

CIRQUE 
Bijou

WE MAKE SHOWS

SENIOR PRODUCER

- Salary:** £30,000 pro rata, dependent on experience
- Hours:** 24-28 hours per week (3-3.5 days)
- Contract:** At least a year (maternity cover role)
- Reports to:** Artistic Directors
- Location:** Based in our Bristol office, with some flexibility for remote working. There will be opportunities for travel.



ABOUT CIRQUE BIJOU

Cirque Bijou pushes the boundaries of contemporary circus, street theatre and spectacle, seeking out the new, unexpected and extraordinary to create unforgettable and exquisitely-crafted shows for any stage or space.

We are leaders in the creation of innovative and groundbreaking shows with and for communities and clients worldwide, with emerging and world class artists, and for audiences of fifty to tens of thousands.

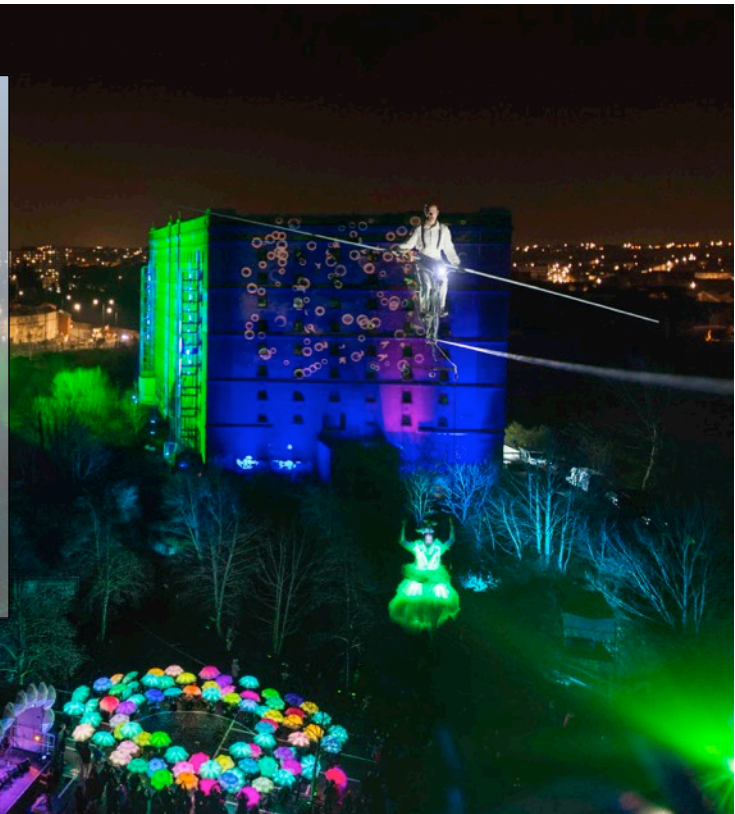
Our varied portfolio spans contemporary circus, spectacle and street theatre for arts and commercial festivals, public and private commissions, corporate events and parties, and rock and roll and stadium tours. We are experts in creating new artistic work with high production values for large-scale commissions.

A key project of the company is Extraordinary Bodies, an Arts Council-funded partnership project that is leading the way for integrated circus in the UK. The majority of our projects are commercially funded.

The company is based in Bristol, led by two Artistic Directors and supported by a team of producers.

UNFORGETTABLE MOMENTS

Dancing 'Steve' heads for the Minecraft Convention | A bicycle on a highwire to celebrate Bristol European Green Capital | 2012 fire torch waders in the sea as part of our Olympic project Battle for the Winds | 10 years of high octane spectacle shows for Goodwood Festival of Speed's VIP Drivers' Ball | 15 years of our Circus and Street theatre stage at Bristol Harbour Festival | Forming the UK's only professional integrated circus company in 2013 | Touring the world with rock band Muse from 2007 - 2013 | Dancing onstage with Taylor Swift at MTV EMA | A flaming high wire & over 100 artists for Wilderness Festival | Project 3Sixty: beatbox, bikes, breakdance, video and plenty of pyrotechnics at the National Theatre



THE ROLE

An exciting opportunity has arisen to join our team in a crucial senior role at a time of change and development during Cirque Bijou's 20th year.

We are looking for an accomplished producer with experience working in both the commercial and arts industries, with a strong track record in business development and arts development.

The role is designed as the lead support for Cirque Bijou's two Artistic Directors, working as a key senior member of 7-strong team. This is a maternity cover role for at least a year.

An exceptional multi-tasker and communicator, you'll have an eye for opportunity, a flair for business and the ability to lead, support and work alongside a wide range of people in a fun and driven environment.



KEY AREAS OF RESPONSIBILITY

Business Development

Working alongside Artistic Directors to identify and pursue business opportunities and key areas for development. The candidate should be able to demonstrate a strong flair for sales and the development of client relationships.

Arts Development

Managing stakeholder and industry relationships across our portfolio of arts projects, and seeking and pursuing areas for development, in support of the Artistic Directors.
Key partnership role working on our collaborative project *Extraordinary Bodies*.

Finance

Managing project budgets with mixed income streams, including partnership budgets.

Reporting to stakeholders and partners.

Experience of fundraising crucial – identifying funding streams, bidwriting, reporting and evaluation work.

Management/HR

Supporting the Artistic Directors to lead Cirque Bijou. Demonstrable experience of a senior leadership role in a comparable or complementary organization is essential.

Offering support and leadership to the wider staff team.

Representing the company at meetings and events.

Project Management

Developing and leading (and/or supporting) projects for the company. These require general producing skills from budget management to marketing to client/artist liaison to scheduling and logistics.



