



## **Lost Dog is seeking a Producer (Maternity Cover) for 2016**

### **Producer – Maternity Cover, Lost Dog**

Lost Dog is seeking a brilliant Producer to work with them in 2016 on a 10-month fixed term contract. The Producer will oversee and produce all of the company activity as well as seek out new opportunities. This role requires flexibility, vision, creativity and extensive experience of producing theatre and/or dance, managing a company and above all, a strong belief in Lost Dog's work.

The Producer will work closely with the Artistic Director to manage the delivery of all Lost Dog productions and company activity, and marry the creative ambition of each project with the strategic, financial and logistical resources available. The Producer needs to have particular skills in negotiating contracts, partnership deals, have sound financial management skills and a proactive approach to seeking new opportunities for the company.

In 2016, the Company will be focussing on: an extensive tour of *Paradise Lost (lies unopened beside me)* including a Rural Tour as part of the Rural Touring Dance Initiative; developing international partnerships; building our participation programme; progressing plans for a new work in 2017; and working on a number of commissions with other companies.



Producer – Maternity Cover, Lost Dog  
Job Description

- Job Title: Producer (Maternity Cover)
- Contract: Freelance, Fixed Term
- Terms: Fee negotiable based on experience.  
The contract will run from mid-February to mid-December 2016 with an average of 2 days commitment each week.  
The Producer must be eligible to reside and work in the UK
- Location: Lost Dog are based in the South East with studios near Lewes. There are times when the Producer may decide to work from home, in East Sussex or another location depending on the company's schedule.
- Hours of work: Flexible. Includes some evening and weekend work and UK / International travel
- Responsible to: Artistic Director
- Application Deadline: Wednesday 6 January 2016, 5pm
- Interviews: Week commencing 18 January 2016, in London.
- To Apply: Please email the following to [info@lostdogdance.co.uk](mailto:info@lostdogdance.co.uk)
- a completed Applicant Details form
  - your CV
  - a Supporting Statement (max. 3 pages) telling us why you wish to apply for the role, what you feel you can bring to Lost Dog, your longer term ambitions and further details of your training, experience and other skills in support of your application.

For an informal discussion about the role please contact Emily Gorrod-Smith on 07840 028013.

If you do not hear from us by Wednesday 13 January you should assume that your application has not been successful.

Company Links: [www.lostdogdance.co.uk](http://www.lostdogdance.co.uk)  
[facebook.com/lostdogdance](https://facebook.com/lostdogdance)  
[twitter.com/lostdogdance](https://twitter.com/lostdogdance)  
[youtube.com/lostdogdance](https://youtube.com/lostdogdance)



## Company Background

Lost Dog was formed in 2004 by Ben Duke and Raquel Meseguer with the aim of creating work that is both theatre and dance. The company work with text, live music and movement and blend these elements to create work in which dance is framed by stories and characters. "We began with an idea and we continue to wrestle with it, to say what needs to be said and dance the rest."

Lost Dog's newest work, *Paradise Lost (lies unopened beside me)* based on Milton's epic poem, premiered at Battersea Arts Centre in May 2015 as part of A Nation's Theatre and went on to be presented at Edinburgh Fringe Festival 2015 where it received high critical acclaim and was shortlisted for a Total Theatre Award in the Innovation, Experimentation & Playing with Form category. The company's previous work *Like Rabbits*, made in collaboration with award winning writer Lucy Kirkwood and inspired by Virginia Woolf's short story Lappin & Lapinova premiered at Brighton Festival 2014 and was originally presented as a work in progress at the Almeida Festival 2013. In 2011 Lost Dog won The Place Prize for Dance sponsored by Bloomberg with their duet, *It Needs Horses*.

The company's first work, *Pave up Paradise*, won first prize at the Burgos International Choreography competition, second prize at the prestigious Hanover choreography competition, and was bought and toured by Phoenix Dance Theatre as part of its Stories in Red 25th anniversary mixed bill. Their second piece, *The Drowner*, was nominated for a Total Theatre award and won critical acclaim at the Edinburgh Fringe Festival 2005, and in the same year the company received a Bonnie Bird UK New Choreographers' Award.. Lost Dog has also created *Hungry Ghosts*, which toured nationally and internationally in 2007-2008; *The Rain Parade* which was commissioned by Dance Digital and toured in 2009; *Salvage*, created at the Corn Exchange Newbury and performed at British Dance Edition and Brighton Festival 2010; and *Home for Broken Turns*, which completed a UK and international tour in 2012-2014 alongside *It Needs Horses*.

Ben Duke, Artistic Director of Lost Dog, has also been commissioned to create work for Scottish Dance Theatre (*The Life and Times of Girl A*), Dance Umbrella (*The Difference Engine*) supported by Dance East and the Junction and numerous post-graduate performing companies including Verve and Intoto. He has choreographed for projects by The National Theatre of Scotland (*Dolls*), the Gate Theatre, London (*Sexual Neuroses of our Parents*) and Handspring UK (*CROW*). Ben is a Work Place Artist at The Place, was an Associate Artist at South East Dance 2012-2014 and was recipient of the Bonnie Bird New Choreography Award 2011.

