



SENIOR PRODUCER JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to: Executive Producer

Responsible for: Producers, Associate Producers, Freelance Project Producers and Creatives

Key Relationships: Artistic Director, Producers, Finance Director, General Manager

Salary: £55,000 - £60,000 dependant on experience

Contract: 1 year (fixed term) with a possible extension

Location: Woolwich, London, UK

Deadline for applications: 5th June 10:00am

Applications will be reviewed and interviews will be conducted on a rolling basis. Shortlisted candidates will be notified in due course. If you are interested in this role, we encourage you to submit your application as early as possible. We reserve the right to close this vacancy as soon as we have received sufficient applications for the role.

How to apply: Complete the application form [here](#) including your CV and cover letter.

If you have any questions or are experiencing any difficulties with the application process, please contact workwithus@punchdrunk.com.

OUR HISTORY

Founded in 2000 by Felix Barrett MBE, Punchdrunk is widely recognised as the “pioneer of the ‘immersive theatre’ phenomenon” (The Telegraph). The company is best known for their mask shows, a form of theatre in which roaming audiences experience epic storytelling inside singular, sensory worlds. These productions have been cited amongst the 40 creative moments that changed culture (Creative Review) and currently play across three continents: Sleep No More, New York has been running since 2011; Sleep No More, Shanghai (2016 - present) is the longest-running international show in China; and The Burnt City, London has welcomed over 200,000 audiences since it opened in March 2022. In March 2024, Punchdrunk announced their latest project, Viola's Room, opening in London in May 2024.

Alongside these landmark theatrical productions, Punchdrunk has taken its ground-breaking approach to live experiences and created cross-cultural collaborations in music, tech, fashion and TV - from projects with Rihanna to Jack White, Louis Vuitton to Alexander McQueen, and from Samsung to Brad Pitt's Plan B Studios. The company was listed amongst the 50 most influential artists of the last 50 years (Sky Arts, 2022) alongside David Bowie, Sir Steve McQueen and Vivienne Westwood.

Previous projects include: The Third Day (BAFTA-nominated TV series starring Jude Law and Naomie Harris with HBO and Sky Studios), Believe Your Eyes (with Samsung, 58th Venice Biennale, 837, ArtBasel and Cannes 2016), ANTi diary (with Rihanna and Roc Nation), The Drowned Man: A Hollywood Fable (with the National Theatre), The Crash of the Elysium

(Manchester International Festival), The Duchess of Malfi (with ENO), Sleep No More (with the American Repertory Theatre), It Felt Like A Kiss (with Adam Curtis and Damon Albarn, Manchester International Festival), Tunnel 228 (in collaboration with The Old Vic), The Masque of the Red Death (with Battersea Arts Centre), and Faust (in collaboration with the National Theatre).

THE ROLE

Amidst a very exciting time for Punchdrunk, the Senior Producer will be part of a team of Senior Producers who are accountable for the management and outcomes of multiple Creative Projects, delivering strategic, commercial and creative success in line with Company goals. The Senior Producer oversees or leads a number of projects, each in differing stages of development, and works collaboratively across the business and with external partners to balance the multitude of project needs, maintain budgetary control, manage project timelines and resolve problems whilst protecting creative integrity. The Senior Producer sits on the Senior Management Team to ensure the smooth running of the company, its projects and the future programming of the company's works.

JOB DESCRIPTION | KEY RESPONSIBILITIES INCLUDE:

- Working collaboratively with and under the oversight of the Executive Producer, the Senior Producer is expected to oversee or lead on the successful life cycle of a variety of projects from inception to development, pre-production, running and eventual closing, and;
- Bring a particular specialism in marketing and communications to deliver commercially successful strategies to support existing and future Punchdrunk shows.

EARLY LIFE PROJECT DELIVERY

- Works with the Executive Producer and Artistic Director at the earliest stage of conversations on projects for which they are identified as the Senior Producer developing the project proposal;
- Works with supporting teams to develop clear commercial and production strategies and aims for the identified project;
- Alongside the Executive Producer and Artistic Director, takes the creative vision and overlays clear commercial boundaries to provide a framework for progressing with development;
- Creates a funding plan with the Executive Producer and Finance Director in order to identify the best funding/investment route, or for commissioned work, leads on negotiations with the commissioning party;
- Where applicable, leads on the securing of funding for projects (whether investment / sponsorship etc).

