



## **ONCE OFF PRODUCTIONS**

### **Senior Producer**

#### **Job Description**

Once Off Productions is looking to recruit a full time Senior Producer to join our busy Organisation.

#### **About ONCE OFF**

Once Off Productions is an independent producing platform established in 2004 by Maura O'Keefe to provide creative and flexible producing supports for independent performing artists.

Currently funded under a new Creative Production Services pilot scheme by the Arts Council of Ireland, Once Off is led by a small team of experienced cultural sector professionals. Once Off enables some of the most brilliant and exciting artists based in Ireland today to develop, create and present new work for us all.

We collaborate with artists, developing unique relationships that respond to the needs of each artist and project individually.

We support and stimulate artists, engaging in all aspects of the work's development and presentation.

We are ambitious, adventurous and willing to take risks to bring their artistic vision to life.

We are experienced and skilled, embedding excellence in everything we do and ensuring work of the highest professional standard.

#### **About the Role**

The Senior Producer will have a key role in Once Off, supporting artists, mentoring and supporting our young producers, and making great work.

The successful candidate will be expected to work with a whole range of theatre makers including, but not limited to, writers, actors, producers, musicians and designers. The successful candidate will report to the Director and will work with them to deliver and manage work of the highest standards.

Duties include but are not limited to:

- Overseeing our Line Producers on projects including - Negotiating contracts for productions, managing all production budgets
- Working with the Director to oversee the strategic development of Once Off and our artists
- Liaising with Funders in the reporting of the CPS pilot programme
- Working with artists to prepare funding applications
- The planning and budgeting of developments and productions for our artists

- Negotiating co-production and presentation agreements
- Managing opportunities for our artists and their productions through touring and partnerships
- Managing small and large scale projects

The successful candidate will have:

- Strong experience of producing theatre of all scales.
- Demonstrable record of management in a theatre or performing arts environment
- Experience and expertise in negotiating contracts for artists and with co-producers and presenters
- Extensive contacts within, and huge enthusiasm for, theatre, both in Ireland and beyond.
- Vision, motivation and drive.
- A genuine desire to work with independent artists at all levels and encourage them to think bigger and bolder at every turn.
- The ability to multi task effectively across several productions at once, keeping in mind the priorities of many different artists
- Proven success in working in a busy environment.
- Excellent communication and report writing skills.
- Excellent organisational, logistical and general administrative skills.
- Flexibility and excellent time management skills.
- Relevant experience of developing and managing large teams, setting personal objectives and managing performance.
- The ability to brief and collaborate with professionals beyond theatre makers – i.e. publicists, marketers, photographers, press etc
- A full knowledge of production processes.
- The ability to inspire a team to deliver high quality work
- A pro-active approach to new creative opportunities.

This is a full time contract for one year during this CPS pilot phase. This role can be performed remotely although travelling with productions will be necessary occasionally. The role will involve working on a wide variety of projects across the country, as well as internationally.

Candidates should submit a cover letter along with a CV including 2 references.

Applications by email to: [admin@onceoffproductions.com](mailto:admin@onceoffproductions.com) by Friday 16 September at 5pm. Please state "Senior Producer" in email subject line.

Shortlisted applicants will be called for an interview towards the end of September with an ideal start date to include a handover period towards the end of November.