

FRÀN WEN

# PRODUCER

SALARY: £30,000 - £35,000  
CLOSING DATE: 11 DECEMBER 2023  
CONTRACT: PERMANENT

## JOB PACK



**REDIFINING THE  
FUTURE.  
ONE SHOW AT  
A TIME.**



# PRODUCER

From spoken word shows in Maes B to the Welsh language's biggest musical to date - Frân Wen is producing an ambitious, multidisciplinary work that is reaching record breaking audiences.

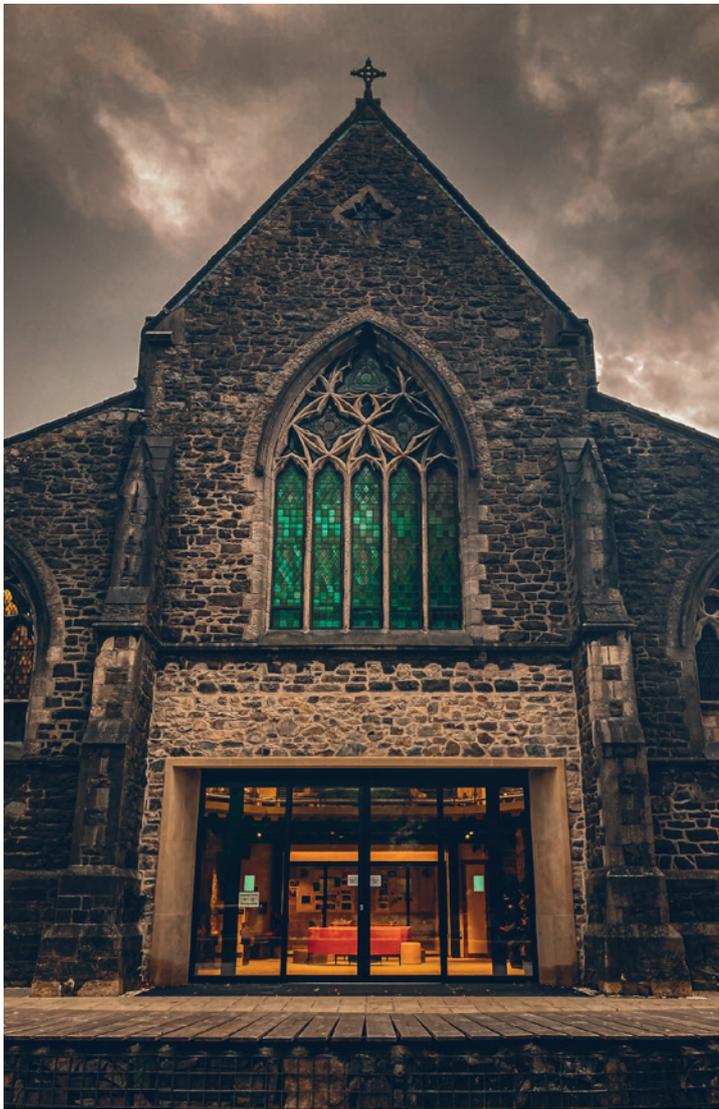
We collaborate with 180 artists every year and on average produce 7 shows annually, reaching over 15,000 audiences per year.

This is a new role within Frân Wen, and a unique opportunity to work in a fast paced, energetic environment - creating ambitious works in collaboration with some of Wales' most exciting artists and touring the work across Wales.

We are always looking to push the boundaries of what theatre can be, embracing Wales' multidisciplinary practice and developing Welsh arts for the 21st century.

The producer will collaborate closely with the Artistic Director and Executive Director and play a key role in realising Frân Wen's programme, ensuring the programme is delivered with ambition, integrity, and quality.





