

Dear Applicant

Get Involved Producer (Maternity)

Please find enclosed an information pack for the role of Get Involved Producer (Maternity) for Tobacco Factory Theatres.

Further information about Tobacco Factory Theatres can be found on our website <http://www.tobaccofactorytheatres.com/>

This application pack includes:

- Information about Tobacco Factory Theatres
- Job Description and Person Specification
- Terms & Conditions
- Application Process

Please also remember to complete the Equalities Monitoring Form and return with your application.

We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please contact the Theatre Administrator on theatre@tobaccofactorytheatres.com

Applications by: **5pm Tue 11 Dec 2018.** We regret that applications received after this time cannot be considered.

Interviews: **Thu 10 January 2019**

Expected Start Date: **Mon 04 March 2019**

Application method: Please fill in an Application and Equal Opportunities form and email them to recruitment@tobaccofactorytheatres.com. In the subject bar please write 'Get Involved Producer (Maternity)'. You will find both forms on our website www.tobaccofactorytheatres.com.

We look forward to receiving your application and thank you for your interest in Tobacco Factory Theatres.

"The future of theatre lies in places like this."
Jonathan Miller

—
Patron Mrs Mary Prior MBE JP
Trustees Sarah Smith (Chair), Andrew Allan-Jones, Bertel Martin
Kate McGrath, Mark Panay, John Retallack, Chris Sims, Anna Southall
Company no. 04536120 / Charity no. 1097542



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TOBACCO FACTORY THEATRES

We are looking for an exceptional individual to join Tobacco Factory Theatres as Get Involved Producer (Maternity).

The Get Involved Producer is a key role in the Get Involved department. Get Involved is responsible for delivering the engagement and participation programme for Tobacco Factory Theatres

The Get Involved Producer is line managed by the Director of Get Involved, and manages our Young Producers and Schools programmes (including Schools Take Over). They also lead on our community outreach in Bristol, particularly focused on South Bristol.

MISSION STATEMENT

We tell astonishing stories in extraordinary ways, in our two contrasting theatres at our iconic South Bristol building. Reflecting the voices of everyone in this city, we offer an exceptional programme of live theatre of a wide range of styles for audiences of all ages and backgrounds to enjoy and take part in.

OVERARCHING PHILOSOPHIES FOR THE PERIOD 2018 – 2022

1. We will tell Everyone's Stories on our stages; a programme of excellent theatre that represents and engages our diverse community, nurtures and supports local artists, and develops Bristol's reputation as a cultural destination.
2. We will broaden our audience reach, to actively engage people living within a stone's throw in South Bristol, who are amongst the country's most disadvantaged, and who do not currently think that theatre is for them.
3. We will invest in the artists and audiences of the future through high quality projects and programmes for children and young people with a focus on South Bristol.
4. We will operate with our trademark spirit of warmth, welcome, accessibility and flexibility, taking care of everyone we work with and for.
5. We will balance risk taking, innovation and ambition with financial resilience and sustainability in order to underpin growth in income and activity. We are an organisation that adapts and responds quickly to change and opportunity.

Further information about Tobacco Factory Theatres can be found on our website <http://www.tobaccofactorytheatres.com/>

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JOB DESCRIPTION

Get Involved Producer (Maternity)

Reports to: **Director of Get Involved**

SCOPE

The Get Involved Producer is a key role at Tobacco Factory Theatres, focused on building/developing partnerships in the local communities of South Bristol and bring about lasting change to the demographic of people who engage with Tobacco Factory Theatres locally.

You will be working as part of the Get Involved team - our community engagement programme which for the period 2018 – 2022 is one of the highest growth areas for the organisation, and the organisation is committing resources and energy to make a significant step change in the way it offers outreach and engagement activity for people of all ages. In particular, there is a commitment to engage with the communities of South Bristol that do not traditionally engage with theatre, and to seek to make inspirational change in the lives of young people living here. The Get Involved Producer will develop projects that address these priorities.

