

# MICHAEL CLARK COMPANY

## EXECUTIVE PRODUCER

The internationally acclaimed dancer and choreographer Michael Clark has been one of the most innovative and influential forces in dance for over thirty years. The Michael Clark Company, whose mission is to enable and empower Michael Clark to realise his artistic vision and to sustain his cultural legacy, seeks to appoint an Executive Producer.

The Executive Producer will be responsible for the administration and financial management of the Company as well as for organising its productions, performances, tours and residencies, fundraising and running an eclectic mix of cultural projects, including films, books and exhibitions on Michael Clark and his work. We are looking for a creative, dynamic and resourceful cultural entrepreneur, who will manage the Company and its finances with the utmost rigour, while working closely with Michael Clark to develop and deliver new projects with museums, galleries, artists, designers, film makers, musicians, music and arts festivals and other partners worldwide.

This is a thrilling time to join Michael Clark Company. The premiere at the Barbican in October of “to a simple rock’n’roll... song”, Michael Clark’s compelling new work, garnered rave reviews. The Executive Producer will manage its global tour and other prestigious projects.

RESPONSIBLE TO: Michael Clark (Artistic Director) and the Board of Trustees

SALARY: £45,000 per annum (this is a full-time position)

PROBATIONARY PERIOD: This is a full time post with an initial probationary period of three months wherein either party can terminate the employment with a reduced notice period of two weeks. The probationary period may be extended for an additional two months. Once the probationary period has been successfully completed, the period of notice will be two months.

HOLIDAY: 25 working days paid annual leave plus public holidays.

LOCATION: Michael Clark Company, Stage Door, Barbican Centre, Silk Street, London EC2Y 8DS.

APPLICATIONS: Please email a CV (including two referees) with a letter explaining why you are interested in this role and what makes you the best candidate for it with a completed Equal Opportunities Monitoring Form, to Alice Rawsthorn, Chair of Trustees: [hello@alicerawsthorn.com](mailto:hello@alicerawsthorn.com). The CV, letter and completed form should all be sent as attachments to the email.

DEADLINE: Monday 21 November 2016 at midnight.  
(All shortlisted applicants will be informed on Thursday 24 November 2016.)

INTERVIEWS: Monday 28 November 2016 in central London.

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## ABOUT MICHAEL CLARK COMPANY

Hailed as “British dance’s true iconoclast”, Michael Clark is a defining cultural figure of our time. Since emerging in the 1980s as a prodigy at London’s Royal Ballet School, he has remained at the forefront of innovation in dance, collaborating with such compelling artists as Sarah Lucas, Leigh Bowery, Peter Doig and Charles Atlas, and musicians from Wire and The Fall to Jarvis Cocker.

From the outset, Michael Clark’s performances have been marked by a mixture of technical rigour and experimentation, intense and fine-tuned choreography intersecting with elements of punk, Dada, pop and rock. His productions repeatedly break new ground, provoking and electrifying audiences all over the world, winning rave reviews and countless awards for the Company’s dancers and Michael Clark himself, who was made a CBE in 2014 for services to dance,.

Michael Clark founded his own company in 1984. It has since toured worldwide to perform at leading houses in Europe, North America, Asia and Australia, as well as on its home stage at the Barbican in London, where it has been a resident company since 2005. Michael Clark Company is proud of having introduced dance to new audiences by performing at unorthodox venues such as the Glastonbury Festival, where it was the opening act on the Pyramid Stage in 2015; the legendary Barrowland Ballroom in Glasgow; and contemporary art museums, including Tate Modern in London and the Whitney Museum in New York, as well as through its ongoing collaborations with leading artists, fashion designers, musicians and filmmakers.

## PRAISE FOR MICHAEL CLARK’S NEW WORK “to a simple rock’n’roll ... song”

“A triptych of abstract dances that look fantastic, sound terrific and knocked me sideways. Clark has always been a huge talent, but here his artistry reaches a zenith in which being chic and being smart are allied to a real passion for dance.”

The Times, 11 October 2016

“Michael Clark has perhaps the most useful attribute that any artist of any kind can have: he is incapable of being boring.”

The Telegraph, 8 October 2016

“Raw, dynamic and witty... Mixing the sacred and the profane, the classical and the raw, to sophisticated and often hypnotic effect.”

The Guardian, 10 October 2016

“The night I went, there was a standing ovation. As the lights came on, the man beside me gasped: “Just wow.” I think he spoke for us all.”

Evening Standard, 10 October 2016

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## JOB DESCRIPTION

**Job Title:** Executive Producer

**Responsible to:** Michael Clark (Artistic Director) and the Board of Trustees

**Responsible for:** Touring and Administrative Manager; Communications Manager;  
Book Keeper (part-time)

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Development

- To build external relationships and partnerships to support the Artistic Director's creative opportunities and the Company's work.
- To lead on the Company's relationship with the Barbican and Arts Council England, maximise the potential for their support, and ensure that their expectations and targets are met.
- To maximise the potential for income from commissioning, co-producing and performance as well as other forms of partnership or project finance including residency programmes, artistic development and film projects.
- To develop and sustain relationships with partner venues and festivals and to explore new collaborations among non-traditional performance spaces including art galleries, museums, festivals and biennales.
- To manage relationships with individual patrons and donors, trusts and foundations, corporate sponsors and other funding sources, and to cultivate new relationships.
- To develop appropriate new sources of income for the Company, including the licensing of image, merchandising, film and digital rights.
- To manage the Company's Archive by ensuring that its contents are stored, catalogued and conserved to the highest requisite standard, and ensuring that scholars and cultural institutions have appropriate access to them.
- To manage and expand the Creative Education programme.
- To lead on the evaluation of the Company's activities and performance, feeding this into future planning as appropriate.

