



TRIGGER

Producer

If you need this pack in a different format please contact our Finance & Operations Manager on natalieskidmore@triggerstuff.co.uk or phone **0117 403 4260** Tuesday - Thursday between 9am and 5pm.

ABOUT TRIGGER

Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces and put audiences and togetherness at the heart of everything we do. Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens. We showcase new, emerging, inspiring talent. Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.



We are motivated by social and ethical issues, we explore often taboo or difficult issues in light, fun and joyful ways. We care more about the impact of the work on the audience than we do about fitting into a particular art form.

Trigger is a registered charity and is led by female Global Majority Co-Directors Angie Bual and Natalie Adams. Our core team and operational base is located in the village of Blagdon in The Old Post Office, North Somerset (a levelling up priority place). In the last three years our work has been experienced by a live audience of over 250,000 people, engaged 3,000 through our education and outreach programmes and trained over 80 backstage and technical trainees.

www.triggerstuff.co.uk



JOB DESCRIPTION

ROLE SUMMARY

Trigger are looking for a proactive, solution driven and highly organised Producer to join the team. You will have excellent project management skills particularly in areas of scheduling and budget management. Confident managing production teams and able to negotiate with a range of stakeholders. Under the Head of Programme and working alongside another Producer & Assistant Producer in our programme team, you will play a highly active role in the delivery of our ambitious projects and tours. This summer our programme includes 'The Hatchling' in Wakefield, GROUND at Brighton International Festival, TEABREAK touring festivals across the UK, and Trigger's first nature and art themed Summer Club.

RESPONSIBLE TO

Head of Programme

RESPONSIBLE FOR

Freelance Artists, Production Managers, Trainees, Placements and Volunteers as required

KEY RESPONSIBILITIES

Programme & Producing

- Leading on the delivery and project management of projects including budgeting, scheduling and project teams.
- To lead on producing for all Trigger projects including production schedules, site visit co-ordination, travel and accommodation bookings and drafting deal memos for contracts with creative teams, partners and suppliers.
- Organising and leading production meetings with production staff. Scheduling and leading project debriefs with creative project team, venue partners and other stakeholders.

- Researching and contacting potential partners to promote Trigger's programme and maximise touring opportunities. Creating and maintaining databases to support project delivery including prospect partners and touring/ presentation venue & partners.
- To manage the producing and project calendars and coordinate meetings across the core team, and with external creatives and collaborators.
- Assisted by the Assistant Producer, lead on availability checks for creatives and stage management teams required for projects.
- To manage production purchasing needs timely and on budget, such as kit lists, prop lists and equipment sourcing.
- In consultation with the Creative Director, lead the learning and participation aspects of projects, working with partners to devise engagement strategies and contacting local communities in project areas to support the creation and delivery of engagement and L&P strands within projects.
- To source rehearsal space/ meeting rooms and project resources and materials and any other project specific assets or sites, as required and within budget allocation.
- Working with the Assistant Producer to create schedules and itineraries for creative teams at each presentation booking travel and accommodation and production on site.
- Work closely with the Co-directors to ensure that each department has the information they require to successfully deliver the project.
- Attend and lead project team meetings as required and report to Team on current progress at Company Meetings.
- Oversee and ensure all permissions, licensing, risk assessments, insurance, checks, policies and processes are in place for Trigger projects, working closely with Production Management Teams, the Executive Director and Finance and Operations Manager.
- To ensure the company have fit for purpose storage for all projects that is value for money. To coordinate all logistics, inventory and consolidation of assets.
- Develop and create tour packs for all projects, update touring databases and approach and lead negotiations with potential bookers.

Audience Development & Evaluation

- Ensure evaluation and data collection is embedded in the project from the start, working with in-house team and partners to ensure best practice.
- Ensure sustainability criteria are met where possible, across all areas of project planning and delivery.
- Working with Marketing and Comms Manager to deliver evaluation and audience feedback at presentations.

Fundraising

- With the wider team, collaborate and contribute to the company's fundraising strategy and process for company fundraising.
- Identify opportunities for fundraising and income generation according to the needs of the projects you are producing and your budget targets.
- To develop and write bids towards projects, maximising the company's charitable status through Trusts & Foundations.
- Work to maximise Individual Giving and Corporate Sponsorship income generation opportunities around the projects you are delivering.
- Lead on reporting to funders, in collaboration with the Finance and Operations Manager, on a monthly, quarterly, and annual basis.

Marketing & Communications

- Work collaboratively with the Marketing & Communications Manager to develop marketing and communication plans across the programme.
- Contribute and engage with the marketing and communications plans for each project.
- Work collaboratively with the Communications & Marketing Manager to ensure all marketing materials reflect the agreed arrangements with partners, creative teams, and performers / artists.
- Work with the Marketing and Communications Manager to negotiate appropriate crediting for all Trigger projects with external partners and stakeholders.
- Working with Marketing and Comms Manager to promote Trigger projects and reach wide diverse audiences for our work.

