



Creative Producer Job Pack

December 2020



Déda is a Creative Centre for Dance, Contemporary Circus and Outdoor Performance – Connecting locally, nationally and internationally

Vision: To enrich people’s lives through dance and the arts

19 Chapel Street

Derby

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Déda is looking to recruit an experienced Creative Producer to join our incredible team as we embark on a challenging programme of adaptation and development which seeks to create a comprehensive response to the challenges of presenting live performance-based work in our current COVID restricted environment.

How we succeed will define Déda’s re-emergence and our leading position in the Arts Sector as we move towards our next NPO application deadline at the end of 2021.

You will be someone knowledgeable in Dance, Performance, Circus and Outdoor, Site Specific work. Comfortable in helping define the programming vision, someone who is able to work as a member of a creative team of arts professionals involved in a broad and varied programme that is interconnected and collaborative.

Deadline for applications 29 January 2021 by 17:00.

What Déda is

Déda is a Creative Centre for Dance, Contemporary Circus and Outdoor Performance – connecting locally, nationally and internationally. Déda has 3 studios, a 124 seat theatre and produces Derby Festé - an annual international street arts festival. We are a Band 2 Arts Council England National Portfolio organisation and a registered charity. Our mission is to deliver an exceptional programme of dance, contemporary circus and outdoor performance to as wide an audience as possible and be recognised for our outstanding contribution in the field of Dance Development & Learning. Our building attracts 50,000 visitors each year with Derby Festé audiences of around 30,000.

Déda was established in 1991 based at Derby Playhouse, in 1997 we moved to our current venue on Chapel Street and in 2008 changed our name to Déda. We have grown from being a small regional dance house to now being a nationally recognised Creative Centre. We offer Higher Education courses which are progressive, accessible, challenging and highly relevant and offer inspiring sector-based experiences. The current BA (Hons) Dance Degree is delivered in partnership with the University of Derby with a post graduate course planned to launch in January 2021. The organisation is a true reflection of where 'education meets the profession'.

Déda works with schools and community groups, continuing to reach out across the city and wider region, engaging with many who are experiencing the positive impacts of movement on their physical and mental wellbeing. A comprehensive and holistic talent development programme is in operation that impacts on all parts of the organisation from the Academy through to the Performance Programme, from the class programme through to visual arts and from diversity through to wellbeing.

Déda is creating positive change for the people of Derby.

Ambition

Re-emergence – a project to emerge from the Covid Pandemic stronger, more diverse and accessible and environmentally strong. We are currently engaged in the re-opening of our building and its programmes, working in line with current Covid restrictions. In addition we are in the early stages of developing the upper levels (9 & 10) of the adjacent Council Car Park on Chapel Street as both a space to run classes and events in a Covid safe environment. This is part of a broader long-term strategy to develop the local area around Déda into one large performing arts and events space that will encompass the entire street and involve other businesses that occupy Chapel Street. It is hoped that together we can maximise and capitalise on our outdoor spaces during 2021; bringing about a new way of seeing dance and performance and in doing so, allow Déda to re-emerge stronger and with a new vision for the post COVID future we are moving towards.

Déda is:

- a) A centre for excellence in dance, education, contemporary circus and outdoor performance with an exciting and engaging class and performance programme
- b) The Producer of the annual Derby Festé
- c) A space for all to be creative and create
- d) Derbyshire's HE offer in dance - better than universities, but not quite conservatoire level
- e) Tourist attraction standard venue
- f) City and county Déda studio and performance spaces
- g) Fully inclusive, relevant, socially and environmentally responsible
- h) National and international reach and reputation
- i) Financially resilient



Job Description

Post:	CREATIVE PRODUCER
Hours:	Full time 30 hours per week
Salary:	£24,000 per annum
Based at:	19 Chapel Street, Derby, DE1 3GU and home-based
Responsible to:	Director
Responsible for:	Trainee Creative Producer, Technical Team, freelance artists and interns
Key relationships:	Internal: Head of Dance Development & Learning, Head of Development and marketing teams, Head of Finance. External: artists, participants, partners, funders, promoters, local authorities, venues, consultants.

Principle Objectives

To develop and produce a diverse and accessible programme of dance, circus practice and outdoor work that is creative, strategically sound, engaging to audiences and artists and relevant to the communities of Derby, Derbyshire and beyond. To be Déda's champion in driving forward our response to the Arts Council England's Let's create strategy and driving forward our strategies for accessibility, diversity and social justice and equity.

