

TRIGGER

Senior Producer (Maternity Cover)

Trigger Stuff CIC

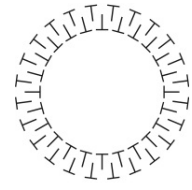
About Trigger

Trigger create and produce surprising theatrical interventions that reimagine and revive public spaces, and put audiences at the centre of the action. Trigger's programme aims to create accessible, inclusive and boundary pushing work which is often site-specific. Their work is brought to life by a team of cross-disciplinary artists and creatives, with the involvement of local communities.



Curio © Savinder Bual

Trigger was founded in 2011 with the aim of creating experiences that bring intrigue to the everyday. Past projects have included Festival Detours, a series of commissions that spanned the Edinburgh festivals, Heliotrope an installation about the seasons in partnership with Glasgow Botanical Gardens and ZombieLab a



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weekend of experiences exploring consciousness at London's Science Museum. Led by Co-Directors Angie Bual and Natalie Adams, Trigger are based in Bristol.

Current Programme

CURIO

A national tour of an alternative museum and light installation during Lockdown.

IMAGINARY ADVICE

Ross Sutherland's award-winning podcast. Listen [here](#).

THE HATCHLING - see below.

In development:

GREENSHOOTS

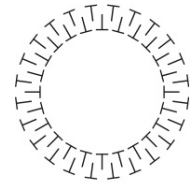
A new mass participation horticultural project.

SOUND & LIGHT

A commemorative experience to Lockdown.



The Hatchling © Dom Moore



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About The Hatchling

The Hatchling is a spectacular large-scale, live event due to premiere in Plymouth, funded by Arts Council England and Plymouth City Council with support from Jerwood Arts, Without Walls, Reach Robotics and Brigstow Institute.

The Hatchling will see an extraordinary visitor roam through Plymouth City Centre. This larger-than-life event will unfold across one memorable weekend, culminating in an unforgettable grand finale to a live audience of over 40,000 people.

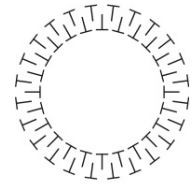
This ground-breaking project comprises a world-class team and is conceived by award-winning producer **Angie Bual** (Trigger), directed by puppetry director **Mervyn Millar** (War Horse, Significant Object), and designed by set designer **Carl Robertshaw** (Ellie Goulding, Bjork).



The Hatchling © Dom Moore

The Hatchling will receive extensive regional, national and international press, with over 240 press items planned in partnership with Flint PR.

The Hatchling is:



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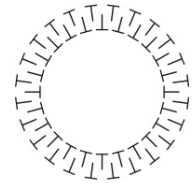
- A large-scale free theatrical experience which brings together theatre, puppetry and cutting edge technology
- Delivered in partnership with over 17 partners including Plymouth Argyle FC, Theatre Royal Plymouth, Without Walls and more
- A professional development opportunity for 13 University of Plymouth students attached to the project
- Host to 5 academic research projects with University of Bristol's Brigstow Institute
- A participation project with 100+ participants involved, from 10+ participation groups from across Plymouth
- Created to inspire audiences from all backgrounds to come together



The Hatchling © Dom Moore

Context

The Hatchling was originally due to premiere in 2020, but due to the COVID-19 pandemic the show is postponed to August 2021.



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About You

Trigger are looking for an experienced, energetic, pro-active and organised Senior Producer to join the team in delivering the programme and supporting the organisation as maternity cover. We are looking for a smart problem solver who is both creative and has strong administration skills.

The right person will have experience of working outdoors and/ or on site-specific projects. You will be an experienced producer who will relish the challenge of managing a large project team (c. 70+), a wide variety of partners, a large budget, and has a personable, rigorous and positive approach to producing and project management.

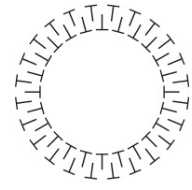
The Senior Producer is a pivotal role which includes leading on project delivery and working with the Artistic Director to help support the organisation.

The role reports to the Artistic Director of Trigger and will involve working closely with the entire project team. We encourage people from all backgrounds to apply. This is a part-time 12 month fixed term role.

