



Producer

Application Pack  
2025

Thank you for your interest in the role of Producer at The Javaad Alipoor Company!

The contents of the pack include:

- About TJAC
- Role Summary
- Job description
- Summary of terms
- How to Apply

If you would like this document in a different format, please contact [recruitment@javaadalipoor.co.uk](mailto:recruitment@javaadalipoor.co.uk).



## THE JAVAAD ALIPOOR COMPANY

The Javaad Alipoor Company (TJAC) creates powerful multi-platform theatre that explores the intersection of politics and technology in the contemporary world.

Founded in 2017 by Javaad Alipoor, a Bradford-born and Manchester-based artist, writer, director, actor and political activist – TJAC are committed to making new work with extraordinary artists for diverse audiences and communities across the North West and internationally.

An NPO since 2023, we aim to scale up our ambition, building on the DNA of our company to push at the limits of our award winning and innovative signature work. We'll create space to empower and develop young artists, build new audiences and pioneer new ways of making and distributing work. In 2026 we are planning a UK tour, an artistic commission, community projects across Greater Manchester, and building on our international partnerships to create new work and grow TJAC's community across the UK and internationally – ultimately we will mean more to more people.

Please read our manifesto to find out more: <https://javaadalipoor.co.uk/manifesto/>

The Javaad Alipoor Company is led by Artistic Director, Javaad Alipoor, and Executive Producer, Fenella Dawnay. The Javaad Alipoor Company is the trading name of Northern Lines, a Charitable Incorporated Organisation (CIO) based in Manchester.

## DIVERSITY & INCLUSION

As a company lead by a British-Iranian, Manchester-based and Bradford-built Director, we are passionate about diversity and we are committed to building a team that fairly represents our audiences and collaborators, at this crucial moment in the company's development.

We know that diverse groups of people make better decisions. We would particularly like to encourage applicants from black, Asian and minority ethnic backgrounds and disabled people to apply for this role.

If you are from an ethnic background underrepresented in our sector or have a disability and can demonstrate you meet the essential criteria, we can guarantee you will be invited for interview.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

## ROLE SUMMARY

As we look to the future, we are seeking to bring on board a new Producer to play a vital role in driving forward our artistic programme. A key member of TJAC's core team who works closely with the Artistic Director and Executive Producer, the Producer will lead on producing and delivering our diverse range of ambitious and exciting new projects for 2026 onwards including: touring theatrical productions, new writing, commissions, community projects and digital outputs.

This is a hands-on role for an experienced producer who can take ideas from concept through to delivery. You will be proactive, solution-driven, and highly organised with excellent time-management and communication skills. You will be confident working independently and with a team and will be able to negotiate and communicate with a range of stakeholders including agents, collaborators, funders, and project partners.

You will have demonstrable experience originating and producing theatre productions for mid-scale touring venues, and for diverse audiences with a strong commitment to access and inclusivity.

## JOB DESCRIPTION

Reporting to: Artistic Director and Executive Producer

Responsible for: Freelance creative teams and performers, project trainees and volunteers (as required)

The Producer is a key role in The Javaad Alipoor Company who drives forward delivery of ambitious creative projects, contributing to robust financial management, strategic project planning, reporting and evaluation, and stakeholder engagement.

You will deliver against the Artistic Directors vision, working closely alongside the Company Administrator and Communications Manager, while supporting the long-term ambitions of the company.

## KEY RESPONSIBILITIES

### Strategic Delivery

- Lead producing of TJAC projects, including original theatre, touring, workshops and events, overseen by the Artistic Director and Executive Producer.
- Engage, develop and maintain excellent partner and stakeholder relationships.

- Ensure opportunities for talent development are identified across all projects.
- Line manage Assistant Producers, Facilitators, Trainees and Volunteers as required.
- Contribute to company financial management, supporting the Executive Producer through budget setting, tracking invoices, reconciliation and cash flow.
- Ensure projects meet company sustainability, diversity and equality goals.
- Contribute to TJAC's overall impact and evaluation framework, reporting progress against the strategic goals of the company.
- Support the Executive Producer to update company policies to reflect changing statutory requirements and industry best practice.

