. Share our commitment to inclusive theatre and the involvement of local people in the making of new works.
  2. Extensive experience producing cultural events of different scales from start to finish.
  3. A good local knowledge of Thanet's cultural scene and the key partners, venues, festivals and community organisations making a difference.
  4. A strong understanding of equal opportunities, diversity, and event accessibility.
  5. Excellent project management and budgeting skills.
  6. Exceptional planning and organisational skills, with strong attention to detail.
  7. An ability to successfully manage multiple projects at the same time, prioritising tasks as appropriate.
  8. Strong interpersonal and communication skills, with experience working with a variety of different stakeholders, including residents, volunteers, local groups, professional organisations and creative practitioners.
  9. A creative flair for events.
  10. Ability to be a self-starter, confident in taking the lead where required without the need for much external guidance.
1. Strong communication skills including presenting, facilitation, and relationship building.
  2. Hard-working, reliable and professional, able to manage a varied workload, working well both as part of a team and alone.
  3. Willing to work in different environments, from office or home-based and working outside of traditional 9-5, week-day hours where required.

#### **Desirable Requirements**

- A strong set of local contacts, particularly within the arts and cultural sector.
- Strong marketing skills - including copywriting and design-proofing.
- An entrepreneurial flair.
- Experience producing events on a national scale.
- Experience working with high-profile artists and performers.
- Fundraising and sponsorship skills.
- Experience working with young people.