



Programme Producer Job Pack

About Motionhouse

Incredible dance-circus: pushing movement to its limits since 1988

Based in Leamington Spa since 1988, we create and tour a wide range of inspiring and powerful dance-circus productions to theatres and festivals in the UK and across the globe. Our distinctive, highly physical style integrates elements of circus and acrobatics with breath-taking dance to surprise and delight our audiences, using powerful narrative and incredible digital imagery. Our accessible dance-circus style attracts large audiences, in a normal year, performing to 120,000+ people. Pioneers of outdoor dance, we take world-class dance-circus to audiences in a range of settings, from full-length touring theatre productions to outdoor work at festivals or in the street, in the heart of people's communities, reaching children, young people and families, free of charge, in some of our most deprived communities. We also offer a vibrant programme of education and training activities for all ages, including classes, post-show discussions, workshops in schools and a range of professional development opportunities.

Motionhouse was founded by Executive Director Louise Richards and Artistic Director Kevin Finnan MBE who still lead the company. With an ethos that dance is for everyone, our mission is to make world-class dance accessible to all. We believe that dance has the power to illuminate the human condition and to change lives, enriching our emotional world and making a positive impact on educational and cognitive development and on health and wellbeing.

We work collaboratively with an extensive network of partners in dance, the arts, digital industries, universities, colleges, schools, and the community, with many partnerships, particularly in our home region of the West Midlands. Our distinctive contribution to UK dance is recognised by our inclusion in Arts Council England's National Portfolio. We have an experienced [Board of Trustees](#) with strong governance expertise. We are a mature, resilient and creative organisation, a resourceful arts business and effective charity, with a track record in shaping how dance is defined and performed, in training the dancers of the future, offering life-changing participatory activities and inspiring teaching: enriching lives through the transformative power of dance regardless of age, ability, background or financial means.

Current context

You will be joining the company at a pivotal time as we rebuild after the impacts of Covid-19. Having had all bookings cancelled in 2020 and the first half of 2021 due to government restrictions, our goal and our challenge is now to rebuild the company as theatres and festivals begin to reopen. We are determined to 'Come back dancing' as illustrated in [this video](#). With bookings in place for our outdoor work this summer, and an extensive UK and European tour in place for our new theatre show Nobody, which will premiere in London in September 2021, this is an exciting time to join us and be part of the team that achieves our goal to rebuild. If you'd like to be part of this important moment for the company, please get in touch.

Where we are based

We have two exciting spaces at the heart of Leamington Spa in Warwickshire. We have recently moved into a new creation and rehearsal space in Leamington Town Hall. Our move is part of wider plans by Warwick District Council in their Creative Framework that puts creativity at the heart of the town's programme to offer residents an enriching place to live. We run our youth and community programme from our office and studio space in Spencer Yard, located at the heart of the new Creative Quarter currently under development. Leamington is a

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vibrant and diverse town, home to a wide range of people who work in businesses based locally – from Jaguar Land Rover and Aston Martin, to around 20 leaders in the video game industry, the National Grid, the University of Warwick, Bravissimo and many more. It offers a range of high street chains as well as thriving local shops, cafes and restaurants. It is well connected by train and road, with the M40 arriving directly and a link to the M1 and M6 not far. Coventry is a 15 minute drive or train journey, and there is an excellent and regular train service to Birmingham (30-45 mins) and London (1h15-1h30).

Watch our [showreel](#) of exciting work.

Examples of our dynamic and powerful outdoor and theatre productions



Audiences enjoy Captive at B-FIT in the Street Festival, Bucharest, Romania. Image B-FIT



WILD attracts large crowds of shoppers in the Bullring, Birmingham. Image Simon Hadley.



Above left, Charge and here WILD, captured by Dan Tucker

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Programme Producer Job Description

The aim of this key, senior role is to:

- produce, sell, develop and manage the Company's busy programme of work, with a particular focus on touring and performance activity, in order to meet financial targets and deliver agreed development plans.
- further develop national and international touring markets for the Company's work in both venues and outdoor environments.

This role reports to the Executive Director and manages the Programme Assistant and the Creative Learning Coordinator.

