



MAYA PRODUCTIONS PRODUCER CALL OUT

Deadline for applications 9am: Thursday 25 April 2024

MAYA PRODUCTIONS

[Maya Productions](#) makes diverse theatre that creates change, bringing together organisations and individuals who passionately want their work to enable social change and racial justice in the arts. We create opportunities for people of all ages, abilities, cultures and classes to experience theatre.

We make and tour theatre which is led by Global Majority artists (African, South Asian, and Latin American Diasporas), we engage with young people and underrepresented communities through participatory arts projects, and we promote workforce diversity in the creative sector through training, research and mentoring.

THE ROLE: PRODUCER

We are recruiting for a Producer for our [Routes to Roots: A South Asian Heritage Project](#) to oversee the day-to-day running of the programme, managing the Project and its elements of; annual workshop programmes, live performance events, exhibitions and online content (film/audio products). The project will work across three UK cities from April 2024 - December 2025.

This post will be line-managed by Maya's Artistic Director and be supported by the Administrator. A team of freelance professionals are contracted to deliver the project, this includes: artists/facilitators, archivist, filmmaker, audio engineer, exhibition designer, evaluator. They will report to the Producer.

The Producer will be the liaison between partners, venues and teams. They will also oversee the delivery of a marketing and press strategy in collaboration with Routes to Roots Marketing consultant. They will lead on and/or contribute to fundraising applications to support attaining the match funding needed to deliver the project.

The Project Manager/Producer will need to ensure all project outputs and outcomes are achieved.

THE PROJECT: ROUTES TO ROOTS: A SOUTH ASIAN HERITAGE PROJECT

Bringing together Heritage, Community and Theatre Arts partners, local participants and artist/facilitators ROUTES TO ROOTS works with South Asian communities in Bradford, Sheffield and Croydon. Through a series of multi-arts creative workshops, we look to capture, archive and preserve authentic stories that reveal the diversity of UK South Asian Heritage

and challenge unhelpful assumptions and stereotypes surrounding these communities in the UK. Work developed by our communities is shared at performance events and through exhibitions. We are about to deliver Year 2 of our 3-Year Programme. More information on project aims and outcomes can be found on the Project Information sheet below.

DUTIES

They would be required to:

- Work with the Artistic Director and Administrator to set out project objectives and plans.
- Lead any additional recruitment and with the Administrator contracting of all project team roles.
- Create a project timeline and schedule, being responsible for project deadlines and ensuring delivery is on track with the project plan and objectives.
- Organise and lead project and planning meetings and attend steering committee meetings.
- Produce the performance and exhibition events.
- Attend community workshops and project events, In Sheffield, Bradford and Croydon.
- With the Administrator, organise travel, accommodation and logistics for performances and events.
- Ensure that good channels of communication are established and maintained throughout the project.
- Liaise with the facilitators of all three groups from Sheffield, Bradford and Croydon, including holding check-in meetings, reviewing artists' logs and ensuring that projects are on track.
- Liaise between partners, venues, and teams.
- Monitor the project budget
- Oversee delivery of audience development plan/marketing and press strategy - working with marketing consultant when required.
- Oversee a project-wide risk assessment strategy
- Ensure all relevant policies (eg safeguarding) are being implemented and met.
- With the Maya Team, collate required information for reporting to funders and contribute to the evaluation process.
- Attend evaluation meetings with the evaluator and assist with contacting contributors
- Oversee distribution of evaluation materials for groups and partners
- Ensuring the project is obtaining the correct permissions from all parties concerned.
- Lead and contribute to fundraising applications for the project.
- Attending training when necessary
- This list of duties is not exhaustive and the role may require other duties that are reasonably associated with the role

PERSON SPECIFICATION

We're looking for an experienced Producer with specialist knowledge of theatre and/or, arts and heritage projects. Below is a list of the experience, skills and attributes that we're looking for but we understand that not everyone can meet all of them.

If you don't think you have everything on the list but know that you could make a real difference to Maya then we encourage you to make an application. We will provide support and training for the right applicants.

- Significant experience (5+ years) as a Project Manager/ Producer working in theatre, arts or heritage sectors.
- A passion for community arts/heritage work.
- Excellent communication and interpersonal skills
- A warm, friendly manner, with a genuine ability to work collaboratively with artists, freelance professionals, participants, partners, venues and other stakeholders to make things happen
- Experience of recruitment, contracting and managing teams of people.
- Proven track record in fundraising
- Expert level of time management, ability to prioritise, meet deadlines, multitask, and problem-solve.
- Meticulous attention to detail
- Knowledge and experience in marketing and PR
- Managed project budgets
- Knowledge of evaluation processes
- Someone who can help and encourage others.
- Demonstrable interest in South Asian Heritage
- Lived experience and appreciation of South Asian culture and heritage.
- Ability to travel to Bradford, Sheffield and Croydon.