## **Project Producing**

- Develop and manage project budgets and cash flow, as directed by the Executive Producer, ensuring income is maximized, targets are met, and expenditure is tightly controlled.
- Draft project deal memos and contracts for sign off by the Executive Producer
- Act as key point of contact for all creatives, ensuring smooth communication between the creatives, production team and cast.
- Lead on managing project schedules, identifying key milestones and managing them in line with the wider company timeplan.
- Liaise with the Artistic Director and casting agents to manage a smooth casting process for theatre productions, including offers, call backs and negotiations.
- Be accountable for artist liaison, including organising visas, travel and accommodation, supported by the Company Assistant
- Ensure each project has the required technical support, and all tech riders and documents are up to date and reflective of the needs of the project.
- Act as key liaison with the venue including across production, box office, ancillary activities and company management.
- Attend key meetings, tech sessions, press nights and last nights, as well as any other company events as required.
- Schedule, plan and attend cast parties and team events, as required.
- Act as safeguarding officer, reporting to Executive Producer (safeguarding lead) and ensuring safe working practices are in place across all projects, securing DBS checks where required.
- Ensure all licensing, risk assessments, health and safety management, insurance, checks, policies and processes are in place for each project with support from the rest of the project delivery team.
- Oversee management of project assets including, set, props and costume, are stored and categorized effectively in the store inventory.

## **Funding and evaluation**

- Identify eligible project grants and fundraising opportunities for TJAC projects.
- Write project funding bids for trusts and foundations and support the Executive Producer with core funding applications where required.
- Support cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant.

- Lead on reporting and evaluation of projects, including leading on inputting data to Illuminate.

## Comms

- Contribute to effective marketing and communications, brand, and audience development strategies for each project in line with company strategy.
- Liaise with the comms and PR leads on developing project assets and working towards key launch dates.
- Support comms through content collation and social media posting where necessary

## General

- Act as an ambassador for TJAC upholding and promoting company values, policies and way of working
- Contribute towards a safe and inclusive working environment for all TJAC team members
- Act at all times in the best interests of TJAC.
- Undertake any additional tasks as may be required by the Artistic Director and Executive Producer.

## Knowledge & Experience

### Essential

- Demonstrable experience (a minimum of 5 years) of acting as lead or primary producer for live performance/theatre across a range of scales.
- Experience of managing single or multi-year project budgets of £250,000+.
- Experience of working with design/technical/production and concept creative teams.
- Experience of delivering learning and participation or community projects as a producer
- Proven ability to deal with multiple work-streams with a range of deadlines.
- Knowledge of ITC/Equity Contracts.
- IT literate, with a good working knowledge of Microsoft Office packages and Google Drive.

### Desirable

- Experience of effective line management and pastoral care and managing project teams.
- Experience of international touring, visas, permissions and licenses.
- Experience working with schools or as a workshop facilitator
- Experience of working on projects with diverse community groups.
- Experience of digital storytelling and/or creative technology.
- Previous experience as safeguarding officer (or higher).

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## SUMMARY OF TERMS

SALARY:	Between £35k - £37k per annum (dependent on experience)
CONTRACT:	Full-Time, fixed term – 2 years (with option to renew).
ANNUAL LEAVE:	25 days holiday per annum + UK bank holidays. (Holiday year runs 1st April to 31st March).
PENSION:	3% employer contribution
WORKING HOURS:	Standard 40 hours (including lunch break) per week (usual office hours 10am-6pm). Due to the nature of the role, some evening or weekend work may be required. TJAC's TOIL policy is available on request.
PROBATION:	Three months, during which either party may terminate the contract with four weeks' notice.
NOTICE PERIOD:	Three months following the successful completion of the probation period.
PLACE OF WORK:	This is a Manchester-based role, office-based Tuesday -Thursday each week.

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## **HOW TO APPLY**

If you wish to apply for the position, please provide the following information by 10am, Monday 2<sup>nd</sup> February 2026:

- A comprehensive CV detailing your education & previous, relevant work experience.

- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form

Applicants should also provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Producer' in the subject line to [recruitment@javaadalipoor.co.uk](mailto:recruitment@javaadalipoor.co.uk).

### RECRUITMENT TIMELINE

Application Deadline: 10am, Monday 2<sup>nd</sup> February 2026

#### Interviews

First round: w/c 2<sup>nd</sup> February 2026

Second round: w/c 9<sup>th</sup> February 2026

Please do let us know within your application if there are any times you can't do during these weeks for an interview.

**Contract commences: As soon as possible.**

### EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. The Javaad Alipoor Company welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Flexible working is considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.