### Aim of Role

To manage, inspire and take responsibility for the overall running of the company, supporting the Artistic Director and his vision through maintaining key relationships with partners & collaborators, producing projects, financial management, partnership development and continuing to develop the company's rapidly increasing profile on both the dance and theatre scene.

### Role and Responsibilities

The Producer will be responsible for the following:

- Embracing Lost Dog's mission, ambition and commitment to making excellent work
- The overall administrative running of the company
- Contracts – commissioning contracts, performance contracts, collaborator contracts, participation contracts
- Budgeting & financial management
- Venue & partnership liaison
- Ensuring the company is compliant with all statutory and legal obligations
- Co-ordinating marketing and press activity in liaison with freelance consultants, the Artistic Director and Tour Manager
- Representing and advocating for the company at performances and events
- Working alongside the Development Manager to further develop company strategy and long term financial sustainability
- Working with the Artistic Director to define future artistic activity
- Booking and negotiating tour dates
- Securing partners and commissioners for future projects
- Management of the touring team to include the Tour Manager, Production Manager and Tour Technician
- Managing the company's social & digital media profiles (shared with Tour Manager)
- Producing company schedules and managing both the Company's and the Artistic Director's diary
- To keep updated all Company databases and systems for recording/monitoring data across all activities
- To ensure all digital and print documentation is collected, collated and archived
- Evaluating projects
- To carry out any other duties as reasonably required by the Company

## Personal Qualities, Skills and Experience

### Essential

- An understanding of the UK theatre landscape
- Experience of working directly with artists to realise an artistic vision
- Experience of producing theatre and/or dance
- Excellent interpersonal skills and the ability to deal sensitively and diplomatically with a variety of people
- Tenacious, dynamic, creative and practical with the ability to forward plan
- Reliable and committed with excellent attention to detail
- Ability to multi- task and work on various tasks and projects at any one time
- Efficient and organised with demonstrable ability to project manage
- To be flexible and adaptable to the demands of the role
- Able to build strong working relationships with the company and its collaborators and partners
- Confident to initiate and develop opportunities
- Experience drawing up and managing budgets
- Experience touring a company including knowledge of all relevant contractual and legal obligations that this requires
- Experience of co-ordinating marketing & press strategies
- Experience of fundraising for the arts, with knowledge of funding systems and strategies in the UK
- Experience of working with Arts Council England
- Knowledge and experience writing contracts and agreeing / negotiating terms
- Strong IT skills
- An excellent level of both written and spoken English

### Desirable

- Knowledge of strategic and business planning, delivery and people management in an arts context
- Experience and knowledge of seeking out international opportunities
- Demonstrable track-record of successful UK and international tour booking
- Knowledge of UK and international contemporary dance
- An openness to new models of working and sustainability in the arts
- Experience of initiating, developing and maintaining partnerships
- Experience of website management, in particular using Wordpress
- Knowledge and experience of running company social media
- Previous financial responsibility for running a dance or theatre company



## Applicant Details Form

Position Applied for: \_\_\_\_\_

### PERSONAL DETAILS

Surname	
Forename	
Address	
Postcode	
Telephone	
Email	

### GENERAL INFORMATION:

Please give details of any pre-booked holidays over the next 12 months:
How many days have you been absent from work in the last 12 months due to illness?
Please give details of any criminal convictions you have had, excluding any considered 'spent' under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded).
Do you have any impending court appearances?      Yes / No
<b>Are you free to remain and take up employment in the UK?</b> Yes / No
We will require you to bring along your passport to an interview.
<b>How did you find out about this position?</b>



**REFERENCES:**

Please provide details of two persons from whom references may be sought with regard to your application. These references will not be sought until after a successful interview. One of these should be your most recent employer (if relevant):

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Tel:	Tel:
Email:	Email:
In what capacity are you known to this referee?	In what capacity are you known to this referee?

***Disclaimer and Signature***

I hereby consent to Lost Dog holding and using data on this application form, for the purposes of administering and supervising my application for working with the Company. I agree that such data may be made available to those who reasonably need to know the same within the Company. I understand and agree that this data will be kept for up to one year following the recruitment process. In the event I am successful in my application the data will be used for the basis of my personnel record.

I confirm that the information I have provided is accurate to the best of my knowledge and that any purposeful misrepresentation may result in the termination of employment contract or withdrawal of an offer of employment.

Signature:

Date:



Equality and Diversity Monitoring

We aim to provide equal opportunities and fair treatment for all of those who work with us. Please complete the form and email to the address at the end. The information below is anonymous and will not be stored with any identifying information about you. All details are held in accordance with the Data Protection Act 1998.

**Ethnicity**

Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the 2001 Census in alphabetical order.

<p>Asian</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Any other Asian background (please state):</p>	<p>Black</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black background (please state):</p>	<p>Chinese or other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic group (please state):</p>
<p>Mixed</p> <p><input type="checkbox"/> Black African and White</p> <p><input type="checkbox"/> Black Caribbean and White</p> <p><input type="checkbox"/> Any other mixed background (please state):</p>	<p>White</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> Welsh</p> <p><input type="checkbox"/> Any other White background (please state):</p>	<p><input type="checkbox"/> Rather not say</p>

**Disability**

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day to day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

<p>Do you consider yourself to have a disability according to the above definition?</p>		
<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Rather not say</p>