### Productions and Tours

- To contribute to the realisation and production of the AD's artistic collaborations with artists, musicians, composers, designers, film makers and other creative practitioners.

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- To produce, book and manage touring activity in the UK and internationally, and to realise all productions to the highest possible standard.
- To initiate and sustain relationships with both new and existing venues.
- To manage the production process and tours, including contractual negotiation with venues.
- To manage the Company's relationship with international booking agents as required.
- To brief the Company's Stage Manager and Administrative Manager, and to delegate relevant tasks for each production or tour.

## Financial Management

- To be responsible for financial and business planning, budgeting, cash flow, financial control, management reporting and statutory reporting.
- To supervise the work of the Company's management and administrative personnel and the maintenance of proper and robust financial systems, controls and reporting.
- To lead the Company through the annual audit.
- To manage the Company's banking relationship and bank accounts.
- To enter all payments weekly and liaise with bookkeeper regarding all day-to-day financial management, maintaining efficient systems for purchase and sales ledger activity.
- To maintain and effectively report to the Board of Trustees on project budgets, annual budgets and cashflow.

The post holder must at all times:

- Demonstrate commitment to the Michael Clark Company's Equality and Diversity Policy.
- Adhere to all human resources policies and procedures, including those relating to Health and Safety in the workplace.
- Act as an ambassador for the Company by communicating and sustaining a positive image of it.

The above list of responsibilities is not exclusive or exhaustive and the Executive Producer will be required to undertake other such duties as may reasonably be expected within the scope of the role. All members of staff are required to be professional, co-operative and flexible in line with the changing needs of the Michael Clark Company.

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## PERSON SPECIFICATION

The Executive Director of Michael Clark Company will be responsible for: administration, financial management: organising productions, performances, tours and residencies: fundraising: running and developing the Creative Education programme and other cultural initiatives; managing relationships with key partners and funders including Arts Council England and the Barbican; human resources issues relating to the small office team, the dancers, design team and other collaborators; overseeing communications and branding with the Communications Manager; ensuring that the Company meets all legal and regulatory requirements; managing cultural collaborations and creative projects ; managing the Creative Education programme and Michael Clark Company's Archive; and developing ideas with the Artistic Director for new projects to further the Company's mission and to generate new and sustainable sources of income.

They will work with the Company's small administrative team in its offices in the Barbican, where Michael Clark Company is a resident company. The Executive Producer will work closely with the Artistic Director to ensure that the Company enables him to realise his creative vision. They must be highly organized, disciplined and rigorous with excellent communication and interpersonal skills; a thorough understanding of the publicly funded cultural sector and cultural entrepreneurship; the ability to work constructively and sensitively with extraordinarily gifted people to strict deadlines; and the authority, charisma and ingenuity to manage the Company's relationships with a complex and eclectic network of collaborators, funders and partners.

The successful candidate does not necessarily need to have prior experience in dance, providing they meet all of the other requirements for the role. However, they must be passionate about dance, contemporary culture and, above all, the extraordinary work of Michael Clark.

## ESSENTIAL QUALITIES

- Passion for and knowledge of dance, in particular, for Michael Clark's work and legacy.
- Experience of planning and delivering cultural productions of the highest quality, and of forming new partnerships to commission and tour such productions.
- Experience of managing complex and diverse teams of people in the arts or cultural sector.
- Excellent organisational, planning and strategic skills.
- Excellent interpersonal skills and the authority to act as an ambassador for the Company.
- Knowledge of the publicly funded arts sector in the UK and internationally.
- Knowledge of arts charities and charitable funding sources in the UK and internationally.
- Experience of creative communications, including media strategies and branding.
- Sound grasp and experience of financial and business planning and financial reporting, audit and cashflow management.
- Ability to identify and develop new income streams which further the Company's mission.
- The flair, passion and resourcefulness required to deliver Michael Clark's artistic vision.

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## EQUAL OPPORTUNITIES MONITORING FORM

Thank you for applying for this position. Michael Clark Company is committed to the active promotion of equal opportunities in all aspects of our work.

To check whether our employment procedure is appropriate and fair, we need information about people working with us. We would be grateful if you could complete this form.

You will notice that we monitor on grounds of age, gender, ethnicity, disability, and sexual orientation. **All the information you provide here will be kept confidential, used only for monitoring purposes and stored separately from your files.**

### Position with Michael Clark Company

#### Gender

- Male
- Female

#### Age

- 0-19
- 20-34
- 35-49
- 50-64
- 65+

#### Sexual Orientation

- Heterosexual / Straight
- Lesbian / Gay Woman
- Prefer not to say
- Gay Man
- Bisexual

#### Ethnicity

##### White

- English/Welsh/Scottish/  
Northern Irish/British
- Irish
- Gypsy/Irish Traveller
- Any other White background

##### Mixed

- White and Black Caribbean
- White and Asian
- White and Black African
- Any other Mixed/Multiple ethnic  
background

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## Asian

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

## Chinese or other ethnic group

- African
- Caribbean
- Any other Black/African/Caribbean background

## Chinese or other ethnic group

- Chinese
- Arab
- Any other ethnic group
- Not known / Prefer not to say

## Do you consider yourself to have a disability?

- No
- Yes, how would you describe your disability?
  - Visual impairment
  - Physical disabilities
  - Mental health condition
  - Other long term/chronic conditions
  - Hearing impairment/Deaf
  - Cognitive or learning disabilities
  - Invisible disabilities