Fee and dates

The engagement is for a total of 184 days spread over 12 months, beginning with a handover period with the Co-Director (Natalie Adams) before she heads off on Maternity leave and ramping up in the new year as The Hatchling and the company resumes production. The total fee for this role is £30,000 pro rata (freelance).

October 2020	6 days
November 2020	8 days
December 2020	8 days
January 2021	12 days
February 2021	12 days
March 2021	12 days
April 2021	20 days
May 2021	20 days
June 2021	20 days
July 2021	20 days
August 2021	20 days
September 2021	20 days
October 2021	6 days



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JOB DESCRIPTION

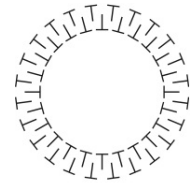
Job title: SENIOR PRODUCER (MATERNITY COVER)
Reporting to: Artistic Director/ CEO
Fee: £30,000 pro rata (freelance)
Terms: 12-months fixed term part-time October 2020 - October 2021

Job Overview

This role is responsible for producing and enabling delivery of all aspects The Hatchling and Trigger's artistic programme as Maternity cover, based at the Pervasive Media Studio, Watershed in Bristol (pending Covid-19 work policies). This role is supported by Artistic Director/CEO Angie Bual, Finance Manager Sarah Kingswell, and Production Manager Chris Clay.

Duties and Responsibilities

- Plan and project manage all aspects of producing activity of The Hatchling and other projects where required
- Manage, recruit and contract project team members where required
- With the Production Manager and Artistic Director, oversee schedules including but not limited to: production, participation, rehearsal and show
- With the Artistic Director manage and strictly control the remaining Hatchling project budget (£316,000), keeping track of actual spends, VAT and reporting to the Artistic Director & Finance Manager
- Support the Artistic Director in developing and maintaining relationships with key partners & stakeholders
- Liaise with key partners including Plymouth City Council, Arts Council England, Mayflower 400 and more
- Be a responsible proactive and engaged member of the team playing a key role in artistic planning and contributing to all areas of companies operation
- Manage project budgets and schedules that make best use of time and resources across multiple simultaneous projects
- Report to funders and stakeholders as appropriate
- Day to day cashflow and financial record-keeping
- Responsive and engaged with new funding opportunities from a diverse range of sources
- Contribute to funding applications for project-specific grants, ongoing core costs and company growth
- Prepare and distribute key papers, contracts, itineraries for projects
- Take minutes for project and board meetings
- Arrange and book travel and accommodation for the core creative team (5 people)



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- Update and maintain the website
- Manage the social media channels for the company and projects
- Maintain invite lists and stakeholder communications
- Project manage stakeholder events/ openings/ press opportunities
- Create a database of future bookers (taken from existing contacts)
- Distribute marketing and promotional materials to key stakeholders

Person Specification

Essential

- A minimum of 5 years relevant planning, producing and project management experience for new work
- Experience of working outdoors or on site-specific projects
- Ability to deliver large-scale projects and events within budget and to agree schedules
- Experience of collaborative and inclusive working relationships with creative teams
- Excellent financial literacy
- Experience of working with multiple partners
- Proven ability to lead and motivate a team
- Ability to communicate and negotiate effectively at all levels, both internally and externally
- An understanding and passion for art, theatre or live performance
- A hard working, personable and calm nature

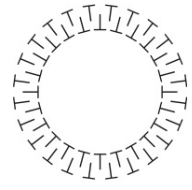
Desirable Experience:

- Producing and working in experimental theatre, installation art or puppetry
- Creating and testing new / never been done before set/ props
- SW based
- Proven success in fundraising
- Working on or supporting a number of projects simultaneously
- Participatory projects
- International touring

Apply

Deadline: Monday 3rd August 2020, 10am
Interviews: Monday 17th August 2020, online
Start date: October 2020

Application method: Please send a CV and covering letter (no more than 2 pages) explaining why you meet the person specification and your ability to deliver the job description to natalie@triggerstuff.co.uk. In the subject line please write: 'Senior



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Producer application'. Please also complete the equal opportunities form here:
<https://forms.gle/d2eXBmnmUykjbZ5d8>

For an informal discussion about the role, please contact Natalie Adams (Co-Director) at natalie@triggerstuff.co.uk