Areas of responsibility

Producing, Tour Booking and Programme Management

1. To produce all Company tours and projects including joint planning with the Executive Director, joint promotion with the Audience Development team, targeted selling, venue liaison, penetrating new markets, negotiation and confirmation of bookings, deal sheets and contracting.
2. To develop new partners and future programme expansion opportunities.
3. To develop relationships with a range of stakeholders and partners, including but not limited to venues, festivals, promoters, agencies, other arts organisations and collaborators.
4. To supervise the Programme Assistant with all delivery logistics for company activity including accommodation and transport bookings, international travel and visas/work permits, and allocation of per diems.
5. To ensure full compliance with Brexit regulations and the wider requirements and regulations associated with International touring and the movement of people, sets and equipment.
6. To respond creatively to opportunities and, with the Executive Director, develop the wider Motionhouse strategic plan.
7. To be proactive in building new markets for the Company's work, both nationally and internationally.
8. To work with the Communications and Development Director on new fundraising initiatives in order to develop the scope and reach of the activity programme.
9. In line with the needs of the programme, to liaise with artistic collaborators, creative partners and freelancers/other team members, ensuring effective communication and contracting.
10. To liaise with the Artistic Director and Technical Director about production development and delivery.
11. To manage apprentice schemes and other development schemes, ensuring compliance with requirements of the scheme.
12. To support the Company on tour and travel as needed to proactively represent the Company's interests and negotiate follow on and new touring activity.
13. With the Audience team, to develop our relaxed performance offer and other accessible programming options.

General

1. To maintain confidentiality in relation to personnel issues and always have regard to promoting and preserving the reputation of the Company and its employees.
2. To undertake any other reasonable duty as requested by the Executive Director to further enhance the effective management and delivery of the Company's activities.
3. To operate responsibly within all Company policies and initiatives.
4. Attend meetings and complete training courses as necessary.
5. Evening and weekend work will be required.
6. All staff are expected to promote and ensure the implementation of the equal opportunities policies of Motionhouse and to respect data protection laws.

Further Information

Salary £35,000 to £37,000 per annum, paid on a monthly basis. There is a company pension scheme.

Holiday 25 days plus statutory holidays

Overtime there is no payment for overtime. We operate a time off in lieu system.

Probationary period 6 months

Notice period 2 weeks within probationary period, 3 months thereafter

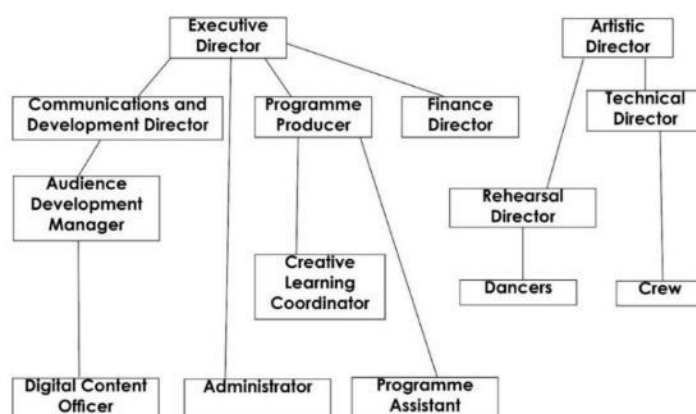
Working hours 37.5 hours per week, variable and including weekends and evenings – see below for more detail

Usual place of Employment Motionhouse's office is based at Spencer Yard in Leamington Spa, which is a short walk from Leamington's train station and easily accessible to the motorway when travelling by car. More information on how to find Motionhouse is available here: <https://www.motionhouse.co.uk/contact/find-us/>

Regular attendance in the office, rehearsal space and with the company on tour will be required for this role but there is flexibility to combine this with working from home in agreement with the Executive Director.

Attendance at Motionhouse events and performances is an exciting and key part of this role.

Motionhouse staff structure



Programme Producer – Person Specification

Motionhouse champions equality and is committed to creating a culture that respects and values diversity, inclusivity and equality. We welcome applicants from all sections of society and positively encourage applications from people who are underrepresented in our sector, including those from working class and ethnically diverse backgrounds or who experience racism, people who are neurodivergent, people with disabilities and people from the LGBTQ+ community.

