**Creative Producer- The Invisible Circus/The Loco Klub (18 hours a week) NJC payscale £25991 pro rata**

We are looking for an experienced Creative Producer to join our team as we move into an exciting time of growth. You will ideally have experience of circus, theatre and site-specific work and will be able to help define our programming vision, and work closely with our creative team, in a broad and varied programme of activity.

The producer will help develop and produce a diverse and accessible programme of indoor and outdoor work, both for The Invisible Circus, and our sister company The Loco Klub, both based in Bristol.

The Invisible Circus is an eclectic, innovative performance company, creating a variety of productions from intimate theatrical experiences to large scale shows. We are a small, dedicated company that strongly believes in social change and the power of art & performance. The Loco Klub is the sister company and is a multi-use arts/theatre venue, steeped in history. It is a collaborative, cultural hub for Bristol, celebrating community, diversity and the power of the arts.

The role will be part time 18 hours a week initially with a view to growing to full-time within a year., (opportunity to go full time after 12 months)

THE ROLE

* Working closely with the Artistic Director to support the development and execution of professional performances, R&D projects and large scale tours.
* Maintaining and growing our current artistic program.
* Actively seeking new producing opportunities via commissioning bodies, venue partners, sector organisations, festivals and local authorities.
* Working with the development officer and assisting with funding applications to ACE, local authorities, and other sources to support the work of the company to achieve agreed targets.
* Managing project budgets, cash flow and expenditure.
* Researching and booking venues for indoor and outdoor performances.
* Project managing of touring outdoor productions, including scheduling and arranging staff and artists, booking logistics, travel and accommodation.
* Booking performers, issuing contracts, managing schedules and project logistics.
* Ensuring Health & Safety policy and procedures are followed, and risk assessments carried out for all activity.
* Ensuring data monitoring and evaluation of projects is collected and collated.
* Working with our marketing manager to devise and implement effective marketing strategies.
* Assisting with marketing of all projects and creating a strong presence and visibility on social media platforms.

PERSON SPECIFICATION

* Minimum of three years’ experience in a creative producer role.
* Experience of delivering a programme of artistic activity.
* Experience in delivering projects with community engagement at their heart.
* Have a knowledge, commitment to, and genuine passion for circus, theatre, and social change and equality through the arts
* Highly organised with the ability to manage multiple priorities, organise workload effectively
* Have tour booking and producing experience (desirable)
* Competent with Microsoft office/G drive

The Invisible Circus and The Loco Klub is an equal opportunity employer. We are committed to provide employees with a work environment free of discrimination or harassment. We care about your work ethic, your experience and your personality.

We welcome and encourage applications from candidates who are under-represented in the creative industry. If you are enthusiastic about our work and what we do and think you would be a good fit, we would love to hear from you.