

# COREY BAKER DANCE

## JOB DESCRIPTION

Post:	Executive Company Producer
Responsible to: Responsible for:	Artistic Director & CBD Board of Advisors Project Managers, Line Producers, according to company activity
Personality Type:	Entrepreneur, visionary, achiever, strategic, organised & efficient team player, passionate and fun (quirky welcome!)
Purpose of Post:	To take a leading role within Corey Baker Dance, working directly alongside Artistic Director Corey Baker in liaison with core CBD staff to develop, produce and manage the company into the future. CBD, a small but proactive company, has made a step change in developing major works across the globe in outdoor locations, unusual locations, stage, and on TV and film. The role of Executive Company Producer (ECP) is now needed for the company. We are looking for someone who is passionate and eager to be an instrumental part of developing the current work of the company and its future aspirations. It is essential that the candidate has experience of working in TV, film and large-scale events, and commercial experience is desirable. As we are looking for the “right person” and due to the current climate, aspects of this job are negotiable, e.g. days/ hours, location, fee and working period.
Time Frame:	To start anywhere between the beginning of January 2021 to the end of February 2021 – subject to negotiation and availability. This role could be part-time or full-time dependant on the applicant’s availability. For the purposes of this advertisement, we have constructed the time and fee around a Part-Time position.
Hours:	The role can be offered in an employed or self-employed context. Part-time 3 days per week (24 hours). Evening and weekend work will be required for events, and it is expected that the ECP will be flexible in their working hours to deliver the key results required. Time off in lieu will be given.
Location:	Corey Baker Dance is based in Birmingham, UK. Due to the nature of our industry and creating work all over the world complemented by our desire for the “right person” we will take applications from candidates anywhere in the UK and we are also happy to receive applications from overseas candidates.
Working period:	This initial contract is for 6 months and the role is subject to a probation period of 3 months, during which time the post structure will be re-evaluated. The Executive Company Producer and Artistic Director will work closely to understand whether the role needs to be adapted before it is continued. This is an instrumental position within CBD and it is intended that this post will continue and become full time (if not developed into a more senior role).
Salary:	£12,000 for 3 x 8hr days per week across 6 months (£40k pro-rata), subject to experience and open to negotiation. 30 days holiday per year, pro-rata.
Deadline:	Please apply by 12 noon on Monday 4 <sup>th</sup> January 2021 though we welcome applications sooner on a rolling basis. You will be notified by the end of Monday 11 <sup>th</sup> January 2021 if you have been selected for an interview. Interviews to take place shortly after this according to the candidate’s availability.
How to apply:	Please email a current CV, including contactable referees and a cover letter that answers the following four questions: <b>Please tell us about you.</b> (hobbies, how you got into the industry, what excites you – we want to get to know you.) <b>What is one thing you still want to achieve and produce?</b> (We want to get an insight into your ambitions.) <b>Why do you want to work for CBD? What is it that you could bring to CBD?</b>

If there are any comments, queries or negotiations you wish to discuss about the post please do mention these within your application alongside your ideal start date. Please send the requested and or if you have any questions about the post and its conditions do not hesitate to contact us confidentially, at: [info@coreybakerdance.com](mailto:info@coreybakerdance.com)

## The Brief

The Executive Company Producer will work in partnership with CBD's Artistic Director Corey Baker to lead on the development of Corey Baker Dance. Corey Baker Dance seeks an effective Executive Company Producer to work across the company as a whole as an in-house Producer to manage, oversee, and develop all CBD work (as opposed to operating around a project basis).

The role will be responsible for developing the company, connecting with and building long-term relationships with national and international partners and raising the visibility and profile of projects. Corey Baker Dance has a number of high profile productions or large scale projects all at different stages of development with some of the world's biggest broadcasters, entertainment groups, events and theatres/companies, the ECP would be fundamental in the development of these projects, while also responsible for bringing in new opportunities.

Although we welcome applicants from the subsidised arts world, this is not a requirement for the post as we are focused on finding someone with commercial experience and film/ TV experience also. Applicants may have no previous history as an Executive Company Producer, we would accept applications from previous Company Managers, General Managers, Producers, Creative Producers, Executive Directors and other similar roles in order to be suitable for this post.