	Essential Criteria	Desirable Criteria
Experience/Knowledge	<p>Experience working in an arts organisation in programming.</p> <p>Experience working in a busy team, managing large workload and priorities.</p> <p>Proficient in Microsoft Office (Word, Excel, Outlook).</p>	<p>Experience of outdoor and theatre touring and the different approaches and requirements of the two areas.</p> <p>Experience managing a small team.</p>
Skills/Abilities	<p>An excellent salesperson and negotiator.</p> <p>Organised and able to deal with complex logistical challenges.</p> <p>High level of accuracy and attention to detail.</p> <p>The ability to problem-solve, multi-task and use own initiative whilst working under pressure.</p> <p>The ability to work both independently and in a team.</p> <p>The ability to work to deadlines.</p>	<p>Clean and current driving license.</p> <p>Experience of driving a minibus or similar vehicle.</p>
Personal Attributes	<p>A love of dance or live performance.</p> <p>A problem solver and creative thinker.</p> <p>A people person who enjoys interacting with others.</p> <p>Highly motivated and enthusiastic.</p> <p>A willingness to become part of a small, committed and enthusiastic team.</p> <p>Commitment to high standards.</p> <p>Flexibility to work evenings and weekends.</p> <p>Ability to work under pressure.</p> <p>Ability to work with minimal supervision and to act on own initiative.</p> <p>Enjoys being part of a team.</p>	

Application Procedure

To apply please email your application to Louise@motionhouse.co.uk

You should send a covering letter or video/voice note of no longer than 5 minutes, setting out clearly how you meet the person specification for the post, detailing relevant experience and your ability to deliver the duties set out in the job description. Let us know why you would like to work for Motionhouse. Please also attach your CV and the application form, which is available [here](#).

In preparation for your application, and for more information about the company we recommend that you visit www.motionhouse.co.uk

Pre-application discussion: If you'd like an informal chat about the role or have any questions about the job description please email Louise@motionhouse.co.uk

Closing Date for Applications: Midnight on Thursday 6th May

The interview process will be in two stages: First interviews will take place on Thursday 13th May with recall interviews on Friday 14th May. Please keep both days free.

We anticipate that interviews will take place in person with strict Covid protocols. Full details of our Covid procedures will be supplied when we contact shortlisted candidates to invite them for an interview. However, if your circumstances mean that you're unable to attend an in person interview, you will be able to discuss options for a virtual interview at this point.



Our theatre productions Broken and Charge captured by Dan Tucker

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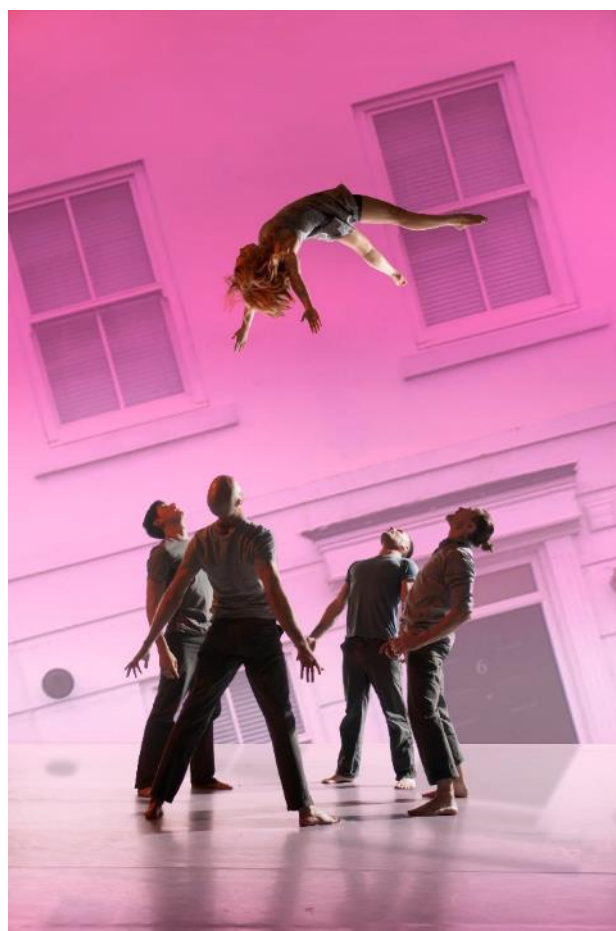




Examples of our range of work with young people



Our collaboration with NoFit State Circus



Our new production Nobody, captured by Chris Nash

For more information on our work, videos, images and trailers, go to: www.motionhouse.co.uk

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