**Job Description & Person Specification**

**Dream Awake Producer**

**Job Title:** Producer

**Location:** Hybrid working between home and Ipswich with National and International travel a confirmed part of the role

**Contract Type:** Fixed term until end of June 2025

**Working Days/Hours:** Full time

**Responsible To:** Executive Producer & Artistic Director

**Responsible For:** Freelance personnel such as performers and stage management teams

**Salary:** £40 - £45k per annum depending on experience

**Introduction**

This is an exciting opportunity for an experienced producer to join newly formed immersive company **Dream Awake**, led by Amit Lahav, Founder and Artistic Director of Gecko, on a fixed term contract to deliver a large-scale international production across 2024 and 2025.

**Dream Awake’s** debut production, *The Deal*, is an immersive show staged in a beautiful 1960s cruise ship redeveloped to house the show and permanently docked in a vibrant district of Shenzhen, China. The show will be created by Amit Lahav and produced in association with Tiny Dragon Productions; rehearsing in the UK across 2024 and Spring 2025 before opening in Summer 2025. We’re looking for a Producer to join the team for this exciting new show.

**Purpose of the Role**

A senior role in the successful artistic delivery of *The Deal* working closely with the Artistic Director, Executive Producer, and General Manager as well as an incredible team of freelance creatives, performers and technical production team members and our partners in China.

**Duties & Responsibilities**

* Work closely with the Artistic Director in realising the creative vision for the production and relay ongoing conversations about the production to the wider team.
* Work closely with the Executive Producer to manage the relationship with any external marketing, press & PR agencies - including plans for any press related events for the production.
* Lead on the casting for the production.
* Lead on recruiting the stage management team for the production.
* Assist the General Manager in creating all schedules for the production.
* Main point of contact for the cast and stage management teams for the duration of the production.
* Coordinate and attend regular creative and production meetings.
* Full time attendance at all auditions, R&D’s, rehearsals and technical sessions for the production up until press night - acting as a first point of contact in the room for all cast, stage management, creative and production staff.
* Support the Executive Producer and General Manager in the financial management of all budgets, petty cash and expenses for the production.
* Help develop a comprehensive plan for the on-going running of the show beyond the opening night and for the coming years with the artistic director, executive producer and wider team. This will largely focus on re-casting and maintaining the quality and integrity of the production.
* Support the Artistic Director in balancing duties across the production, the work of Dream Awake, and the work of Gecko.
* Support the Artistic Director in developing future potential projects for Dream Awake.
* Oversee travel and accommodation bookings for the cast, stage management, production,

creative and core team as agreed with the General Manager.

* Book studio spaces for auditions, R&D’s, rehearsals and meetings as agreed with

the General Manager.

* Coordinate the delivery of materials, set, props and costumes etc. to R&D’s and

rehearsals in conjunction with the production manager.

* Oversea the visa application process for the Artistic Director.
* Be a point of contact for all internal and external enquiries for the Production.

**Person Specification**

**Essential:**

* 3 years producing experience minimum.
* Knowledge of dance and physical theatre.
* Proven experience managing budgets.
* Proven experience of team management.
* Excellent communication skills both written and verbal.
* Excellent organisation skills with the ability to work independently and prioritise a busy and varied workload.
* A flexible and supportive approach to work.
* Proven experience using administrative software such as Microsoft Office (word, excel, outlook), Google Drive and Google Docs.

**Desirable:**

* Experience of producing large-scale immersive (including promenade or site specific) work.
* Experience of working on projects internationally.