



# Producer

Job Information Pack

[geckotheatre.com](http://geckotheatre.com)

**Gecko**  
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## Overview

Thank you for your interest in applying to become Gecko's Producer. This pack contains all the information you need to submit an application, including details about Gecko, the job role, person specification and the application process.

It is an exciting time for Gecko as we tour our newest show Kin and make our debut at the National Theatre; develop plans for the Creation Space (our new headquarters and development studio in Ipswich), and look to broaden the work that we create and the people we connect with.

Working closely with Gecko's founder and Artistic Director, Amit Lahav, we are looking for an accomplished Producer with significant experience of touring work nationally and internationally. The successful candidate will have a wide range of creative producing skills including tour booking, relationship management, networking, contract negotiation, budget modelling and management, company scheduling and liaison, marketing strategies and fundraising.

Gecko is a registered charity (no. 1194001) and an Arts Council England National Portfolio Organisation (NPO). All of the funds we raise helps to ensure we reach as many people as possible, through our performances, films, online channels and creative engagement activities.

**We would particularly welcome applications from those who are currently underrepresented in the cultural sector, including applications from those who identify as female, from the global majority and those who experience systemic inequality or disadvantage.**



*Deepening human connection through  
physical, visual, visceral and ambitious  
performance and participation*

# About Gecko

Gecko is an award-winning and internationally acclaimed physical theatre company, led by Artistic Director Amit Lahav. Founded in 2001, the company has created 8 critically acclaimed shows, 2 associate shows and 2 films. Based in Ipswich, the company tours across the UK and around the world.

The company is currently touring Kin, its newest production which explores the themes of migration, racism and family. Commissioned by the National Theatre and supported by HOME Manchester, Lighthouse Poole and London International Mime Festival, it will see Gecko make its National Theatre debut in January 2024.

Our work explores contemporary themes relevant to the society in which we live, using performance that is inspiring and provocative. We blend choreography, sound, lighting and set design to create our worlds and use breath, emotion, multiple languages and metaphor to tell our stories. Our audience engage with our work in various ways (visually, sonically and emotionally) giving it a broad appeal across diverse age groups, nationalities and backgrounds. This approach encourages our audience to deepen their connection with the company and each other, and to create and share their own interpretation of our work.

We take the same approach with our Creative Engagement programme. Working with our highly experienced practitioners, we create a safe and supported environment that allows local community groups, students and artists

to be bold and experimental, inviting them to explore our work, develop new skills, confidence and a new understanding of the world around them. The company is featured on the A-Level, GCSE and International Baccalaureate drama/dance syllabi and is included in several educational textbooks for both students and teachers.

We have a small permanent core team who keep the company running, and although we all have our own roles, Gecko is a company where everyone supports each other and often work very closely together.

Along with the core team, our incredible ensemble of freelance company members (including performers, designers, composers and technicians) play an essential part in the creation of our work. The ensemble tours our work nationally and internationally, co-creates our co-productions with other artistic companies, and play an active role in our creative engagement projects. Our performers also lead our workshops and professional development courses for students, teachers and artists.

Our volunteer Board of Trustees have oversight on everything we do, support us in achieving our artistic ambitions and ensure we are compliant as a registered charity and company.

**Find out more:** [geckotheatre.com/people](https://geckotheatre.com/people)



# Job Description

**Job title:** Producer (full-time)

**Based:** Ipswich and working/touring nationally and internationally. You will be expected to work at the Gecko office, and remotely whilst on tour as the role demands.

