

## Opportunity to work with Menagerie Theatre Company

**Role:** Associate Producer - Freelance

**Reporting to:** Artistic Directors, Paul Bourne and Patrick Morris

12-month freelance contract; 100 days @ £120 per day

April 2021 – March 2022, with potential for extension, dependent on fundraising.

Working both from home and in the Menagerie office at Cambridge Junction.

Menagerie is a new writing theatre company resident at Cambridge Junction. Since 2000, we have nurtured, developed and produced new work from over 100 writers. Through productions, workshops, mentoring schemes, touring, and the Hotbed Festival, we have created production opportunities for writers at all levels of experience. We have received awards for our work from 'The Stage' and Brighton Fringe, have performed in 3 continents and continue to invest in great writers of the future.

We are seeking a freelance Associate Producer to work on four Menagerie projects in 2021 and early 2022. The role is for an average of 2 days a week, with some weeks requiring more significant input than others.

### Role profile

We are looking for a dynamic person with substantial producing experience and flexibility on when they can work. The successful person will be expected to work both from home and in the Menagerie office, depending on social distancing restrictions in place. Proximity to Cambridge is therefore a bonus, and we would consider supporting travel expenses.

The ideal candidate will be adept in the challenges of coordinating projects, working closely with the Artistic Directors to achieve maximum impact for artists and audiences. They will have experience in marketing new work through social media and other channels.

The role holder will play a pivotal part in the next phase of Menagerie's development, and there will be potential for the role to expand.

The work pattern is weekdays 10–6 pm. Due to the cyclical nature of the projects, there will be some weekend and evening work during busy times.

### Responsibilities

- To support delivery of four projects throughout 2021 and early 2022: the *Hotbed Festival*, our 2021-22 development project, and two productions in Spring 2022
- To design, deliver and lead on marketing for these four projects.
- To proactively support fundraising for all four projects.
- To assist the Directors in creating the strategy for the company's development over the next 2-years.

## Required

- Evidence of successful producing experience within the performing arts.
- Proven marketing experience within the arts.
- Excellent communication skills, both written and interpersonal.
- Ability to prioritise multiple workloads on time and on budget.
- Strong IT skills; capable of website work (design, updating and analytics), social media and cross-platform marketing.
- Discretion and professionalism in dealing with confidential material & information.

## Desirable

- Producing experience in the small-scale theatre sector.
- A demonstrable interest in developing and producing new writing for the theatre.
- An ability to build and develop relationships for the benefit of the company.
- Fundraising experience.

## How to apply

Outline your interest and suitability for the role in a letter of introduction. Please indicate when you would be available to start - we are aiming for the middle/end of April 2021. Send this and your CV with details of two referees to [office@menagerie.uk.com](mailto:office@menagerie.uk.com). We will request references when an offer has been made and accepted. This is a freelance role for a 12-month fixed-term contract, with an average of 2 days per week, up to 100 days.

**Deadline: Friday March 24<sup>th</sup> 2021**

**Interviews via Zoom on Wednesday/Thursday March 31<sup>st</sup>/April 1<sup>st</sup>.**

**We will respond to all applications, whether or not you are invited to interview.**