Key Accountabilities

Lead on

- the Performance Programme in collaboration with the Director
- the programming and artist procurement of the annual outdoor festival Derby Festé
- the development and delivery of the Creative Case for diversity strategy for Déda through the development of diverse, accessible and innovative programme of activity, embedding dance, physical theatre and circus practice across all artistic programmes
- developing a talent development programme that responds to the needs of artists living and/or working in the East Midlands and that supports their creative and business development and ensuring meaningful co-creation processes with artists, individuals and communities are embedded in the way we work
- maximising opportunities for audiences from low engagement areas to access the artistic programme and developing work around the Audience Spectrum model
- creating the Déda Outdoor Development programme and its participation in regional, national and international initiatives
- research and establish a signature programme for Déda which explores the relationship between dance, circus practice and contemporary performance; developing a space where all these disciplines can co-exist.
- devising and producing performances, programmes and events with responsibility for planning, delivery and evaluation
- Seek at all times ways to connect and develop activity across the programme, working closely with events and programmes developed with the Dance Development and Learning dept.
- being knowledgeable about and responsive to sector and policy developments and opportunities that may impact on or influence Déda's programmes

- maintaining and developing strategic and programme partnerships, e.g. with local Derby based arts organisations, National Dance Network, Crying Out Loud, Dance4, The National Centre For Circus Arts and Without Walls

Financial responsibilities

Fundraising

- To contribute to:
 - funding applications for the programme as required
 - monitoring relationships and reporting progress with relevant fundraisers and stakeholders
 - income generation and work with the staff team to maximise earned income, donation and sponsorship opportunities
- To advise and support artists writing and submitting funding applications as required

Income Generation

- prepare and monitor annual programme budgets with the Director and Head of Finance
- manage the programme budgets to ensure that expenditure is controlled and value for money sought
- prepare and contribute to financial reports for funders

Communications and Advocacy

- work closely with the Head of Development to ensure effective marketing and PR for the artistic programme
- champion Déda externally, helping to raise the organisation's profile
- advocate and speak for Déda at events and functions

Strategic Planning

- contribute to Déda's long term visioning and planning, including writing, reviewing and implementing elements of the business plan
- work with the Senior Management Team to support organisation development

People

- line manage contract, freelance and volunteer staff as required
- ensure that all staff and contractors understand and apply the organisation ethos and policies in their approach to work
- work closely and collaboratively with the staff to ensure a holistic view of programming and producing is taken across the artistic programme and the Creative Case for diversity.

Operations

- contribute to the:
 - review and development of all company and programme policies, ensuring staff and artist compliance
 - day-to-day operations of the organisation
- update as necessary project management systems regularly to ensure the smooth running of the programme
- work on a self-serviced basis in relation to administration

Other

- Carry out all duties with an understanding and commitment to equal opportunities, the Creative Case for diversity strategy and environmental policies
- attend and staff Déda events as required
- undertake any other related tasks required by the Director

Person Specification

The ideal candidate will have successful Creative Producer experience in an arts environment, with a focus and expertise in at least one of the key areas identified in Déda's ambitions and business plan.

ESSENTIAL CRITERIA

Skills/Competencies/Knowledge

- Educated to degree level standard or equivalent experience with evidence of ongoing Continued Professional Development.
- Comprehensive knowledge of the arts sector ecology, ideally with experience of at least one of the following disciplines: dance, outdoor festival / site specific, contemporary circus
- Understanding of the principles of strategies to deliver a strong Creative Case for diversity and social justice and mobility
- Demonstrable project management and organisational skills.
- Strong digital and IT skills including a range of digital technologies and media platforms especially their use within programme delivery and audience development
- Excellent event management skills, including a strong understanding of the principles and technical requirements of event production.
- High levels of creativity and innovation and a talent for finding and developing creative solutions.
- Ability to establish positive working relationships and networks with artists and an understanding of the environment they are working in during times of crisis
- Able to communicate clearly and confidently using a range of media and platforms and to listen.
- Ability to thrive in a busy, fast paced and change-driven environment.
- Understanding of, and commitment to delivering an outstanding volunteer experience.

Experience:

- Experience of programming and balancing a commercial theatre programme alongside an artistic theatre programme
- Extensive experience of managing a programme of projects, events and/or activities.
- Managing teams including performance management and coaching.
- Planning, delivering, and evaluating individual events.
- Writing successful fundraising applications to Trusts and Foundations to resource programmes of work and writing progress reports for funders
- Conducting risk assessments and coordinating budgets, financial systems, and processes effectively.

DESIRABLE CRITERIA

Experience

- Understanding of the Arts Council's Let's Create strategy
- Experience of Derby and East Midlands audiences and their specific needs
- Experience of working with volunteers, interns and work experience
- Managing relationships with artists in an advisory or support capacity
- Managing relationships with a variety of stakeholders including Board and/or decision-making committees, Trusts and Foundations, Professional networks
- Producing written reports for different purposes and presentations to a high standard.