



UTOPIA THEATRE

Freelance Executive Producer
Application Pack

WELCOME!

Thank you for your interest in working with Utopia Theatre and in the role of **Freelance Executive Producer**.

WHO ARE WE?

Utopia Theatre is a **National Portfolio Organisation** formed in 2012 by **CEO and Artistic Director Mojisola Kareem**, to create exceptional world-class **African theatre** with imaginative flair for the British and international stage. The charitable organisation aims to **empower** and **engage African communities**, **support emerging artists** and **inspire the next generation**. Utopia Theatre also uses African theatre as part of **storytelling in schools** and **communities** and hosts **digital theatre**.

For more information, visit: www.utopiatheatre.co.uk



Theatre productions



Creative Hub space hire



Creative and cultural events



**Youth Academy
(Ages 6-16)**



Community Ensemble

THE ROLE

We're looking for an experienced and visionary **Executive Producer** to join our leadership team. This role is instrumental in helping us deliver our strategic and creative ambitions, including the development of our **Creative Hub** and realisation of our annual business goals. Working in close partnership with the **Artistic Director** and **Deputy Artistic Director**, the **Executive Producer** will take a lead on financial management, artistic collaboration, audience development, fundraising, and the production of new work. The post also involves supporting and line-managing freelance producers and collaborators.

This is an exciting opportunity for a dynamic **global majority** arts professional with a strong commitment to equity and a desire to help shape the future of a leading **Black-led theatre company**.



SPECIFICATION

Job Title: Freelance Executive Producer

Fee: £165 – £200 per day
(equivalent to **£35,000 – £43,000 pro-rata**, depending on experience)

Terms: Freelance (3 days per week)

Contract: 6 months, with the potential to move into a permanent role.

Start Date: As soon as possible.

Working Conditions: This role will be based at Utopia Theatre's office in **Sheffield** (11 Rockingham Gate, S1 4JD), with some flexibility that can be negotiated. Travel may be required, particularly during touring productions. The role may require evening and weekend work, especially during production periods.



KEY RESPONSIBILITIES

Production Management

- Work with a **Production Manager** to oversee **all aspects of production**, including budgeting, scheduling, and resource allocation.
- Coordinate with a **Production Manager**, directors, designers, and technical teams to ensure the smooth running of productions.
- Manage the **logistics of touring productions**, including venue booking, transport, and accommodation.

Budgeting and Financial Management

- Develop and manage **production budgets**, ensuring cost-effectiveness while maintaining artistic quality.
- **Secure and manage funding**, including grants, sponsorships, and partnerships.
- Work closely with the **finance team** to monitor expenditure and financial reporting.

Team Co-ordination and Leadership

- Work with the **Artistic Director** to recruit, hire, and manage production staff and creative freelancers as required.
- Organise **production meetings**, ensuring clear communication among all team members.

Artistic Development and Collaboration

- Work closely with the **Artistic Director** to develop and execute the company's artistic vision.
- **Identify and nurture relationships** with playwrights, directors, designers, and other creative talents in South Yorkshire and further afield.
- Participate in **research and development** on new shows and ideas.

Marketing and Audience Development

- Collaborate with the **marketing team** to develop effective promotional strategies for productions.
- Assist in the development of **audience engagement** initiatives, including educational programs and community outreach.
- Act as a representative of the company at **industry events**, fostering relationships with partners, sponsors, and audiences.

Compliance and Health and Safety

- Ensure all productions comply with **legal and regulatory requirements**, including health and safety standards.
- Manage contracts, rights agreements, and intellectual property matters.

ESSENTIAL

- A minimum of **10 years' experience** in **theatre**, with strong track record in **producing** and **managing large scale productions**.
- Strong **financial management** skills, with experience in **budgeting** and **fundraising**.
- Excellent **organisational** and **project management** abilities.
- Ability to **lead** and **motivate** a diverse team.
- Strong **communication** and **interpersonal skills**, with the ability to build and maintain professional relationships.



DESIRABLE

- Experience in **marketing** and **audience development**.



PERSON ATTRIBUTES

- A demonstrable commitment to **equality** and **inclusivity**.
- Excellent **people management** with the ability to **inspire** and **motivate**.
- Warm, friendly and approachable in order to effectively **build collaborations**.
- The ability to **take initiative** and recommend ways to develop Utopia Theatre.
- The **confidence** to work **independently** but also as **part of a team**.