## Key Responsibilities

- To contribute to the development of the CBD business plans and develop and oversee the production of new ambitious projects
- To drive the company forward strategically
- To produce projects and oversee the producing of projects
- To support the recruitment of and manage key freelance support team for all company activity and delivery
- To oversee governance, finance and functionality within the company with responsibility for liaison with the Advisory Board/Board
- To research, discover and produce new opportunities and funding for the company
- To understand and support the managing of the company finances
- To develop and maintain excellent project and company partnerships
- To work in a way that celebrates diversity in practice, projects and participation, and encourages safe practice
- To be instrumental in getting CBD's current portfolio of work to current and new markets – and oversee delivery by CBD Project Managers
- To research and secure fundraising across grants, trusts, corporate sponsorship for current and new CBD work
- To ensure the consistent development of the artists involved in projects including the AD

*If you see that a few of these are not in line with your experience and skills but would still like to work with CBD, please do contact us nonetheless and state this in your application. We are keen to find the right people and have other roles available with the remit of the roles being negotiable.*

## Other

- To be an advocate for CBD and all associated funders, sponsors, and partners
- To ensure delivery is compliant with all the relevant funding conditions and regulations, in particular concerning procurement, publicity and record keeping
- To ensure the delivery of activity is joined up and co-ordinated with that of stakeholders and partners
- To carry out any other duties as required and agreed with the Artistic Director
- To be understanding and be sensitive to the creative process and dealing with and managing artists
- To be transparent

## Person Specification

### Essential Skills and Experience

- Good knowledge of the UK and international performance sector, a strong understanding of working in commercial productions and experience and connections within the TV and film world
- An effective manager with experience of leading and motivating others
- Experience of working in the arts in either a producing or management role
- Creative thinker with an ability to dream big and able to turn ideas into action and inspire others
- Experience of negotiating contracts
- A detailed administrator with excellent organisational and project management skills

- Excellent interpersonal skills with a proven ability to quickly build and maintain relationships with colleagues and collaborators
- A skilful communicator with excellent negotiation skills - written, verbal and interpersonal
- Experience of working within tight financial frameworks and writing funding applications and proposals
- A strong awareness of Health & Safety legislation and risk management
- Able to work under pressure and to tight time deadlines

### **Personal Qualities**

- Entrepreneurial and strategic
- Passionate, tireless and unflappable
- Confident, outgoing and enthusiastic personality
- Ability to work with a diverse range of stakeholders
- Good time management skills and ability to prioritise and work to deadlines
- Commitment to innovation, excellence and diversity
- Ability to work on own initiative as well as part of a team
- A good sense of humour and fun
- Prepared to take a hands-on approach
- A flexible, proactive and positive approach to work. An ability to work early mornings, late evenings and weekends as required
- Support commitment to equal opportunities, health & safety, child & data protection and other relevant policies

## **COREY BAKER DANCE**

### **Current Projects and Activities**

Please see our website for further projects, in addition, we have several other sub companies we deliver commercial and TV work through. Below are some links to the work we have delivered within the past two years;

Swan Lake Bath Ballet: <https://www.youtube.com/watch?v=T8PLkd2VAnc>

Lying Together: <https://www.youtube.com/watch?v=0xLXD8npMXQ>

Spaghetti Junction: <https://www.youtube.com/watch?v=5g0fy9yJN1o>

Antarctica: The First Dance: <https://antarctica.coreybakerdance.com/>

The Last Dance: [https://www.youtube.com/watch?v=RZVScdTrVps&feature=emb\\_logo](https://www.youtube.com/watch?v=RZVScdTrVps&feature=emb_logo)

Antarctica Live: <https://www.youtube.com/watch?v=O8CGXGjmt2k&t=2s>

Dancing On Icebergs: <https://www.youtube.com/watch?v=gp96YjlvqFU&feature=youtu.be>

### **New Products and Activities**

Due to several Non-Disclosure agreements, we cannot confirm project names or details. Below is an outline of projects planned for the next four years.

**2021:** Ballet Commission, TV Commission, Development towards Large Scale work

**2022:** Large Scale Project/s - festival related, Development towards TV and Productions, Film Creation

**2023:** Ballet Commission, TV Commission, Development towards Large Scale Production

**2024:** Creation and Premiere of Large-Scale Production (Major UK Venue and tour) + Stage to Screen broadcast

**Thank you for your interest in becoming part of the Corey Baker Dance team.**