



Welcome, and thanks so much for your interest!

We're excited to be recruiting for the role of **Music & Events Producer**.

We believe our organisation is most successful when made up of a team with a diversity of backgrounds, experiences, and ideas. Therefore, we are especially keen to hear from candidates who are deaf, neurodiverse and Disabled, and/or are Black or from the global majority.

This pack is designed to give you all the information you need, but if there's anything that you're unsure of, please don't hesitate to contact The Yard's Finance and HR Manager, Susie. You can do this either by email at [susie@theyardtheatre.co.uk](mailto:susie@theyardtheatre.co.uk) or by phone on 07391 030 934 weekdays between 10am and 6pm, and she will be happy to talk anything through with you.

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## ABOUT THE YARD

**On our stage** we produce a wide range of highly-acclaimed shows, including the fierce coming of age fencing battle, *Athena*. We also recently co-produced the hit *SAMSKARA*, an explosive fusion of physical theatre, hip-hop dance and text. It sees four generations of black men trying to understand themselves in a world which tells them they have to be strong.

**In our bar** we work with some of London's most exciting collectives, promoters and artists to host and create performances, events and club nights, creating shared experiences until the early hours. Hosting parties such as *Inferno*, *Pride of Arabia*, *Misery*, *Beauty & The Beat*, and both regular and one-off events, our programme reflects the best of London's nightlife. Plus our latest **Night Drafts** programme is supporting promoters, musicians, artists, producers to start their own night time events at The Yard, to reach new audiences and build more resilient careers in nightlife.

**In our community centres** we host and support a programme of events and activities for local residents, including running a food bank, after-school art clubs and accessible priced yoga. Plus every week we support 100 young people aged 4-19 to create extraordinary theatre in our free Yard Young Artists programme.

**We also identify and support artists who have a voice we haven't heard before.** We've launched the careers of a number of artists who have gone on to be a major influence in wider culture, from dance company Project O (*Voodoo*, Sadler's Wells), to writer/performer Michaela Coel (*I May Destroy You*), to writer/director Alex Zeldin (*Love*, National Theatre).

**In the next few years at The Yard** we will build and move into a permanent new home in Queens Yard, Hackney Wick, with a larger capacity and the space to bring our programme together under one roof, with new facilities to better support artists and welcome audiences.

## **COMMITMENT TO ANTI-RACISM**

The Yard is doing ongoing work related to anti-racism, to make our organisation better for our artists, employees and audiences who experience racism. For more information about this, please see our latest public update [here](#). If you would like to hear more about the Yard's work on anti-racism in advance of applying for this role, we can set up a conversation with Sam Hansford, our Executive Director. To do so, please contact [recruitment@theyardtheatre.co.uk](mailto:recruitment@theyardtheatre.co.uk) and mark it for his attention.

## **ACCESSIBILITY**

We are Disability Confident Committed, and are striving to remove disabling barriers across our organisation. Huge thanks to Real, the Disabled People's Organisation in Tower Hamlets, who are helping us.

Our staff have working space at our two community centres, Hub67 (E9 5HA) where the nearest station is Hackney Wick, and the Hall (E9 5EN) where the nearest station is Stratford International. Both stations have step free access, as do local buses. Hub67 is fully wheelchair accessible and also has a car parking space available at the front of it. The Hall has step free access.

We want you to have every opportunity to shine in our recruitment process, so please let us know if you have Disability access requirements, or if there is anything that we can do to make sure that it's a process that works for you. We are open to making reasonable adjustments, for example providing this pack in other formats, providing support to complete an application, and supporting Access to Work applications. Just contact Susie, our Finance and HR Manager by email at [susie@theyardtheatre.co.uk](mailto:susie@theyardtheatre.co.uk) or by phone on 07391 030 934, weekdays between 10am and 6pm.

Disabled People can also opt into our guaranteed interview scheme in the application form. With this, we guarantee an interview to up to five Disabled candidates who score the highest against our Person Specification.

## **PERSON SPECIFICATION**

We have divided our Person Specification into 'Essential' and 'Desirable' criteria. The 'Essential' section is our main focus for shortlisting and is the minimum criteria we use to assess those eligible for our Guaranteed Interview Scheme.

If the statements in the 'Essential' section describe you, then we'd love to hear from you.

### **Essential**

- I have knowledge of, and interest in, nightlife and theatre.
- I have experience of producing or managing events.
- I have experience creating and managing budgets.
- I have project management experience.
- I am experienced working with artists to realise their ideas.
- I am an excellent communicator, with the ability to connect with, persuade and inspire a wide range of people.

### **Desirable**

- I have experience producing or promoting nightlife events.
- I have programming or curation experience.
- I have experience in finding and managing commercial hires.
- I have knowledge of nightlife and theatre in London.
- I have attended events or performances at The Yard.

## **ROLE OUTLINE**

The focus of the Music & Events Producer role is to realise The Yard's nightlife programme, and also to confirm a schedule of commercial hires of the venue. For The Yard, nightlife includes music (live and DJs), performance, theatre, visual arts, participatory art, and other artforms and collective experiences that take place during the night and/or in bar and club settings.

The Producer books the events in the nightlife programme and ensures it will meet the artistic, audience, and financial aims of The Yard. This role

is the internal producing lead for all programmed events and hires, ensuring they are well delivered, all teams have key information, artists/promoters are well supported, and The Yard is a safe and inclusive space for all communities who are part of events.