Financial

- Create, manage and maintain project, presentation and touring budgets, ensuring projects are delivered in budget, income is maximised, and expenditure is tightly controlled, working closely with the Directors and the Finance and Operations Manager.
- Working with Finance and Operations Manager to reconcile presentation budgets and track costs throughout delivery.
- Manage and monitor production expenses, receipts and invoices for running budgets and cashflow ensuring expenditure is tightly controlled and savings are made where possible.
- Update travel, accommodation and credit card expenditure logs.

Operations & HR

- Draft deliverables and deal memos to produce contracts for project teams, working closely with the Finance & Operations team and Executive Director.
- To play an active part in development, promotion, and implementation of company policies (including sustainability, safeguarding, health & safety, equality, and staff handbook).
- Inspire the company's staff and promote best practice and equality of opportunity.
- Working with the Finance & Operations Manager prepare job descriptions and call out packs for freelance creative teams as required, attend interviews and selection panels.

General

- Full participation in company activity, meetings, and processes. Attendance to regular Trigger and industry events.
- To act, at all times in the best interests of Trigger and be an enthusiastic advocate of Trigger and have a thorough understanding of the company's mission, vision and aims.
- Any other duties as required by the company in order to fulfil its objective.
- Support in cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant.

PERSON SPECIFICATION

You will be passionate about the arts and creative practice with experience delivering high quality events. You will have excellent production and project management skills and thrive on collaboration with creative teams to deliver projects.

Skills & Attributes

- IT skills and proficiency with Microsoft Office, Google Docs
- Great interpersonal and communication skills
- Excellent organisational skills and attention to detail
- Excellent time management and the ability to work well under pressure and to tight deadlines
- Ability to work collaboratively across different teams and proactively manage stakeholder relationships
- Resilient and able to adapt and respond to changing circumstances, working through challenges methodically and practically.

- The willingness and dedication to learn new skills as required
- Willingness to share ideas, resources and information with others
- A keen interest in the arts

Knowledge & Experience

Essential

- At least 3 years' experience as a Producer or Assistant Producer working in outdoor arts, theatre and/or events.
- Experience of managing budgets
- Experience working on large-scale, complex, productions with multiple partners
- Proven track record maintaining successful partnership relationships.
- Proven track record managing freelance project teams including production managers, stage managers, designers etc.
- Proven ability to deal with multiple work-streams and manage a range of conflicting deadlines.
- Ability to remain calm under pressure and work through challenges
- Ability to work collaboratively as part of a team
- Full driver's license and access to a car

Desirable

- Experience of working in outdoor arts and / or mass participation projects.
- Knowledge of ITC / Equity contracts.
- Experience of producing work to tour and delivering touring strategies.
- Experience of implementing access strategies to produce projects that are inclusive of a wider audience
- Experience of implementing evaluation frameworks into projects and collecting and analysing data to influence future projects.

SUMMARY OF TERMS – TRIGGER PRODUCER

SALARY:	£32,000 per annum
CONTRACT:	Full-Time
ANNUAL LEAVE:	25 days holiday per annum + UK bank holidays.
PENSION:	3% employer contribution
WORKING HOURS:	Standard 40 hours (including lunch break) per week (usual office hours 9am-5pm). Due to the nature of the role, some evening or weekend work may be required and Trigger offer a TOIL policy.
PLACE OF WORK:	The Old Post Office, High Street, Blagdon, North Somerset, BS40 7RA

BENEFITS

Trigger believes in developing a culture at work that offers flexibility to ensure employees have opportunities to enjoy a good work/life balance to maintain their wellbeing and create a positive impact on their work. This includes the following benefits:

- Idyllic rural location in the Mendip Hills in North Somerset
- Generous flexible working policy including 'Flexi-Fridays' and working from home on Mondays.

- Annual training & career development budget
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HOW TO APPLY

To apply for the position, please provide the following information by **9am, Monday 1st July 2024**:

- A comprehensive CV detailing your education and work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form available [here](#)

Please note any applications received without a covering letter will not be considered.

Applicants should also provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Should you wish to apply in an alternative format please contact us on 0117 403 4260 or email us at recruitment@triggerstuff.co.uk.

Please submit your application by email with 'Producer Application' in the subject line to recruitment@triggerstuff.co.uk.

RECRUITMENT TIMELINE

Application Deadline: Monday 1st July 9am

Interviews

First round: Wednesday 3rd July – online via Microsoft Teams. Please do let us know within your application if you are not available on this day for an interview.

Second round: Tuesday 9th July – in person at our office in Blagdon, travel expenses will be reimbursed.

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Additional - flexible working will be considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All

information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.