



Executive Producer - Job Pack

The Grief Series

August 2021

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1. The Job at a Glance

Job Title: Executive Producer

Initial contract: 6 Months - freelance

(with a view to extend until 2024. This may include the option to go onto payroll and take on additional hours to become full-time)

The role may require flexible working hours, negotiated on a case by case basis. NB: appointing a substitute is not possible due to the nature of the brief. Flexibility can be offered where needed, including split working from home and on site.

Fee: £175 a day

Total fee available - £13,495

Based on an average of 3 days per week across 6 months (77 days)

Location: Leeds,

Flexibility can be offered where needed, including split working from home and on site.

Review: 12 weeks

We will undertake a review where you, the Company Manager, Artistic Director and a Company Advisor are present. This will be an opportunity to evaluate the delivery of the brief so far, including making any necessary amendments



2. An Introduction to The Grief Series

The Grief Series is a sequence of seven artistic projects by Leeds-based artist Ellie Harrison. Each instalment is a collaboration with other artists working in different fields including performance, design, photography, installation and sculpture. The Grief Series is multi-sensory with audiences being engaged as participants and co-creators. Informed by rigorous research with academics, clinicians and the public, the series aims to create safe spaces where notions of grief and bereavement can be discussed and expressed openly through a range of empowering creative practice.

We are a small female and disable-led team composed of Ellie Harrison - Artistic Director, Anna Turzynski - (outgoing) Producer, Victoria Firth - Company Manager, Ella Cronk - Access Assistant, a voluntary steering group and a host of other freelance artists who work with us on a project by project basis. We are working towards giving the Grief Series and the Artistic Director a good ending to a project spanning over a decade.

You can read more about Team Grief [here](#)

We are a project-funded collective with no regular subsidy but in an exciting period of growth as we transition to formally incorporate as an organisation and swell our team towards the final installment of the series. This will be a celebration and wake to The Grief Series that will animate Leeds City Centre with performance, installations, talks, food and Mezcal in 2023.

We are committed to equal opportunities and creating an inclusive working environment. We have an office at CLAY (Centre for Live Art Yorkshire) and have adapted to remote working during the pandemic.

The Grief Series is a member of the Dying Matters Partnership, Leeds Arts Health and Wellbeing Network and Arts Together and is currently on the Accelerator Programme as Part of Guild with East Street Arts.



3. The Past Twelve Months

Written by Victoria Firth, Company Manager

The past 12 months have been exceptionally productive for The Grief Series both organisationally and creatively.

A project grant from the Arts Council of England has resourced a significant period of organisational development for the Company. This has seen us develop a full suite of company policies, document our approach to access and team care, recruit a Company Manager and will shortly see us register as a Company Limited by guarantee and form a Board to oversee our new business plan.

Artistically we have run a residency 'On Endings', for Theatre In The Mill, supporting independent artists making work about grief. We have also conducted one of several phases of research and development for 'The Funeral' - a wake for the Grief Series which will be part of the flagship 'All That Lives' festival we are working toward in 2023. In the autumn we will launch a new interactive digital artwork based on our journey based project 'Journey with absent friends'.

Alongside this the pandemic has seen a major growth in the need for artworks and creative activity around loss and grief. As a leader in this field we have been approached for consultancy, mentoring and conference presentations in this area. In September our caravan from 'Journey with absent friends' will exhibit at the British Science Festival and later in the autumn we will collaborate with Sansara on a national community choral project 'Rite to Grieve'.



4. Producing The Grief Series

Written by Anna Turzynski, Outgoing Producer

I have been producing with The Grief Series for the past five years and started working with Ellie at the very start of my producing career. The radical organisational culture of care and transparency at The Grief Series proved the perfect environment to learn within and I leave the role to start a new adventure at Leeds 2023.

As a producer at The Grief Series you will have the opportunity and space to question existing structures and rewrite the rulebook in search of a more empathetic society. The company is led by the art and working with Ellie is a unique opportunity to facilitate the work of a groundbreaking independent artist. We are a small agile team who are focused on responding to the needs of our community and celebrating the value of the arts to society. The mission of The Grief Series has never felt more urgent in the wake of Covid-19 meaning our expertise and skill is in high demand.

Producing across artforms and with a huge variety of partners makes working on The Grief Series truly exciting. Collaborating with Ellie to shape projects and the future strategy for the work creates a unique opportunity to think creatively in a traditionally administrative role. Joining the company at this point would be a life changing opportunity to deliver a major collaborative event in Leeds 2023 and to create the best ending for a body of art work anyone has ever seen.



5. Looking to the Future

Written by Ellie Harrison, Artistic Director

The next 12 months is a really exciting time with an international collaboration with artists from Mexico, A participatory installation in unusual space and the launch of a significant digital artwork, in addition to more dreaming, research and development for 'All That Lives' which will act as a glorious finale to the series.

I'm full of passion for the Grief Series, for the connections with collaborators and communities and I recognise that now I've reached a point where the demand for my work requires someone with an excellent sense of strategy to meet the ambition of a finale to over a decade long body of projects.

I see a producer as someone who is invested in maximising the amount of time I spend making art whilst ensuring that art is experienced by as wide an audience as possible. I'd love to meet someone who carries the warmth, colour and care of the series and weaves it into all of the producing. Someone who will geek out over a spreadsheet and come up with smart solutions. Someone who wants to be part of the legacy of The Grief Series.

I've been lucky enough to work with some fantastic producers and the momentum I've been able to generate with them means the role is now a more substantial offer, full of potential.

An appreciation of tapas, a good textile and an interest in interior design is also a bonus.

Grief Series benefits from a back catalogue of high quality projects that are available to tour. I'm looking for someone who can position the back catalogue strategically and share it as widely as possible at this time where spaces to think about grief is more culturally urgent than ever. Your time would be split between producing the company assets and working towards 'All That Lives' in a way that embodies the company ethos of detail, care and aesthetic rigour.

I'm looking for someone who is interested in working with the company and seeing the fruits of their labour in 2023. I want someone to come on the journey with me, feel proud and enjoy the success of a job done really well.

I can't wait to share all of the colourful, exciting things we've got planned with you.



6. Job Description

Key Responsibilities:

To have strategic oversight of The Grief Series multiple projects for planning and delivery purposes.

In collaboration with the Artistic Director, the Executive Producer will:

- Work alongside The Grief Series' Board to provide strong, inspirational and high-profile leadership to enable the company to achieve its artistic and strategic objectives
- Ensure The Grief Series' future within a changing cultural and commercial environment through strong and innovative fundraising, financial management and business planning
- Have responsibility of executive producing the programme, producing productions to the highest standards and provide a positive producing environment
- Ensure the company achieves audience development objectives
- Create a positive working culture and management environment and opportunities throughout the company for training and professional development.

Responsible to: Artistic Director & Chair of the Board

Responsible for: Company Manager, Access Assistant & Freelance Staff

Responsibilities of the role will evolve during the lifespan of The Grief Series and it is likely that the role will evolve with the changing needs of the company.

Artistic Responsibilities

- Contribute to The Grief Series' artistic activities and programming through strategic planning and budgeting
- Developing relationships with creative collaborators and partners, including co-producing partners and touring venues

Productions & Events

- Exec Produce all of The Grief Series' productions



- Oversee all production budgets
- Identify, secure and contract all co-producing and touring venues for productions
- Negotiate deals and contracts for creative teams, performers & production staff
- Oversee all production and technical management, line managing freelance Technical and Production Managers
- Oversee all audience development marketing, sales and PR activity

Core

- Develop and service the Board of Directors including devising and delivering away days, board meetings and associated documentation
- Develop, identify, recruit and manage The Grief Series' core team, including recruitment, contracting, salary payments, pensions, performance reviews, training, mentoring, hours of work and holiday allocation/bookings
- Contribute to development and management of The Grief Series business plan, mission/vision/strategy/values and SMART objectives
- In complementary partnership with the Artistic Director, strategically build on the business plan and develop relationships with funders and partners from arts, health and academia
- Alongside the Artistic Director, oversee all policies and procedures
- Oversee all submissions to HMRC, Companies House and VAT registration
- Ensure compliance with all legal obligations in relation to Health and Safety, Insurance, Employment Law and Data Protection
- Oversee all finance and operations including all annual, production, artist development and marketing budgeting
- Oversee quarterly financial reporting to the board and annual independent examination of accounts process
- Oversee all audience development activity, profile raising strategy and communications with stakeholders
- Oversee, develop, deliver, monitor and evaluate The Grief Series' fundraising strategy including all corporate, trusts & foundations, individual giving and major funders
- Oversee the relationship with the Arts Council England, Leeds 2023 and other major funders as required
- Oversee all evaluation, data capture and management

7. Person Specification

Essential

- Proven ability to collaborate with a range of partners, stakeholders and artists in the delivery of ambitious creative projects.
- Ability to identify potential issues in creative and production processes and find creative solutions
- Proven planning, event and project management skills
- Knowledge and experience in producing multiple artforms
- Experience in negotiation and writing contracts
- Proven ability to draft and manage multiple budgets and feed into management accounts
- Confident and skilled at communicating and engaging with a diverse mix of people including colleagues, strategic partners and participants.
- Excellent people and team management skills
- Self-motivated and enthusiastic to learn new skills and ways of working
- Open to developing new approaches to programme management that consider access, care and equity at all stages of design and delivery.
- A strong commitment to equality and diversity

Desirable

- Enthusiasm for training, mentoring and support of emerging talent
- Understanding of Leeds's cultural and creative sector
- Experience of working in international contexts

8. How to Apply

Pre application:

If you are interested in the role and have any questions please contact Ellie Harrison at griefseries@gmail.com

Making an Application:

Please send a CV and a Covering Letter addressing:

Your approach to Producing, what skills and experience you will bring to this role & what attracted you to apply.

If you would like us to consider or address them, please self-identify any barriers that you have faced in gaining access to the arts and any ongoing support you require.

We are open to receiving video & voice recorded applications (no more than 5 mins).

In addition, please fill out the attached Equality and Diversity form and send to griefseries@gmail.com by **5pm on Tuesday 14th September** with the subject line *Executive Producer Application*.

Please note that the interview day will be held remotely on the **Thursday 23rd of September 2021**.

The start date is negotiable but we would like to invite the successful candidate to join us for all, or some of, a residency that we are undertaking from **4th - 9th October 2021** at the 101 Creation Center in Newbury.

If invited to interview we will ask you if you need any reasonable adjustments for access reasons. The interview panel will comprise Grief Series team members and representation from a partner organisation. We will let you know their names before the interview. We may ask to see you again for a second interview. If this is the case we will aim to let you know before the end of the week from your first interview to give you adequate preparation time.

Should you require access support in the workplace, we will work with you and Access to Work to ensure a safe and inclusive workplace.

