

**CLEAN  
BREAK**



**Producer (maternity cover)  
Recruitment Pack**

# Welcome!

**Thank you very much for your interest in the role of Producer (maternity cover) at Clean Break.**

This is a full time, fixed term 12 month long position, with a salary of £32,118 per annum.

Because our work is about highlighting women's experiences and providing gender-specific services to women, all of our positions are open to women only (exception under Equality Act 2010 Schedule 9, part 1).

We hope that this pack will give you plenty of information before you apply. Our website [cleanbreak.org.uk](https://cleanbreak.org.uk) will also give you lots of background on our company and our work.

We want everyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you are going to apply. So, if you require the pack or any further information in a different format, or have any questions before you apply, please get in touch through [recruitment@cleanbreak.org.uk](mailto:recruitment@cleanbreak.org.uk) and you'll hear back from us.

**The deadline for submitting applications for this role is 12pm midday on Monday 2 December 2024.**

We hope to hear from you, and if you do decide to apply, good luck with your application.

# About Clean Break

Clean Break is a women-only theatre company making transformative theatre in prisons, in the community, and on stage. We were founded in 1979 by two women in prison who believed in the power of theatre to change lives and tell the stories of women in the criminal justice system.

Our vision is of a society where women can realise their full potential, free from criminalisation.

Clean Break is a company for all women (this includes cis, intersex, and trans women) and our women-only identity is crucial to our rationale. The treatment of women by the criminal justice system is one of the clearest demonstrations that our society is still unequal and that women are judged by different standards to men. This treatment is intersectional, and so equity and inclusion sit at the heart of all our work and ways of working. It is for this reason that we work in a women-only setting and use an exception allowed within the Equalities Act to employ only women in our organisation (under Equality Act 2010 Schedule 9, part 1).

It is our belief that theatre enables women to challenge their oppression by society in general and by the criminal justice system in particular. We also recognise that the theatre industry remains a sector dominated by those from positions of privilege and power. Our mission requires us to challenge discrimination in the sector and make it a space where all women are represented and feel like they belong, can work and thrive. Having these voices is essential to the life of theatre.

# Equal Opportunities

We strongly believe that your lived experience enhances what you bring to a professional setting. We want women from a broad range of backgrounds with a cross section of skills, experiences, and narratives to extend and develop how we work.

The UK's cultural workforce does not represent the diversity of our society – far from it. We know that many women face multiple barriers when looking to begin or progress a career in the arts, for all sorts of reasons. We recognise that you are even more likely to have faced barriers, in our sectors and others, if one or more of the following represent you:

- You have lived experience of the criminal justice system, this means personal (not professional) contact with probation, prison and/or the police, or that you have been at risk of entering the criminal justice system because of alcohol or drug use
- You are from the global majority [1]
- You don't have social or financial privilege, and/or you identify as working class
- You identify as D/deaf or disabled or both

and we warmly welcome your application.

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[1] a collective term that first and foremost speaks to and encourages those so-called to think of themselves as belonging to the global majority. It refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'. Globally, these groups currently represent approximately 80% of the world's population making them the global majority

## Positive action:

We have specific positive action in place for our interviews. If you have lived experience of the criminal justice system [2] or you identify as D/deaf or disabled, you can choose whether you would like us to apply our positive action policy when reviewing your application – you just need to answer yes to the question in the application portal. If you answer yes, this means that, if you have clearly shown in your application that you meet our minimum criteria, you will be invited for an interview.

We do not ask you to disclose any further details in your application, and we treat all positive action answers confidentially and sensitively. Please read our separate Criminal Records Disclosure Information for Job Applicants if you would like to know how you can disclose further details about a criminal record during the application process.



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[2] By lived experience, we mean that you have had personal (not professional) contact with probation, prison and/or the police, or that you have been at risk of entering the criminal justice system because of alcohol or drug use. 4

# What we value

We have core company values which guide and shape how we work:



We seek out women who share and live these values.

Our team members are passionate about social and racial justice and about improving the lives of women with lived experience of the criminal justice system. We believe strongly in the power of theatre to transform lives. We know that women's careers take many different paths for all sorts of different reasons. We support and celebrate this.

You don't need to have an arts qualification, or a university degree or college education, to work with us.



# Who do we need for this role?

We are looking for a friendly, positive and self-motivated producer, who really understands the unique importance of Clean Break's work and is bold in their commitment to inclusivity in the theatre sector. The Producer post (maternity cover) is responsible for ensuring the smooth planning and delivery of Clean Break's artistic and leadership work scheduled for 2025/26.

This will include a mainstage theatre co-production (scheduling dependent), small scale project work in prisons, the early stages of planning our bi-annual Members [3] festival (July 2026), various development events and one-off projects, digital artistic output and Clean Break's Leadership activities (our training offer). Overseen by our Artistic Director, the Producer will be lead on these different projects and ensure that we have appropriate staff resources dedicated to each.

You'll be an organised and strategic thinker with an eye for detail, have proven experience producing theatre and events and you'll have strong administrative and budget management skills. You'll enjoy supporting artists (emerging and established) and teams to achieve their best work. This role works closely with all members of staff and in particular with the Artistic Director and Associate Artistic Director, so a strongly collaborative approach is vital. We're looking for your creative ideas too - we want our Producers to bring new ideas and artists to Clean Break which extend and develop our artistic programme.

