

## The Revel Puck Circus

### Associate Producer

#### Job summary:

We are looking for a dynamic individual to oversee the delivery of key areas of the company's activity, spearheading a broad variety of projects with a diverse range of partners. This includes our winter festival in East London, our commercial activity and summer pop-up event delivery.

#### About the Revel Pucks Ltd:

The Revel Pucks Ltd is an independent arts organisation, based in East London. We are a young and fast-growing company that produces original productions, tours temporary structures and delivers pop-up events.

A large arm of our work is the delivery of national tours of our 500 seat Big Top venue and relevant productions. Here we see a team of 20+ people hit the road together to deliver exceptional cultural activations to communities across the country. In 2024 we received capital investment from the Arts Council of England to invest in more sustainable touring infrastructure including a move towards renewable and net zero input models.

We are an organisation that straddles subsidised arts engagement with commercially viable activity. Working as a social enterprise means ensuring we are having a positive impact on the world whilst embedding sustainable working practices for the individuals that make up our company. We are a small and determined team, that continues to strive to deliver exciting, ambitious and sustainable projects for everyone involved.

This role will join three other full-time members of staff for the company, with the support of four part-time team members. On a project-by-project basis, you will be supporting the management of between 20-40 freelancers.

#### Associate Producer, about the role.

The Associate Producer will oversee and deliver a range of projects for the company, including:

- a six-week winter festival across the 2024 winter months
- Development and delivery of 'Studio Puck' the commercial partnerships branch of the organisation.
- Work with the senior management team in the delivery of pop-up festival style events in May 2025, August 2025, and December 2025.

You will be:

1. A producer with the ability to deliver multiple, complex projects simultaneously within a self-developed tight budgetary and logistical framework.
2. A detailed and efficient administrator with incredible attention to detail.
3. A high-level creative problem solver.
4. A skilful communicator and team leader who enjoys working with diverse groups and individuals.
5. An independent worker who holds yourself accountable for ensuring timely and precise execution

The key responsibilities for the Associate producer role include:

1. Leading and line producing a number of assigned projects. Responsibility for working closely with artists/creative teams from diverse backgrounds to develop projects from end to end. Recruiting artistic collaborators, undertaking R&D of ideas

and drawing up schedules, managing logistics in order to deliver projects to the highest possible standards

2. Working with the Artistic Director and Senior Producer to develop and nurture creative relationships with key artists, partners and other organisations to build solid working practices
3. Preparing and managing project budgets and working closely with the company Finance Manager to ensure rigorous cashflow management
4. Negotiating fees and contracts
5. Working closely with external contractors and internal colleagues across Technical, Marketing, Artistic and Finance to provide them with requisite detailed project information so that they can blend their work into each project
6. Working with the Senior Producer and Artistic Director to create working models for partner relationships and contracting across a number of organisations
7. Ensuring profit margins across commercial activities are at a minimum, met.
8. Working with the Senior Producer and Artistic Director to develop, promote and cultivate relationships through 'Studio Puck' a commercial branch of the organisation specialising in brand activation and private events.

#### ESSENTIAL

1. Proven experience of managing the delivery of complex productions or projects, managing large teams to deadlines and within defined budgets
2. Ability to manage multiple projects and priorities in a busy environment
3. Budget management experience and financial literacy
4. Strong negotiation skills and experience of negotiating and drafting contracts
5. Ability to engage with and use IT systems appropriate to the organization
6. The ability to both work on own initiative and to lead a project team with a solution focused attitude
7. Commitment to championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds

**£28,000- £30,000 Pro Rata – 4 days per week outside of project delivery, 5-6 days during operational periods.**

**Remote working and on location(s).**

**Deadline for applications:** 15<sup>th</sup> July 2024. **Interviews:** Shortly after applications close.

**Contract commences:** As soon as possible

We reserve the right to close this vacancy before the advertised closing date if we receive sufficient applications for the role. Therefore, if you are interested in this role, we encourage you to submit your application as early as possible by providing your CV and a brief statement (maximum 2 A4sides) describing your suitability for the position and specifically how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at [contact@revelpucks.com](mailto:contact@revelpucks.com) Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer. As an Equal Opportunities Employer, we welcome applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfil the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.