OUR WORK



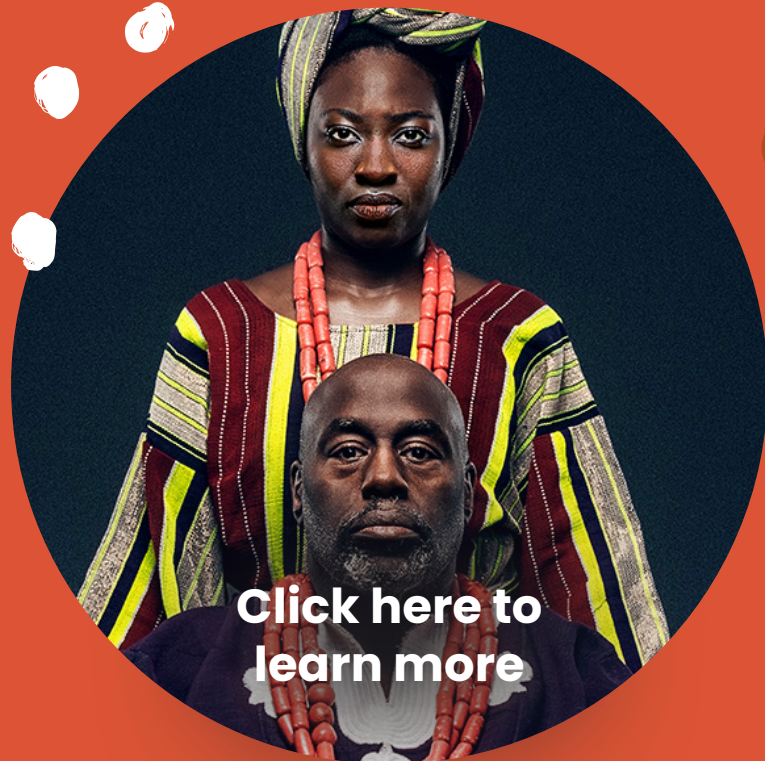
Click here to
learn more

Death and The King's Horseman

February 2025



Afridiziak Theatre News



Click here to
learn more

Crown of Blood

February 2026

A Yoruba adaptation of
Macbeth, coming soon
to Sheffield Theatres

See more of our past and present projects by heading over to our website:
<https://www.utopiatheatre.co.uk/projects-all/>



VISION

To be the **UK's leading** voice and producer of **African theatre**.

MISSION

Produce innovative **contemporary African theatre** productions and encourage **authentic new voices** from the **African diaspora** to share their stories on our stages and **engage diverse audiences**.

Profile: Raise **awareness** and increase **appreciation** of African culture in the Arts.

People: Invest in the **skills development of artists** (people from the **African community** and **practitioners** passionate about African theatre) and support their route to regular employment. We want to **provoke, educate, entertain, to challenge** and to **delight, create lasting memories** and **inspire** others artistic experiences and journeys.

Partner: Nurture a **network of partners** and build **mutual support** in order to develop an innovative approach to working with the **African community in the UK** and to build **global audiences**.

Place: We tell **epic stories** in small and big spaces. We develop **creative performance spaces** (live and digital) where artists can come together to test ideas and experiment with new ways of working which can lead to **touring productions nationally** and **internationally**. We want to innovate the ways the public experience theatre so that it is not just in buildings but as part of their **everyday lives**, not just as observers but as participants, not just with words but with all the theatrical tools available.

VALUES

We believe...

- Art has the power and **potential to change lives**.
- Art succeeds most effectively when **people are put before profit**.
- Art must be **available** and **accessible** as broadly as possible.
- In **shared decision making**, in equal creative stake, and **fair and equal pay**.
- In the creative power of **long-term relationships**.
- In **young people's potential to change the world** and their rights to be seen as part of that world in a world which tells stories and narratives that connect us together.



HOW TO APPLY

Please send a **CV and a cover letter** detailing your relevant experience and why you are interested in this role to: **director@utopiatheatre.co.uk** with the subject line: **'Executive Producer Application'**. We also accept applications in alternative formats, for example, a short video or audio recording (up to five minutes in length). Please contact **Jude**, at **info@utopiatheatre.co.uk** to discuss options.

We commit to interviewing people who identify as **disabled**, from the **global majority** and/or **working class** who can demonstrate they meet the level of knowledge and skills required to do the job.

If you would like an informal conversation about this role, please contact **Mojisola Kareem (CEO/Artistic Director)** at **director@utopiatheatre.co.uk** or call on **07881 028135**.