As Clean Break works in partnership on many of its projects and productions, it is key for this role to be able to communicate and negotiate effectively and manage relationships and competing priorities. A passion for theatre and a good understanding of the theatre landscape is essential.

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[3] Our Members are women aged 18 and above who have lived experience of the criminal justice system or are at risk of entering it due to drug, alcohol or mental health issues.

## What type of contract is this?

This is a maternity cover role, up to one year long employment contract.

The salary is £32,118 per year.

The commitment is 35 hours a week Monday to Friday, 7 hours a day excluding lunch breaks. Core office hours are 10am-4.30pm, with start and finish time flexible around these core hours. Applications for part-time working will be considered.

You may need to work some additional hours' overtime, especially in the final lead-up to a project's first performance/go live date, which will be compensated through Time Off In Lieu (TOIL), to be agreed in advance.

You would have 25 days of annual leave plus public holidays, plus a discretionary 3 days annual leave during our Christmas closure period (pro rata).

This role is normally based in our building in Kentish Town, North London (offices and rehearsal studios), with some home working and some London-wide and national travel. We ask staff to commit to a minimum of 2 days per week in the office.

Further terms and benefits are outlined later in this pack.



# Job Description

Here are the Producer's responsibilities in more detail.

## Producing

- Project manage through all stages from conception/commission into production, working collaboratively with colleagues led by the Artistic Director or Associate Artistic Director and often in partnership.
- Contribute to the creative development of the artistic programme, regularly sharing and responding to ideas for potential projects, partnerships, collaborators and ways of working.
- Produce realistic and deliverable project schedules with clear project plans and milestones.
- Liaise with theatres and venues (including prisons, universities, and conferences) across the UK to secure the best deals and partnerships for Clean Break.
- Administer the Artistic and Leadership programmes; including but not limited to the timely delivery of contracts, planning and evaluation processes, customer care, booking of accommodation and travel and production schedules.
- Provide producing support for Companywide events and Members programme activities, adding capacity to other teams.
- Attend new plays, workshops, readings and showings relevant to our programme, on behalf of the company.
- Keep up to date with industry standards including rates of pay and working conditions.
- Lead on artist contracts and support on partnership and co-producing contracts.
- Oversee and improve internal processes and operations across projects as required.

## **Finance**

- Manage the operational finances of assigned projects including budget creation, income targets, managing purchases and monitoring progress against budgets throughout the project, and reconciling with core financial records.
- Work with the Finance team to plan Theatre Tax Relief claims, and support the reconciliation and administration of claims.
- Work closely with the Development team to support funding applications and subsequent reporting to stakeholders, including supporting meeting donors or producing fundraising events as required.
- Support the delivery and growth of income generating activities, such as our Leadership training offer; participate in developing and delivering a sales strategy and income generation targets to achieve a sustainable, high quality income stream.

## **Communication**

- Support the Communications Manager in external communication and marketing of all aspects of the Artistic and Leadership programme, including sales related marketing.
- Be a strong ambassador and advocate for the company, and act as a key contact for venues and artists. Build and maintain strong relationships in all areas of your work.
- Ensure that internal communication about our Artistic and Leadership work is active and dynamic, with timely and relevant information shared regularly.

## Culture & Values

We ask all staff to contribute positively to the company culture by:

- Participating in our actions to improve equity and inclusion for all women, particularly in relation to delivering on our anti-racism action plan and on our commitment to include our Members more fully in the life of the company.
- Upholding and celebrating the company's values of compassion, collaboration, creativity, courage and equity.
- Demonstrating and encouraging excellent communication with colleagues.
- Engaging positively with team development initiatives, wellbeing and social activities.
- Attending and championing events, activities and productions produced by Clean Break.
- Getting involved with the recruitment and welcome of new colleagues, volunteers and trustees.

## Other

- Think and work sustainably and contribute to our climate justice actions.
- Maintain confidentiality and adhere to Clean Break codes of practice and policies.
- Carry out other duties as reasonably required.



# Person Specification

This is the section you will refer to the most during the recruitment process. Below, we have listed the specific skills, knowledge and experience we are looking for.

## **1. Producing:**

At least two years' experience of theatre or event producing, working directly with creative teams to support and facilitate artistic processes from commission through production to evaluation.

## **2. Power and privilege:**

Commitment to anti-racism practices in theatre, and a good understanding of the dynamics of power and privilege in cultural organisations and in making artistic work.

## **3. Networking:**

Strong relationships with venues and artists who are actively and openly committed to inclusive, anti-racist practice, and could extend Clean Break's work; familiarity with the current theatre landscape in London and nationally, and maybe internationally.

## **4. Contracting:**

Experience of negotiating deals and contracts arrangements with agents, artists, venues and/or partners.



**5. Finance:**

Experience of budget setting, purchasing and budget management; active interest in strengthening income generation for the company from activities and box offices sales.

