



ASSISTANT PRODUCER - DYNAMIC FLIGHTS

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. We create opportunities for people of all ages, abilities, culture and classes to experience theatre.

We make work led by Global Majority artists (African, South Asian, and Latin American Diasporas), involve underrepresented communities in creative activities and promote workforce inclusion across the arts.

Applications are encouraged from the Global Majority who are currently under-represented in the arts sector.

Training and support will be provided for the right candidates.

THE PROJECT

We are recruiting an Assistant Producer for production of a new piece of theatre, Dynamic Flights. This play has been developed over 2023 and 2024 through two phases of participatory creative sessions with residents in two Sheffield housing schemes for people living with long term Mental Ill Health. The show will tour in South Yorkshire with a professional cast and creative team, and participants will be part of the rehearsal process.

The first phases of the project were funded by the Baring Foundation. Their research ***Creatively Minded*** highlighted “*few diverse-led, organisations were specifically devoted to arts and health work and that ethnically diverse people were not well represented, either as service users or within the workforce of the arts and health organisations*” (2020)

A key aspect of this project is to develop the skills and career progression of Black, South Asian, East Asian and global majority arts practitioners, to work in the arts and mental health sector.

THE ROLE

This is an exciting opportunity for an early career/emerging producer from a Global Majority background.

The **Assistant Producer** will produce a new piece of theatre, Dynamic Flights, which will tour to community venues in South Yorkshire. The Assistant Producer will be supported by a Producer who has been part of the Dynamic Flights project through all project phases and has a detailed knowledge of the project.

The Assistant Producer's duties shall include:-

- Maintain production schedules and planning documents.
- Managing the production timeline, scheduling and managing production meetings, any partner meetings and ensuring deadlines are met for each stage of the project
- Support recruitment, contracting and management of the Dynamic Flights creative team.
- Provide day to day producing management during rehearsals and performances.
- Monitor the production budget - in consultation with the Production and Artistic Director.
- Maintain production schedules and planning documents.
- Work with the Maya team to support press and marketing campaigns.
- Manage the creation of promotional materials and project documentation, with support from the Producer as required.
- Ensure all work is produced to a high standard.
- Anticipate and manage artistic needs within the constraints of schedules and budgets.
- Manage any audience engagement activities at each venue, for example, preshow workshops/audience Q&As.
- Monitor project data in order to fulfil Arts Council England and other funder obligations, with support from the Producer as required.
- Contribute to the evaluation plan and reporting to funders, as required.

Person Specification

Below is a list of the experience, skills and attributes that we're looking for but we know 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.

- Strong project management/organisational skills.
- Passion for diverse and inclusive theatre and creative processes that encourage social change and racial justice..
- Knowledge and experience of artistic activity with diverse communities.
- Some experience of management of budgets
- Knowledge of theatre processes (for example, producing plays/live performances).
- Experience of mounting new productions, tours and Arts Council England requirements.
- Experience of community partnerships.
- Excellent communication skills.
- Some experience of drafting/managing performer contracts
- Understanding of evaluating projects.
- Knowledge of the arts/cultural sectors.
- Experience of managing, or being part of, creative teams.
- Some knowledge of policies and procedures needed to produce a show.
- Has lived experience and understanding of the experiences of global majority/underrepresented communities

TIMELINE & KEY DATES

Application Deadline: 9am 7 January 2025

Interview dates (online): Tuesday 14 Jan (morning) and Wednesday 15 Jan

Production Timeline:

Casting: January-February - meetings and casting sessions dates tbc.

Rehearsals: w/c 3 March 2025.

Tech w/c 24 March 2025

Performances 26 March-3 April 2025

Debrief w/c 22 April 2025

The exact production schedule is tbc but it is likely we will rehearse on Saturdays during the rehearsal period.

FEE: £1250 (Includes any training, all production meetings, production period and evaluation/de-brief meetings)

HOW TO APPLY

If you are interested in this opportunity, please send:

- A letter of application of no more **than 2 sides of A4** responding to the criteria listed in the role/person spec section above.
- **OR** a video application responding to the criteria listed (**no longer than 3 minutes**).
- An up to date CV (no more than 2 sides - which could include links/photos/films that showcase your own work and/or the work you have produced with community groups)

The deadline is **January 7th at 9am**. Please email your application to **info@mayaproductions.co.uk**

Please state in your application if you are unavailable on the interview dates.

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 and we will respond to your message as soon as possible.

Maya Productions is committed to Equal Opportunities and welcomes applicants from all sectors of society. Applications are encouraged from people currently underrepresented in the arts sector, such as the global majority, women, D/deaf, disabled, neurodivergent people and different socio-economic backgrounds.

ABOUT MAYA

Founded in 1994 by Sita Brand and Christopher Preston to combat a lack of cultural diversity in theatre Maya Productions is now led by British Asian theatre director and Clore Fellow Suzanne Gorman who has a track record in new writing and pioneering new ways of working with communities. ***“The work of Maya Productions is very important. There needs to be more ethnically diverse visionaries like Suzanne Gorman who is also an experienced and inspiring director to work with.”*** Seema Bowri, Actor.

Recent Achievements:

Over the past 2 years, Maya Productions has reached over 7,000 audiences and visitors, employed 150 Global Majority artists and practitioners, and involved hundreds of participants from underrepresented communities in creative activities. We toured our Offie nominated, bi-lingual and interactive Latin American musical - [Súper Chefs](#) by Betsy Picart with music by Ariel Cubría from October 2024.

Other activities include ***Routes to Routes - A South Asian Heritage Project***. Working creatively with communities in Bradford, Croydon and Sheffield to explore themes around migration this participation project is inspired by Maya's new musical in development ***Benny and the Greycats***.

Link to recent work:- [Routes to Roots: A South Asian Heritage Project](#)