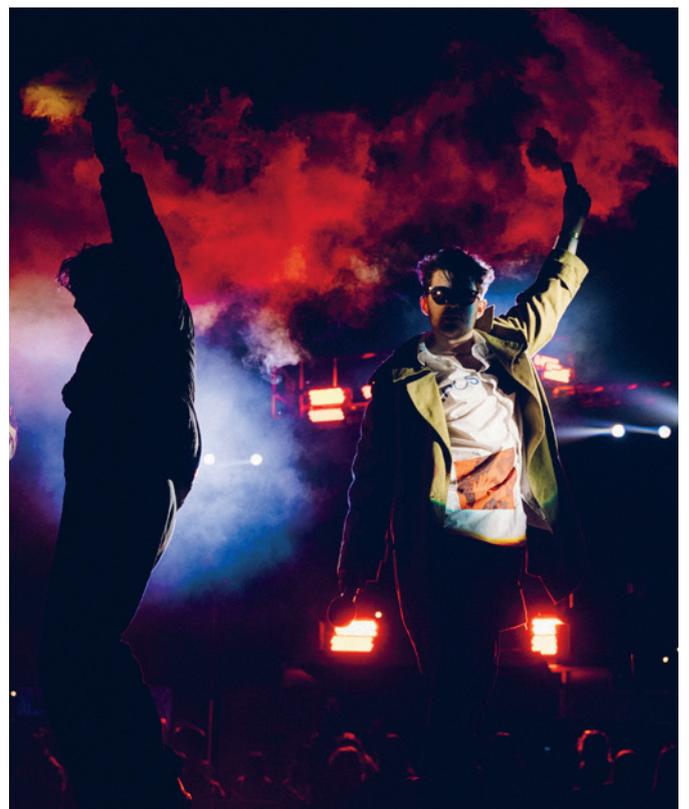
31,702

WE ENGAGED WITH 31,702 PEOPLE THROUGH OUR ENGAGEMENT PROGRAMME IN THE LAST 3 YEARS



38,021

PEOPLE IN THE LAST 3 YEARS HAVE SEEN OUR WORK



# GOVERNANCE

Frân Wen is a limited company by guarantee and a registered charity.

The company is led by a board of non-executive directors including 11 professional individuals with extensive experience.

Ensuring the voice and influence of young people on every aspect of the company's work is our Young People's Advisory Board which contributes significantly to artistic and strategic discussions.

Frân Wen is a small company of dedicated staff who work collaboratively to achieve the company's objectives.

Current staff include:

Artistic Director:	Gethin Evans
Executive Director:	Nia Jones
Marketing Manager:	Carl Russell Owen
Production Manager:	Lewis Williams
Administrative Officer:	Olwen Williams
Community Director:	Elis Pari

Around 180 artists are employed or contracted annually to deliver the artistic programme.

# YOU

We are looking for an ambitious and organised Producer to join us to deliver our exciting artistic programme.

## **DO YOU HAVE...**

- Admiration for Frân Wen's vision and work and a passion to play a leading role in shaping its future success.
- Experience of working in a theatre or creative production company or arts venue.
- Experience of working directly with creative teams and administering artistic processes.
- Experience of negotiation and understanding of contracting processes.
- Good financial skills including budget management.
- Experience or understanding of touring productions / projects.
- Excellent planning skills with the ability to work flexibly, to prioritise and achieve targets.
- Ability to collaborate and establish effective partnerships internally and externally.
- Clear and convincing oral and written skills in Welsh and English.\*
- Experience of managing a team of people.
- A positive attitude and a high level of self-motivation and the ability to work independently.
- A commitment to maintaining and expanding cultural diversity and access across the company's work.

*\*We welcome applications from new Welsh speakers and provide language training and support to enable you to deliver the role.*

## **WE EXPECT THE FOLLOWING TO BE IMPORTANT TO YOU:**

- Welsh language theatre which is progressive and relevant, and which pushes the boundaries and expectations of the audiences and participants.
- Cultivating talent and inspiring the next generation of artists.
- Widening access to the arts by encouraging more participation.
- Inclusion and equality.
- Environmental sustainability.
- The identity of contemporary Wales.



# JOB DESCRIPTION

The Producer will be responsible for producing all aspects of the artistic programme and will collaborate closely with the Artistic Director and Executive Director.





## **STRATEGIC PLANNING**

- Manage the production aspects of the company on a day-to-day basis supporting the Artistic Director and the Executive Director to ensure that all Frân Wen's work is produced and is delivered with high quality production values and under the best circumstances possible.
- Manage relationships with co-producers, project partners and working with the Executive Director on negotiating contracts with companies, locations, the appointment of creatives, writers' commissions, and engagement with actors.
- Work with the Artistic Director and Production Manager to draw up annual and long-term project plans.
- Liaise with the Artistic Director and collaborate with the Administrative Officer to manage casting processes for productions.
- In collaboration with the Production Manager draw up rehearsal and performance schedules for the company's productions and projects.
- Work in collaboration with the Executive Director to draw up budgets for individual productions and across annual programmes.
- As a member of the senior team the Producer will contribute expertise to planning, business, strategy, brand and audience development as well as evaluation.