**6. Care:**

Strong pastoral care skills, and an enthusiasm for and confidence in supporting artists - from non-professional through to emerging and experienced theatre makers, while also ensuring that self-care is part of your own working practice.

**7. Creativity:**

A creative and innovative approach, ready to offer ideas and solutions that extend our work and influence the development of our artistic and leadership programme.

**8. Collaboration:**

A team player who has the ability to be flexible and responsive; able to maintain clear personal/professional boundaries in a work environment.

**9. Administration:**

Competent with usual project administration (Office 365), ability to organise and prioritise your own workload and work well to deadlines; conscientious and good attention to detail; able to adapt to and improve systems.

**10. Communication:**

A clear written and verbal communicator with good presentation skills, experienced at ensuring all staff, participants and project partners receive timely and relevant information.

# Contract Terms & Benefits

<b>Job Title</b>	Producer
<b>Reports to</b>	Artistic Director/Joint CEO
<b>Contract type</b>	Fixed term 12 months contract (maternity cover)
<b>Working hours</b>	35 hours a week Monday to Friday, 7 hours a day excluding lunch breaks. Core office hours are 10am-4.30pm, with start and finish time flexible around these core hours. Some evening work will be necessary, for example attending board meetings or events. Any overtime to be agreed in advance and compensated through time off in lieu (TOIL).
<b>Rate of pay</b>	£32,118 per annum
<b>Probation period</b>	3 months
<b>Notice period after probation</b>	6 weeks
<b>Annual leave allowance</b>	25 days plus 3 days for our Christmas closure period; plus public holidays

<b>Location and flexible working</b>	Hybrid: combining office based in Kentish Town North London with some home working and some London-wide and occasional national travel. We ask that staff commit to working in the offices a minimum of 2 days per week.
<b>Physical access</b>	The cobbled street outside our building is uneven with parked cars; care is therefore needed when accessing the building by wheelchair or with other physical aids. The building itself has been designed to be wheelchair accessible throughout and all spaces can be accessed step-free.
<b>Pension scheme</b>	Scottish Widows pension scheme: for eligible staff, Clean Break will contribute 3.5% of your salary when you contribute at least 5% of your salary (taxed at source: 4% is deducted from staff pay, with the remaining 1% claimed from HMRC by Scottish Widows and added on the staff member's behalf)
<b>Other benefits</b>	Employee Assistance Programme, training budget, cycle to work scheme, social moments, wellbeing activities
<b>Pre-work checks</b>	Two satisfactory references; Evidence of right to work in the UK; Basic Level DBS check - see next page

## Disclosure and Barring Service checks

This role involves access to financial data and systems and working in a building where the safety of everyone on site is essential. For these reasons, we will request a Basic Level Check from the Disclosure & Barring Service (DBS) after any conditional offer of employment.

A Basic Level Check will only show convictions and/or conditional cautions that are not 'spent'. For more information on how long it takes for convictions and conditional cautions to become 'spent', please refer to [Nacro's guidance on the Rehabilitation of Offenders Act](#). You might want to make use of [Unlock's Disclosure Calculator](#), to find out if a criminal record needs to be disclosed in this instance. A criminal record, in itself, will not prevent someone from being appointed to this job.

Further detail from our policies on Equality & Diversity and Criminal Records Disclosure are provided alongside this Pack as separate documents.



# How to apply for this role

To apply for this role, you will need to complete an [online application form](#) and upload your CV on our application portal SafeHR.

We also ask all applicants to complete an [equal opportunity monitoring form](#). our answers really help us understand how we are doing in attracting a broad range of candidates. Every question has a 'prefer not to say' option. These monitoring forms are anonymous and cannot be linked in any way to your application. There is a link to the monitoring form in the application form.

In the application form, you will be asked whether you would like your application to be considered under our positive action policy – if you wish to be invited for interview based on our minimum criteria, in line with our policy, this is where you should let us know.

You will receive an automated email from SafeHR confirming receipt of your application.



# Next Steps and minimum criteria

Our shortlisting panel will select the applicants they would like to meet for interview. They will focus on applicants who have met the following minimum criteria:

- Submitted a complete application, before the deadline.
- Provided relevant information on their work history and training & qualifications without significant unexplained gaps.
- Scored 'met' for all criteria tested in the application form.

The panel will first allocate interview slots to candidates who meet the minimum criteria and have asked us to apply our positive action policy.

The remaining interview slots will be allocated to candidates who have scored most strongly across the questions in the application form. This will mean scoring at least 'met' on each criteria tested and will most likely mean scoring 'strongly met' in some areas.

All applicants will be contacted by end of Tuesday 10 December to let them know whether they have been shortlisted or not.

We always share the names of the interview panelists and the format of the interview in advance. If you have access needs, we will meet them.

# Feedback

All applicants who attend an interview will be offered individual feedback.

For those not selected for interview, in place of individual feedback we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

## Key Dates 2024

<b>Application Deadline</b>	Monday 2 December, 12pm midday
<b>Shortlisting Complete</b>	Tuesday 10 December
<b>Interview first round</b>	Tuesday 17 December
<b>Start Date</b>	Monday 3 February 2025

Thank you again for reading this pack, and we hope to hear from you.

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