**Reporting to:** Amit Lahav, Artistic Director

## Who are we looking for?

- We are seeking an outstanding, driven and experienced Producer to join us at a pivotal time for the company as we tour our latest theatre production, Kin; make our debut with Kin at the National Theatre in January 2024; and develop and tour new and existing productions nationally and internationally.
- International touring has always been a bed rock of the company's activity. Following the pandemic and with a commitment to environmental responsibility, you will rebuild our global activity, identifying and securing tour dates at international venues and festivals and bringing your own touring networks to create new opportunities for the distribution of our work.
- You will have experience of managing large touring teams, be able to demonstrate exemplary communication skills and have an understanding of how to balance freelance and company schedules.
- You will champion and take positive action to promote equality, diversity and inclusion in all aspects of the work of Gecko, and engage fully with all initiatives to promote diversity and inclusion within Gecko
- Gecko values active input from all our company members. We seek to build long and meaningful relationships and this role rewards someone who is interested to identify and shape new potential projects, be that commissioning, co-productions, film, or in the commercial sector.



# Role Specific Duties

- Produce Gecko's full artistic programme to a high standard of operational delivery in the UK and internationally, specifically:
  - Oversee the touring of Kin to confirmed UK venues during autumn 2023, culminating in our debut at the National Theatre in January 2024
  - Working with the Artistic Director, manage the continued creative development of Kin during touring, leading up to the National Theatre performances
  - Identify and secure opportunities to tour Kin and other productions (The Wedding, Institute and future projects) to international venues and festivals, negotiating the best possible deals to achieve Gecko financial targets
  - Lead on all rehearsal/touring logistics including financial management, contracting, schedules, technical requirements, visas, accommodation, travel, marketing etc. delegating tasks to the Producing Assistant to support the successful delivery of activity
  - Oversee the well-being of the Company on tour and maintain an energised and positive working culture and environment with clear organisational values, which is conducive to the professional development and care of staff, and the creation and promotion of high-quality work
- Hold regular reviews with freelance team members regarding availability, schedules, and future projects, responding to any concerns/queries
- As required and working with the Artistic Director, plan for and recruit performers, creative and production staff for touring and projects
- Liaise with external venues and Gecko's Head of Operations and Development, Producing Assistant and any external comms agency to ensure marketing and social media campaigns broaden our reach and maximise audience attendance at our shows
- Liaise with Gecko's Creative Engagement Producer to explore ways in which to make our work more accessible, and to maximise opportunities for wraparound engagement activities that broaden audience reach through community engagement, post-show talks and engagement with schools and colleges
- Develop venue partnerships nationally and internationally
- Work with the Head of Operations and Development/Finance Manager to understand the financial impact of touring across the company's agreed/future budgets
- As required, support the Head of Operations and Development in reporting on producing/touring activities for key stakeholders including the collection of data, e.g. refreshing and updating the Business Plan, reporting on fundraising, supporting fundraising proposals, supporting the creation of the Annual Report
- Report producing/touring activity quarterly to the Gecko Board of Trustees



## Role Specific Duties (continued)

- Represent Gecko at industry and stakeholder events, meetings, and performances
- Ensure Gecko's touring programme is compliant with the company's policies, particularly in terms of health and safety, environmental responsibility, inclusion and diversity, safeguarding etc.
- Other activities as the Board of Trustees and Artistic Director may reasonably require

## Person Specification

### Essential

- Extensive experience of producing touring theatre in the UK/internationally
- Extensive network, contacts and knowledge of UK and International mid to large scale venues/festivals
- Highly organised and committed approach to delivering excellence and quality in everything you do
- A collaborative, positive attitude and a can-do approach, with excellent problem-solving skills
- Strong financial management, including the development and management of budgets
- Excellent written and verbal communication skills.
- Experience of negotiating, drafting and managing venue/performer contracts
- A highly motivated individual able to manage and prioritise their workload, and ready to contribute to a positive, creative, and inclusive culture
- Strong communicator and networker
- Experience of managing staff and freelancers, with the ability to help others realise their potential

- Knowledge and a strong commitment to producing environmentally sustainable productions and to achieving inclusion within the arts sector, broadening access for all
- Knowledge of the arts/cultural sectors
- Able to travel nationally and internationally for significant periods of time to support touring productions

### Desirable

- An understanding of social media/marketing campaigns to support audience engagement and attendance
- An understanding of health and safety, safeguarding, data protection, environmental, and inclusivity and relevance legislation
- Knowledge of Gecko and physical theatre
- Experience of producing devised and movement-based work
- Experience of working with computerised accounting systems e.g Xero
- Experience of fundraising/grant applications to support touring and project development

# Terms of Appointment

**Salary:** £32,000 to £40,000, depending on experience

**Contract:** This is a permanent, full-time position on completion of a successful probation period

**Working Hours:** Standard office hours are 9.00am - 5.00pm (Monday to Friday), although hours worked are to be determined by the needs to the business, particularly around touring schedules. Some evening and weekend work will be required.

