



## **ONCE OFF PRODUCTIONS**

### **PRODUCER PROGRAMME**

Founded in 2006 by Maura O’Keeffe and funded by the Arts Council through its ‘Creative Production Services’ initiative, Once Off Productions provides a structured, supportive and creative producing platform for independent performance artists making ambitious, innovative and collaborative work. Working nationally and internationally at all scales, Once Off Productions is committed to bringing live performance to audiences in traditional and non-traditional locations.

Once Off Productions is offering opportunities for 2 early-career/emerging freelance theatre producers to join the team for a part-time one year fixed term contract for service as part of their producer programme. The selected candidates will assist on and learn from productions, developments and management of relationships with artists. They will be provided with mentorship by the senior producer Maura O’Keeffe and the wider producing team on all aspects of theatre production and advice with practical support for their own independent projects. They will also get the opportunity to undertake line producing roles on selected Once Off projects.

Areas of activity will include, but are not limited to:

- Basic financial management of projects (budget management, basic book-keeping - income & expenditure accounts etc)
- Grant application writing
- Contracts
- Logistics and liaison when in production (including accommodation and travel arrangements, venue and box office liaison)
- Marketing and communications
- Administration
- Attending rehearsals and production meetings in person
- Assisting on site during technical rehearsals/productions
- Supporting smooth running of events/press nights/performances.

The successful candidates will be dynamic, ambitious and have a strong appetite to learn, develop and progress as a freelance producer. They will also have:

- a demonstrable interest in theatre production and some experience of producing live performance
- good communication skills
- strong administrative competency
- the ability both to work within and to lead a team
- a good working knowledge of theatre practice and production in contemporary Irish theatre and live performance.

This role may be primarily performed remotely, however as it will involve working on a wide variety of projects and productions across the country, travel will be required on occasion. Once Off Productions currently has an office base in Cork and in Dublin.

The commitment is the equivalent of one day/8 hours per week and the base fee will be €6,000 per annum. The commitment and fee will increase accordingly during busy production periods and the producers will be allocated to specific projects, taking into account any other freelance projects they are committed to. The successful candidates will be supported in their own independent projects in a light touch way, through peer support, advice and resource sharing.

Candidates should submit a cover letter outlining their relevant experience and their producing goals and ambitions, along with a CV including 2 references. **Applications by email to: [maura@onceoffproductions.com](mailto:maura@onceoffproductions.com) by Thursday 15<sup>th</sup> February at 5pm.** Please state "Producer Programme" in email subject line.

Once Off Productions is an equal opportunity employer and encourages and welcomes applications from candidates of all backgrounds.

Shortlisted applicants will be called for an in-person interview in Dublin on Thursday 29<sup>th</sup> February/Friday 1<sup>st</sup> March with a preferable start date of week commencing the 18<sup>th</sup> March.