Pacitti Company is an arts charity based in Ipswich, a town in the east of England. We create art, we make the SPILL Festival of Performance and we run events, groups, workshops and courses from our Think Tank studio building. We prioritise high quality, accessibility and an easy to understand invitation to engage.

Our mission is to create and curate meaningful interdisciplinary art, shared with audiences in new and accessible ways; and to create innovative learning offers and structured practical pathways that nurture and develop high-potential artists, students and cultural workers.

Pacitti Company was formed in 1990 to enable the vision and practice of artist Robert Pacitti. Drawing on a post-punk background of activism, fine art and club land, Pacitti Company spent 20 years making and presenting award winning group and solo performance works for a range of theatre, gallery and site-specific spaces worldwide.

In 2007 Robert created the SPILL Festival of Performance, an international festival of contemporary arts and activism. Produced in-house by Pacitti Company, SPILL presents the work of exceptional artists from around the globe, featuring live performance, sound and music, film and video, plus projects exploring heritage and place. The festival is for anyone interested in the arts, people that might not think they are, and also kids + families. To date there have been 9 editions of SPILL, 5 of which were in London and 4 in Ipswich. All future SPILL Festivals will be in Ipswich, with our next edition kicking off in October 2020.

We are now recruiting for a Senior Producer. The role is Ipswich-based and full time. This is an exciting opportunity for someone dynamic, ambitious and skilled to join us in making great stuff happen together. We look forward to hearing from you.

Within this pack, you will find:

- Details of our staff structure
- A job description for the post
- Details on how to apply

Find more information on our work at www.pacitticompany.com and www.spillfestival.com.
Pacitti Company is a Company Limited by Guarantee and a Registered Charity with a voluntary Board of Directors. This chart shares our current staff shape.
JOB DESCRIPTION

SENIOR PRODUCER

Reporting to: Artistic Director
Ipswich based (flexible), Full time
Salary: £30,000-£32,000 (depending on experience)

Purpose of Post

This senior role is responsible for overseeing and implementing the creative development, planning and delivery of all Pacitti Company activities including the SPILL Festival of Performance in 2020 and our year-round Think Tank Programme. Reporting to the Artistic Director and supported by a Participation Producer and SPILL Open Project Manager, you will support the curation and development of the entire SPILL programme, in close liaison with, and as directed by, the Artistic Director. You will work to secure, grow and exploit the Company’s strong national and international position as a prominent experimental arts organisation, continue to develop the profile of the organisation locally, nationally and internationally, and lead on collaboration with venues and other strategic partners.

Key Accountabilities

Producing

- Plan and deliver the SPILL Festival in Ipswich in 2020 and ongoing Think Tank programme as directed by the Artistic Director
- Effectively manage all activity to budget, giving regular updates to Artistic Director & General Manager
- Contribute to the creative development of the Company and its projects
- Liaise with and contract all project-specific collaborators, partners, artists and freelance service providers, in consultation with the General Manager and the Artistic Director
- Negotiate with partners as and when required
- Line-manage activity of Participation Producer to ensure the engagement programme is well managed
- Line manage the SPILL OPEN Project Manager guiding and supporting their work, ensuring excellent development pathways for artists and seamless delivery of their work in SPILL
- Work directly with SPILL commissioned artists, maintaining regular dialogue to support the long-term development of their work. Track and report on progress
- Work with the Artistic Director, Participation Producer and Marketing & Communications team to share programme content and agree pricing to support effectively targeted communications
- Support the Development Manager with potential funding applications by sharing and developing information on potential projects
- Research and recommend new National/International opportunities for Company collaboration/presentation, working to exploit them as directed
- Ensure production and technical requirements are met for all creative projects, line-managing freelance Production Manager
• Represent the Company publicly as an ambassador, maintaining a healthy presence with a variety of stakeholders, primarily in the East of England
• Proactively work to support artists and collaborators connected with the Company, striving to meet their aims and ambitions, always in line with the overarching aims and objectives of the Artistic Director

Management
• Be an effective member of the senior management team, contributing to the overall strategic direction of the Company
• Plan, budget, monitor and report on all project finance in consultation with the General Manager and Artistic Director
• Oversee and manage clear communications across all production activity with Marketing, Development and Management functions.
• Negotiate and secure all required rights, permissions and licenses. Oversee
• necessary insurance is procured

General
• Pre-empt challenges in advance where possible, identify critical pathways and flag issues early on
• Contribute to resource efficiently and understanding, feeding into the Company’s environmental policy with other staff
• Work with the whole team to identify opportunities for income generation.
• Respect Company confidentiality at all times
• Monitor an effective office infrastructure by maintaining secure systems for
• holding confidential and sensitive information
• Share and file work, information and contacts in accordance with Company procedures

Essential experience skills and attributes

• Significant experience of commissioning and producing within live art/experimental theatre and/or festivals
• 5 years’ minimum experience working in the arts, with at least 3 years’ experience of producing large-scale events
• Interested in & knowledge of cross-art forms including but not limited to contemporary art, sound and music, film, video, art galleries and large-scale outdoor work.
• Knowledge in commissioning and producing music acts
• Interest and knowledge in work for young people
• Experience in public engagement and audience development
• Sensitive and supportive of creative processes
• Proven track record of negotiating and working with high-profile partners in the UK including venues, funders and artists
• Significant demonstrable experience of contracting partners across a wide range of disciplines
• Understanding of public funding - in particular Arts Council England, trusts, foundations and sponsorship relationships
• Excellent writing skills including an ability to communicate complex information fluently and succinctly and present it clearly
• Good understanding of evaluation and audience development
• Familiarity with and interest in new technologies
• Experience of managing people and working with volunteers. Excellent performance management skills
• Accuracy and meticulous attention to detail
• Natural organisational skills, demonstrable from previous experience
• Analytical mind
• Good at prioritising, managing reactive work, balancing multiple requirements and adapting to new situations
• Creative and confident problem-solver
• Strong IT and new media skills
• Enthusiastic team-worker but able to work independently
• Highly motivated and energetic with a goal-oriented mindset
• Mature, confident and well-presented, trustworthy with confidential material
• ‘Can-do’ attitude and a sense of humour
• Ability to work flexible hours, some evenings and weekends, especially in the run up to and during SPILL, and for Think Tank events (TOIL will be granted)
• Flexibility to travel as and when required

Desirable

• International Producing experience
• Experience and proven track record of managing six-figure budgets
• Understanding of copyright, IP legislation, rights and liabilities

TO APPLY
Please email your CV, Cover letter and completed Equal Opportunities form to Jodie@pacitticompany.com by Monday 8 April at Midday.

Interviews will be held in Ipswich on Tuesday 16 April or Wednesday 17 April, and you must be available to be called for interview on location on these days.

When you apply, please state clearly in the subject line of your email the position you are applying for and save documents you attach with your name in the title.

We will notify applicants who have been shortlisted for interview by Thursday 11 April. If you do not hear from the Company by then, you may assume that you have not been selected for interview. Due to the anticipated number of applications, we are unable to offer individual feedback to applicants who are not shortlisted for interview.

Thank you for your interest and we look forward to hearing from you.

Jodie Worton
General Manager
Pacitti Company