



## **JOB DESCRIPTION – Executive Producer**

<b>Job Title:</b>	<b>Kabosh Executive Producer</b>
<b>Salary:</b>	<b>£32,020 pa (NJC, SO1, spinal point 25)</b> This to be paid monthly by BACS Tax and National Insurance contributions will be deducted by the employer. The employee will be auto enrolled into the Contributory Pension Scheme (Employer contribution 3%, employee contribution 5%)
<b>Hours:</b>	Hours of work will be 37 ½ per week to be worked generally Monday to Friday but with the flexibility to accommodate the need for evening/weekend work for events and productions throughout the year. There is no overtime pay, but time off in lieu will be arranged to compensate for hours worked over 37 ½ per week
<b>Leave:</b>	25 days annual leave pro rata plus Bank Holidays

**Responsible to:** Kabosh Artistic Director and Kabosh Board of Directors

The post is funded through the Arts Council of Northern Ireland Annual Funding Programme and Belfast City Council. The post is dependent on continued funding from these organisations.

### **JOB SUMMARY**

The key focus of the post is to develop, oversee and maintain all financial, administrative and operational systems to ensure the smooth day-to-day running of Kabosh. Working with the Artistic Director and Board of Directors, the Executive Producer will oversee the strategic and business development of the company in line with its core aims and take the lead on fundraising for the organisation.

The Executive Producer, in tandem with the Artistic Director, will actively deliver an annual programme from concept right through to completion.

### **JOB DETAILS**

#### **Management**

- Provide support to the Artistic Director in devising the company's artistic programme
- Provide support to the Artistic Director to ensure practical timescales and budgets are planned to realise the artistic programmes
- Ensure contract conditions with employees and freelancers are fair and adhered to by all parties
- Be responsible for ensuring that excellent relations are maintained between the company and all Trade Unions representing employees and freelancers
- Oversee any placements within Kabosh

- Work with the Artistic Director and Board of Directors to develop and maintain long term strategic and operational business plans in line with the company's aims and objectives
- Liaise with stakeholders and funding organisations to ensure effective communication and reporting
- Manage any administrative employees and freelancers including the Bookkeeper

#### **Board of Directors and Reporting**

- Provide administrative support to the Board of Directors and Sub-committees
- Provide written board reports – including income and expenditure, cashflow and budget forecasts
- Ensure the smooth administration of Board and Sub-committee meetings, including the distribution of relevant papers to directors at least one week in advance of scheduled meetings
- Schedule and co-ordinate the AGM in accordance with legislation
- Be responsible for regular communication with the Board on all aspects of operational management
- Serve as the company's representative with Companies House and the Charity Commission, overseeing all returns

#### **Financial Management**

- Be responsible for the operational management of the company accounts, including company cash flow, funding drawdowns, and specific project budgets
- Be responsible for the smooth day to day operation of company finances with the company bank, funding bodies, suppliers and HMRC with support from company external bookkeeper
- Ensure that payment of invoices and funding due to the company is received in good time
- Ensure that accurate weekly and monthly records of all transactions are kept, and that the company's accountants and bookkeepers have appropriate information to carry out annual independent examination and Theatre Tax Relief submission, quarterly VAT returns, monthly payroll, expenses and management accounts
- Ensure that procurement of all goods and services is in accordance with government and funder guidelines
- Manage company overheads, including company landlord, ensuring value-for-money
- Be responsible, in consultation with the Artistic Director, for drawing up, agreeing and managing budgets for the company's artistic programme and core operations
- Manage and maintain a system of monitoring such agreed budgets, including spend delegated to employed and freelance staff

#### **Fundraising**

- Support the Artistic Director in delivering a fundraising strategy for private, public and commercial investment, which is ethical and complementary to the artistic programme
- Research, source and apply for funding/investment for projects and business development
- Ensure that all funding obligations are met and reported back to the individual funders and the Board of Directors

#### **Production**

- Attend production meetings when requested by Artistic Director
- Oversee production budgets, health & safety and legal matters
- Agree with the Artistic Director appropriate production and project timetables
- Secure touring venues, manage financial deals and production sales operations in Belfast and on tour

- Negotiate fees for bespoke projects

#### **Administration**

- Maintain effective office systems
- Oversee company administration tasks and duties
- Manage internal IT systems with support from external consultants
- Maintain stationery and office equipment

#### **Governance and Legal**

- Oversee the development, annual review and implementation of internal policies and procedures
- Ensure the company's Health and Safety policy takes account of all company work and the venues in which that work takes place; that it is understood and implemented by all company employees, freelancers, volunteers and the Board of Directors, and liaise with the landlord to ensure a safe working environment
- Act as designated fire risk assessment officer, designated company health & safety officer, designated safeguarding officer, and designated company GDPR officer
- Maintain an awareness of the company's evolving legal responsibilities, and refer appropriate issues to the Artistic Director and Board of Directors regarding legislation, legal agreements and contracts
- Support the Artistic Director in the issuing of contracts to employees, freelancers, partners, and touring venues
- Ensure all necessary company insurances are active and adequate

#### **Communications & Marketing**

- Manage production marketing in partnership with venues and supervise all public relation freelancers
- Support the Artistic Director in cultivating partnerships with relevant local, national and international arts practitioners, organisations, key stakeholders and funders
- Manage the social media accounts alongside the Artistic Director
- Communicate with the website developers ensuring the website is up to date and fit for purpose for the business needs of the organisation
- Oversee the audience development of the organisation as part of Kabosh's strategic planning, alongside the Artistic Director
- Maintain effective internal communication
- Act as an ambassador for and advocate of Kabosh at all times