PRODUCING

- Overall responsibility for project success, commercially and creatively, and in-line with organisational goals;
- Works collaboratively with the Artistic Director and/or project Creatives to ensure the creative vision can be achieved within the commercial parameters and budget, and to the technical requirements;
- Manages and coordinates project development prior to green light;

- Upon successful greenlight, recruits the key staff required to deliver each project, including the Line Producer who would report directly to the Senior Producer and oversees full project recruitment;
- Negotiates all key contractual matters, with support from legal counsel, including but not limited to: Option and Licence Agreements, Freelancer and Contractor agreements, Co-Production agreements;
- Throughout the project lifecycle, partners closely with finance to oversee all financial aspects of the project including budget development, spending, income generation, phasing and monthly reconciliation;
- Troubleshoots specific issues which arise during each phase of the production;
- Identifies, manages and mitigates risks, seeking support from relevant specialists;
- Works with senior management and external consultants to ensure compliance with relevant regulations, codes of practice and health and safety laws;
- Ensures that all work on the project is carried out in a first-class manner consummate with industry best practice, and that all creative work meets the gold-standard that Punchdrunk is associated with, and;
- Oversees the close down of the project including closing out of contracts, delivering final assets, concluding legal matters per the legal agreements in place.

MARKETING & COMMUNICATIONS

- Responsible for the development of project-related marketing and publicity plans, strategies promotional campaigns which meet the needs of the project and align with Punchdrunk's overarching marketing and communications approach;
- Line manages marketing and communication functions;
- Manages third party consultants.

SENIOR MANAGEMENT TEAM

- Is an active member of the weekly SMT Meeting, chaired by the Executive Producer, gaining an oversight of all other ongoing creative projects;
- Provides clear updates on the status of their development/R&D/running projects;
- Shares insights and learnings from their projects and their marketing and communications experience to support all company projects;
- Seeks perspectives from members to support and enrich their own projects, and;
- Raises issues and gives perspectives on wider company matters as appropriate.

PERSON SPECIFICATION

- Collaborative Relationships: works best in a collaborative environment; respectful of others opinions; creates a forum in which every voice counts..
- Leadership of a high performing team: creates a climate in which people want to do their best; tackles difficult conversations with team members / high tension situations proactively and sensitively.
- Project management: accurately scopes out length and difficulty of tasks and projects; sets objectives and goals, constructs compelling development plans; develops schedules assignments; anticipates and adjusts for problems; evaluates results.

- **Negotiation Skills:** can negotiate skilfully with both internal and external groups; can swiftly establish the lay of the land and successfully negotiate the best outcome whilst maintaining positive relationships.
- **Problem Solving:** uses multiple methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; looks beyond the obvious and doesn't stop at the first answers.
- **Dealing with Ambiguity:** can effectively cope with change; can shift gears comfortably; can decide and act without having the full picture; can comfortably handle risk and uncertainty.
- **Stakeholder Management:** easily gains the trust and support of others; builds appropriate rapport quickly, uses diplomacy and tact; can nurture and sustain a range of partnerships and networks.
- **Marketing and Communications:** holds robust experience in sales strategies for commercial theatre shows; comfortable driving external marketing agencies; has an eye for swiftly implementing commercial opportunities.

WORKING HOURS

- Full time.
- Weekend working will be required.

ENGAGEMENT TERMS

- **Contract:** Fixed-term (1 year with a possible extension)
- **Place of Work:** Punchdrunk's home in Woolwich

NOTES TO APPLICANTS

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and the line manager from time to time.

If you are called for an interview you will be required to sign Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must be eligible to work within the UK.

HOW TO APPLY

To apply, please complete the application form [here](#), providing your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

If you have any questions or are experiencing any difficulties with the application process, please contact us at workwithus@punchdrunk.com.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will

seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

RECRUITMENT TIMELINE

Deadline for applications: 10:00am - 5th June 2024

Interviews: between: 7th - 21st June 2024

Contract commences: Negotiable

If you are interested in this role, we encourage you to submit your application as early as possible. We reserve the right to close this vacancy as soon as we have received sufficient applications for the role.