In this role you will develop your skills and experience in event curation and producing. We offer a collaborative environment in an ambitious, growing multi-artform organisation, in which you will be encouraged to develop your knowledge and thinking around nightlife, theatre, performance, and the intersections between them. We also offer specific training, for example in line-management, where relevant.

## **Job Details**

Responsible to:	Senior Producer.
Key relationships:	External artists, collectives, promoters and hirers; Artistic team; other Producers and Heads of Departments.
Salary:	£26-28,000 depending on experience.
Employment Period:	Permanent, full time.
Hours:	Regular hours are Monday to Friday, 10am – 6pm but late-night and weekend work will be required to attend performances and events. Any work outside of contracted hours will be agreed with you in advance, and The Yard offers a Time Off In Lieu Policy.
Annual Leave:	20 days per annum, increasing to 25 days after 12 months of service, plus public holidays.
Probationary Period:	6 months.
Start Date:	ASAP.

## **Benefits**

- Training and development opportunities, including internal coaching, formal training courses and events, and support to develop mentoring relationships outside of The Yard.
- Pension: as part of auto-enrolment you may be eligible for The People's Pension.
- Complimentary ticket for all performances.
- Discounted meals and drinks from The Yard bar.

- Bike loan/travelcard loan scheme available after probation.

## **KEY RESPONSIBILITIES**

### **Booking:**

- Identify exciting artists, collectives and promoters working within nightlife and theatre, or with the potential to do so.
- Identify new ideas, audiences, trends and opportunities within nightlife culture.
- Build relationships with artists, collectives and promoters, both responding to enquiries and seeking out new contacts, working with them to understand and develop their ideas, audience and brand.
- With the Artistic & Producing team, confirm a nightlife programme of events and shows, ensuring this programme will meet financial, audience and artistic aims.
- Confirm a schedule of commercial hires of The Yard theatre and bar in order to meet financial targets, ensuring excellent customer service for hirers, and identifying opportunities to maximise the commercial potential of the space.

### **Producing:**

- Negotiate and confirm the financial deal and hire/producing model for all programmed events/shows and commercial hires.
- Ensure excellent administrative support for all events/shows and hires, inclusive of managing contracts and issuing all key paperwork.
- Maintain strong communications with the individuals or teams running events and hires, and with the wider team at The Yard, ensuring all event information is being gathered and shared well in advance.
- Anticipate and respond to the needs of artists, collectives, promoters and hirers working with The Yard, supporting them flexibly.
- Work with the Technical Manager to ensure the production and technical elements of events are delivered successfully and safely.

- Work with the Communications team to ensure the programme meets audience and box office income aims, and is being communicated in a way that represents The Yard's brand.
- Work with the Operations Manager and Bar team, to ensure the programme meets bar income aims and is delivered successfully and safely, within the terms of The Yard's license.
- Work with the Senior Producer and Finance and HR Manager to monitor the financial performance of the programme of events and scheduled hires.
- Ensure the programme meets agreed financial, artistic and audience aims, and other organisational targets inclusive of Equality, Diversity and Inclusion.
- Regularly attend events at The Yard, evaluating their success and identifying opportunities to improve.
- Pull together data and feedback about the programme.

### **Beyond The Yard**

- Seek out artists, collectives and promoters from across the UK working within theatre and nightlife, attending events on behalf of The Yard and reporting back.
- Attend nightlife sector events on behalf of The Yard, reporting on news and best practice developments, and advocating for The Yard and wider sector.

### **General:**

- Contribute to the artistic and cultural life of The Yard, identifying opportunities to create events or programme that span The Yard's artistic output, inclusive of theatre/performance, participatory art and community events.
- Act as an ambassador for The Yard by sharing enthusiasm for what it represents, and by taking pride in the organisation's public appearance.
- Comply with The Yard's policies including Equality, Diversity and Inclusion, Health & Safety, Fire, Safeguarding, and all those included in the Organisation Handbook.

## **THE APPLICATION PROCESS**

### **To apply**

Please fill in this Google application [form](#). In the form, you will be asked to;

1. Tell us in no more than 500 words, or 3 minutes of audio/video, how you meet the criteria in the Person Specification. Note that your experiences do not have to exclusively come from a work context.
2. Let us know if you would like to be part of our Guaranteed Interview Scheme for Disabled People.
3. Let us know if you need access support during the application process.
4. Let us know if there are other barriers you might face during the application process.

Applications must be received no later than **10am, Monday 13 December 2021**

### **The Selection Process**

- Applications will be scored against the Person Specification criteria listed in the above section, with a focus on the essential criteria.
- The readers of the applications will then meet to decide who to invite to interview, based on the scores.
- As outlined in our Access section, we guarantee an interview to up to five Disabled candidates who score the highest against the essential criteria in the Person Specification.

### **The Interview Process**

- We will invite shortlisted applicants to attend an interview which we expect to take place during the week commencing **3 January 2022**
- We will provide the questions to you at least 24 hours before your interview.
- The panel is happy to interview either in person, or online.



- If you would like to join us for an interview online, we are happy for you to have your camera on or off.
- The panel of the interview will not be all-white, and we will confirm the names of the interviewers and their roles at The Yard in advance.
- The panel will have a maximum of three members on it. One of these people will be a designated note-taker, so the team can accurately reflect on interview answers when deciding who to hire.