MAIN AREAS OF RESPONSIBILITY

- Young Producers Programme
- Schools Take Over
- Schools Programme
- Community Outreach

Duties to include:

- Planning and delivery of our current Young Producers programme including the delivery of Arts Awards.
- Planning, recruitment and delivery for the new cohort of Young Producers starting September 2019.
- Delivery of the final phase of the Schools Take Over Programme - working with two local SEN schools on their final rehearsals and performances at Tobacco Factory Theatres
- Continue building and developing strategic relationships with South Bristol communities, organisations and schools
- Manage all school and educational organisation related activity; including establishing and developing relationships with schools (particularly in South Bristol), managing delivery of Explore (our production-related workshops) and actively booking bespoke workshops.
- Develop costed delivery plans for said activity in collaboration with the Director of Get Involved and work with the Development team to support the writing of fundraising applications
- Manage relevant budgets for Get Involved activity
- Contribute programming ideas from the communities we work with, as well as responding to programming choices by the team and developing corresponding engagement opportunities
- Provide a full and detailed final evaluation report for each programme or project activity that you deliver

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- Work closely with the Marketing Team on external communications for Get Involved projects, including copy, images and promotion
- Generate content for social media profiles, alongside the rest of the team
- Act as liaison and develop/maintain excellent relationships with relevant groups including schools, youth and community organisations, theatre companies and local authorities
- Support annual reporting through provision of data and interpreted evaluation reports, ensuring that effective reporting and evaluation systems are in place for all projects
- Maintain an awareness of best practice in Education arts settings
- Maintain a good knowledge of changes to the current education system and practical understanding of the effects on schools
- Any other general administrative duties as directed by the Director of Get Involved
- To have a good working knowledge of IT administrative and web systems

Other Duties:

- To attend staff meetings, season launches, press nights
- To keep abreast of all activities at Tobacco Factory Theatres
- Abide by Tobacco Factory Theatres policies
- Any other duties as mutually agreed

This is not an exhaustive list of duties and we may allocate other tasks that are of a similar nature or level.

PERSON SPECIFICATION

Essential skills/experience

- A demonstrable commitment and passion for accessible and inclusive arts participation
- A minimum of two years professional project management experience of community, schools or youth projects in a theatre or arts setting
- Understanding of producing or making Theatre/Arts and the nature and demands of operating within a venue.
- Experience of managing staff, freelancers and volunteers in an arts or educational environment
- Highly numerate with demonstrable experience of setting and managing budgets, working to financial targets and statistical analysis.
- Working knowledge of safeguarding practice
- Excellent verbal and written communication skills and the ability to communicate with a wide variety of people at all levels
- Excellent IT skills, with good knowledge of the Microsoft Office suite of programs including excel spreadsheets and experience of working with databases.
- Superb organisational skills and attention to detail
- Strong time management skills and the ability to work to deadlines and under pressure
- Strongly motivated and proactive, able to work on own initiative independently as well collaboratively, as part of a small, busy team
- A positive, friendly attitude with the ability to work to the highest professional standards
- Hold a current, clean DBS (Disclosures and Barring Service) check.

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Desirable skills/experience

- Arts Award Advisor trained
- A flexible approach to working hours (able to work in the evenings, during school holidays and on weekends if required)
- Knowledge of the current education system
- Informed knowledge of and interest in Bristol and/or South Bristol and its demographic
- Experience of working in a theatre
- Experience of working with hard to reach community groups to engage them with creative activity

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TERMS & CONDITIONS

Get Involved Producer (Maternity)

Hours per week:	Part time. 24 - 32 hours per week (to be confirmed at interview). Evenings and weekend work will be expected in the normal course of a working week depending on the programme of activity. During term-time, you will be required to work Monday evenings until 7.15pm.
Salary:	£24 - £25k depending on experience per annum (pro rata)
Pension:	TFAT subscribes to an auto enrolment pension scheme
Contract:	10 months
Holiday:	30 days inc bank holidays (pro rata)
Employer:	Tobacco Factory Arts Trust
Location of post:	Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF
Responsible to:	Director of Get Involved
Trial period:	Two months
Notice period:	Two months
Applications by:	5pm Tue 11 Dec 2018. We regret that applications received after this time cannot be considered.
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