## PRODUCTIONS

- Support the Artistic Director to identify appropriate members for creative teams.
- Work with the Executive Director to contract all freelance production staff.
- Support the Production Manager to ensure the program has the relevant technical support.
- Act as the main contact between areas of work in day-to-day management.
- Manage the press night and invitation list alongside the Marketing Manager.
- In conjunction with the Production Manager, monitor and authorise all production expenditure ensuring that there is no overspend.
- Tour management including tour booking, contracts and scheduling.
- Attend and participate in programming meetings and read scripts which are under consideration.





- Collaborate with the Head of Engagement to identify and promote opportunities for community-based engagement within the company's professional programme.
- Oversee the development and production of engagement events as necessary to encourage members of the community to experience and be a part of Frân Wen's work.

## **GENERAL**

- Attend readings, sharings, previews and press nights.
- Attend regular company meetings and executive meetings.
- Develop and implement green policies and procedures.
- Maximise income and minimise expenditure wherever possible, without depriving the quality of the work and the company's reputation.
- Implement and contribute to the development of Frân Wen's policies, especially those relating to safety, diversity, and accessibility.
- Integrate anti-discriminatory practice into all aspects of the company's work and promote equality in all aspects of programme and in matters relating to staff, freelancers, and volunteers.
- Represent Frân Wen in meetings and external groups relevant to producing and touring at local and national level.

# TERMS AND CONDITIONS

<b>Job title:</b>	Producer
<b>Responsible to:</b>	Cyfarwyddwr Gweithredol
<b>Salary:</b>	£30,000 - £35,000 (relevant to experience)
<b>Contract:</b>	Full time, permanent contract. (Part-time commitment considered)
<b>Contract start date:</b>	As soon as possible. If appropriate, agreement can be reached on how any work already committed to it can be managed.
<b>Location:</b>	Frân Wen, Nyth, Ffordd Garth, Bangor, Gwynedd. LL57 2RW. (Hybrid working pattern can be considered)
<b>Working hours:</b>	38 hours per week. Due to the nature of the work, unsocial hours will need to be worked in the evenings and at weekends.
<b>Annual leave:</b>	25 days a year increased to 30 days per year after 5 years service. Statutory holidays are additional.

- Probationary period:** The appointment will be subject to a successful six month probationary period.
- Leave notice:** 1 month's notice during probation period and three months thereafter.
- Pension:** Frân Wen is a member of the Gwynedd Pension Scheme. One of the best pension schemes in the country with an employer contribution of 18.5%.
- Other benefits:** Staff Wellbeing Programme.  
Flexible working.  
Childcare vouchers.  
Tickets for productions and arts events.
- Criminal Record:** This post is exempt from the Rehabilitation of Offenders Act (1974). Due to the nature of the post Frân Wen will make enquiries through the Safeguarding and Barring Service regarding working with children, young people or vulnerable people.
- References:** An offer of employment will be subject to receipt of satisfactory references.

*This post is part-funded by the UK government through the UK Shared Prosperity Fund.*



# APPLICATION PROCESS

If you wish to apply, the following information should be submitted:

- Letter of application outlining your suitability and the reason for your interest in the post
- Please consider the job description and personal specification setting out how you can make a valuable contribution to Frân Wen during a key stage in its history.
- Equal Opportunities Monitoring Form
- Current CV

If you would like an informal and confidential discussion about the post, need information in a different format please contact Nia Jones on the email address below or telephone 01248 715048.

Please send the information to Nia Jones, Executive Director:

**Frân Wen, Nyth, Ffordd Garth, Bangor, Gwynedd, LL57 2RW**

or by e-mail to: [nia@franwen.com](mailto:nia@franwen.com)

## **KEY DATES**

Closing date: 11 December 2023

Interviews: 14 December 2023

Commencement of post: As soon as possible thereafter

# RECRUITMENT PROCESS

The recruitment process is being led by the Frân Wen Management Board in consultation with the company's Youth Panel.

Frân Wen does not allow discrimination on the grounds of gender, race, disability, ethnic or socio-economic background, age, family circumstances, marital status or civil partnership, religion, sexual orientation, gender reassignment, pregnancy and maternity or other irrelevant difference and is committed to working with diversity in a positive way.

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after 6 months. If you are appointed and employed by us, the information you submit will be held securely and will form part of your employment record.



FRÅN WEN



FRÅN WEN.COM