MORE ABOUT YOU

Our work ranges from technology-driven, large-scale commercial shows with high production values for stadiums, to low-tech, intimate arts performances made with communities in their own backyards.

The successful candidate will be supremely comfortable switching between programmes of work as wide ranging as this and applying business development and sales techniques across the company's full portfolio. We are looking for the right person, rather than a checklist of skills, but as an indication, the following could be useful:

Communication

- 🕒 Working closely with colleagues on all levels
- 🕒 Working with partner organisations
- 🕒 Forming relationships with current and potential clients
- 🕒 Communicating with stakeholders

Leadership

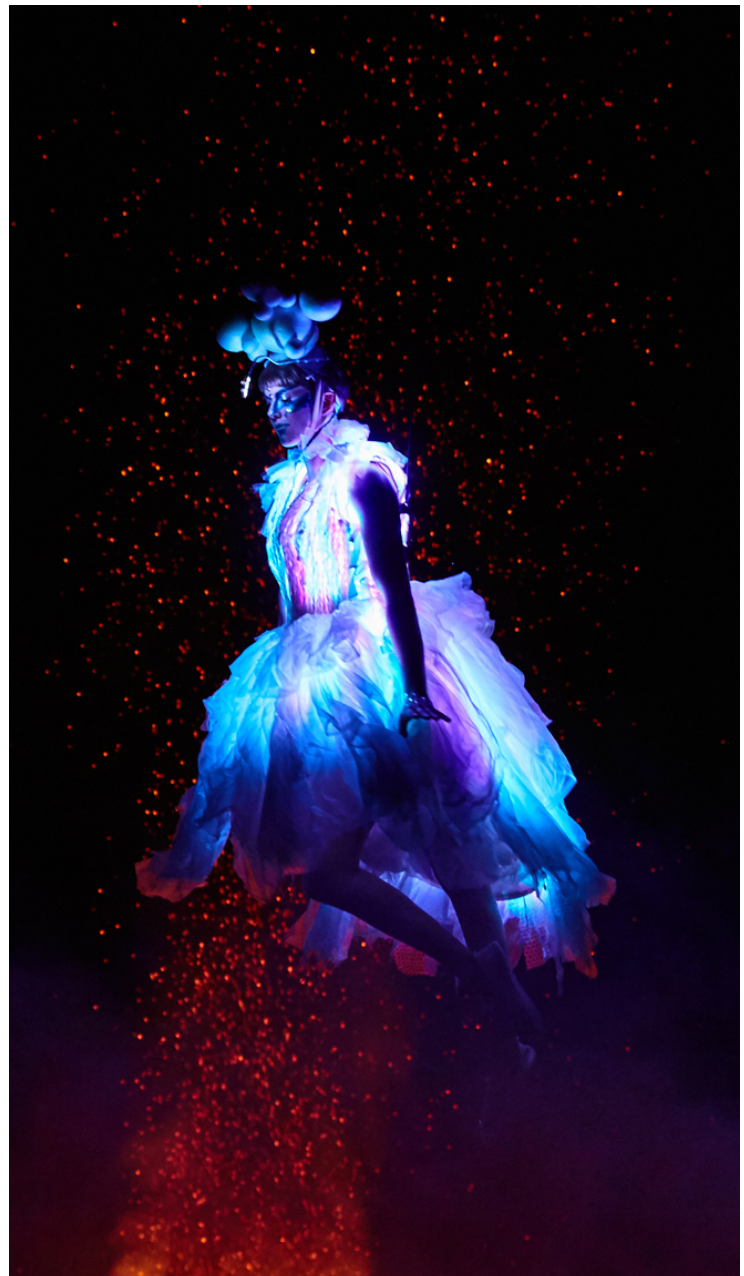
- 🕒 Supporting and leading staff team
- 🕒 Experience of leading teams through times of change

Strategic

- 🕒 Eye for opportunity
- 🕒 Appreciation for the company's span of commercial and arts work and understanding of how to maximise the potential of this
- 🕒 Understanding and sensitivity to partnership working
- 🕒 Understanding of company accounting and able to make decisions and prioritise with business planning and finance in mind

Other

- 🕒 IT skills – mac, excel, word, wordpress, keynote/powerpoint
- 🕒 Fundraising/sponsorship experience
- 🕒 Managing budgets of all scales



FURTHER INFORMATION

Company Ethos

Cirque Bijou are committed to sustainability, diversity and accessibility in all that we do. We are also committed to supporting and developing our staff and the post-holder will be offered training within the role, including access training if required.

Access

D/deaf and disabled applicants fulfilling the basic criteria for the role will be interviewed. If you have any specific access requirements for the interview, or foresee any barriers to the proposed way of working, please specify if you are invited to interview.

How to apply

Please send us your **CV** (no more than 2 sides of A4) detailing relevant work experience and qualifications that recommend you for this role.

Please also send us a Vimeo link to a **3 minute video** (e.g recording to a smartphone camera), telling us why you are applying for this position and why you are suitable for the role. We are not accepting written cover letters for this role.

Your application should be sent to ceri@cirquebijou.co.uk.

<p>Deadline: Monday 6th May, 11 pm Interviews: Friday 10th May, Bristol</p>

If you have any questions regarding the role or would like to speak to someone in advance of applying, please call our office on **0117 902 9730** and speak to Geraldine.

What happens next

If you are shortlisted, we will contact you via email and/or telephone to invite you to interview. At this point, we will ask you to provide details of two professional references, who we will not contact except if we later decide to offer you the job.

Thank you for your interest in this role and we look forward to receiving your application.



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Registered in England; company number 05051525