**Location:** Our offices are based at Ivry House, 23 Henley Road, Ipswich, IP1 3TF. Remote working will be required during touring periods, with significant periods spent away during national and international touring, and when meeting venues/festivals to deepen relationships and develop touring opportunities.

**Relocation:** A relocation package is available to support a permanent move to the area.

**Holidays:** 25 days per year plus bank holidays

**Pension:** Workplace Pension Plan with 3% Company contribution

**Start Date:** As soon as possible.

**Probation Period:** 6 months

**Notice Period:** 3 months





## How to apply

We're committed to being as accessible as possible, wherever we can. If you need any support or advice to apply for this position, we can help you. Please contact [info@geckotheatre.com](mailto:info@geckotheatre.com) or call +44 (0)1473 599 200

- **To apply:** Please complete our online application form (you will need to create a Google account if you don't already have one)  
<https://forms.gle/2e9Yskx8kYWdb2Yb8>
- **Application guidance:** Details on how to complete our online application, along with the questions asked are provided below
- **Application deadline:** 11.30am, Friday, 9 June 2023
- **Interviews (in person):** Thursday, 15 June 2023
- **Second round interviews (in person):** If required, second round interviews will be held on Wednesday, 21 June 2023

We would be very happy to talk to you about the role and Gecko in more detail and without prejudice to your application and interview. Please email **Steve Allman, Head of Operations and Development** at [info@geckotheatre.com](mailto:info@geckotheatre.com) to arrange a phone call, stating the nature of your enquiry and your availability.

We will contact every candidate, whether you are short-listed for interview or not.

## Application Guidance

To apply, please complete our online application form <https://forms.gle/2e9Yskx8kYWdb2Yb8>

To complete the form, you will need to create a Google account if you don't already have one. If required, you can edit your responses using the link emailed to you after you have submitted your form.

The questions for the online application form are detailed below. As part of this, **your Supporting Statement can be submitted as a written or filmed response**, whichever format you feel would best communicate your interest in the position and how you meet the job and person specification. At the end of the application, you will also be asked to complete some details for equality monitoring purposes (not listed below). These answers are confidential and do not form part of your application.

### Online Application Questions

#### About You

- Please provide your name, email, contact number and address
- How did you hear about this position?
- Please detail any access requirements you have to attend an interview at our offices

#### Supporting Statement

- Please tell us why you are applying for this position and what qualities you think you can bring to the job. Let us know how you meet the requirements set out in the job description and person specification, along with any additional information. You can submit your answer as a written or filmed response, limiting your response to approx. two sides of A4 paper, or 5 minutes of video if submitting a filmed response

#### Current or most recent employment (paid or unpaid)

- Please tell us about your current (or most recent) employment. Include the organisation's name and location, your position, date of employment (from/to), notice period (if applicable), and a **brief description** of your role and duties
- Starting with your most recent position and working backwards, please tell us about your previous roles. Include the organisation's name and location, your position, date of employment (from/to), and a **very brief description** of your role and duties.
- Please insert a line between each position

#### Your Education, Training and Professional Qualifications

- Starting with the most recent first and working backwards, please tell us about your education, training and professional qualifications. Include the date, subject area, and the qualification/grade received (if applicable)
- Please list any other skills or interests which may be relevant to the post

#### References

- Please provide details of two people (not related to you) who will provide an employment reference. One of these must be your current employer (or most recent employer if you are not currently employed). The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying

