

## SENIOR PRODUCER BRIEF (FREELANCE ROLE)

Oldham Coliseum Theatre Ltd. is seeking to appoint a Senior Producer to manage all programmes of produced and touring theatre.

### Context

Oldham Coliseum Theatre Ltd (OCT) is a producing theatre based in Oldham. It is currently working across a range of different venues in Oldham as the Fairbottom Street site is redeveloped and is in an exciting position to reimagine what a relevant and exciting theatre is, making work with, by and for the people of Oldham. The Theatre Company currently provides distinctive and high-quality theatre performance and participatory activities, inspiring individuals and communities and making meaningful contributions to social and cultural regeneration in Oldham, Greater Manchester and nationally. Fostering a culture of aspiration, the theatre delivers a wide range of life-changing cultural experiences, emphasising and promoting collaboration, sustainability and community cohesion. To find out more about our current programme and team, please click [here](#).

### Brief

The freelance **Senior Producer** will act as the lead for Oldham Coliseum's produced and public performance output. The key roles and responsibilities will include, but not be limited to:

- Responsible for the successful producing function of the organisation ensuring the effective delivery of all produced and presented programmes of work
- Setting and managing resources and budgets for Oldham Coliseum's creative programme of work
- Managing the Programme Co-ordinator and ensuring the work programmed and presented by Oldham Coliseum meets audiences development targets and other KPI's
- Support the delivery of inhouse productions, recruiting and supporting Creative Teams
- Liaising with key departments and delivery teams to ensure effective marketing, FOH, Box Office and technical requirements are met
- Responsible for ensuring risk is managed effectively and health and safety compliance is met
- Responsible for managing the Technical Co-ordinator and delivery of event production
- Be the key point of contact for Oldham Coliseum's Artistic Programme of work
- Manage the Engagement & Learning programmes, staff and resources
- Establish KPI's for performance and effectively evaluate and report on all programmes of work
- Review and develop Oldham Coliseum Theatre's Engagement and Learning strategy as part of its Business Planning Process
- Be accountable for and manage related budgets and resources effectively

### Other

- Maintain the confidentiality of all affairs of the Coliseum that should properly remain confidential
- Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre's work and charitable objectives
- Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT
- Any other duties deemed reasonable

We want to create a community where everyone feels valued regardless of their background, identity or circumstances and are committed to equality and representation within our workforce. We would like to encourage freelancers to express interest who are currently under-represented in the sector including people from a global majority background, people with disabilities and people from working class backgrounds.

**Terms and Conditions**

Terms: Freelance contract January – June 2025  
Hours: Negotiable, initially estimated at approximately three days a week  
Fee: £19,500  
Location: In Oldham. Remote working may be possible for administration tasks.