TIMELINE/KEY DATES

Spring/Summer 2024

April - June :

Weekly creative workshop programme in Bradford, Croydon and Sheffield

Creation of digital and other heritage productions for Sheffield (documentary & oral history podcasts)

Planning for Sheffield Exhibition
Transfer of current exhibition from Museum of Croydon to Stanley Arts

Summer Performance events

w/c 17 June at Migration Matters

w/c 24 June - events in Bradford and Croydon

w/c 7 July - event in Sheffield

Autumn 2024:

Exhibition in Sheffield - time /place TBC

Planning for Bradford 2025: Spring/Summer programme runs April - July with Autumn 2025 exhibition

CONTRACT DETAILS:

This is a p/t freelance contract: May 2024 - December 2025:

The role would predominantly work remotely, but with visits to projects in the three cities. (cost for travel to cities outside home location will be reimbursed) We are looking for someone who can start immediately.

Fee:

There is currently a guaranteed fee of £10,500 available for the role with the knowledge that additional days will be subject to fundraising. The Producer will be paid at a daily rate of between £165 - £200 depending on experience. Days scheduled on the project will vary depending on the project schedule (e.g., more days are required between April - July when workshop delivery takes place)

Applications are encouraged from the global majority who are currently under-represented in the arts sector. In addition, Maya Productions would particularly like to encourage applications from disabled individuals, as they are currently under-represented in Maya's team.

How to apply

If you are interested in this opportunity, please send:

- A letter of application on no more than 2 sides of A4 responding to the criteria listed in the person specification and job description duties.
- OR a video application responding to the criteria listed in the person specification and job description duties (no longer than 3 minutes).
- An up-to-date CV (no more than 2 sides).
- An equal opportunities monitoring form (this will be separated from your application)

The deadline is **Thursday 25 April at 9am**. Please email your application to Ada Onyekwelu: info@mayaproductions.co.uk

Interviews are planned for **30 of April** , please state in your application if you are unavailable on this date.

For more information, an informal discussion about your application or if you would like a more accessible way of applying, please email Ada Onyekwelu: info@mayaproductions.co.uk and we will respond to your message as soon as possible.

ROUTES TO ROOTS: A SOUTH ASIAN HERITAGE PROJECT: INFORMATION**Project Aims:-**

- Increase access to heritage for South Asian and global majority groups traditionally underrepresented, as producers and consumers of heritage.
- Create a safe space to reflect on themes of migration, cultural identity, heritage, home, family, colonialism and its impact.
- Develop research, capturing and archive skills (e.g. storytelling, performance, journals, collage, painting, embroidery etc.) to produce their own heritage products.
- Support mental health and wellbeing through delivering activities that combat social isolation and promote inclusion.
- Amplify stories of migration/South Asian heritage for South Asian people and the wider public.

- Leave a digital legacy (film, audio, photographic) of the histories of South Asian people in Britain for the next generation in local archives, contributing to placemaking in Croydon, Bradford and Sheffield.

Project Activity and Outputs: Annually

- 8- 10 heritage and cross-arts workshop programmes in each city, led by two local facilitators (South Asian/Global majority) as a means to develop creative and heritage skills and capture heritage.
- Creation of Heritage Products (poetry, stories, visual art) including captured oral histories of migration journeys and settlement stories bolstered by archivist research.
- 3 live sharing events (1 in each city) sharing heritage with friends, family and the wider community, involving performance and visual art exhibition.
- 1 intergenerational in-person event at Migration Matters Festival, Sheffield, bringing three groups together.
- An exhibition (built on each year) of heritage products (art, poetry, photos, research, documentary, oral histories)
- 3 podcasts (1 per city), highlighting oral histories and research of objects/photographs
- 1 documentary (15 - 20 mins) focused on the heritage of one group/city each year.
- 1 “highlights” video sharing project process and participant feedback.
- 3 dedicated web pages on Maya Productions
- Contributing heritage pieces to local archives/museums.

Maya will be addressing six key Heritage Lottery outcomes:

- A wider range of people will be involved in heritage
- Heritage will be identified and better explained
- People will have learned about heritage leading to a change in ideas and actions
- People will have greater wellbeing
- People will have developed skills

PARTNERS



FUNDER

