



## **Watford Palace Theatre**

20 Clarendon Road  
Watford WD17 1JZ  
T 01923 235455  
F 01923 819664

Box Office 01923 225671  
[enquiries@watfordpalacetheatre.co.uk](mailto:enquiries@watfordpalacetheatre.co.uk)  
[www.watfordpalacetheatre.co.uk](http://www.watfordpalacetheatre.co.uk)

### **Freelance Project Coordinator**

Watford Palace Theatre is currently recruiting for a **Freelance Project Coordinator** to oversee and ensure the successful delivery of workshops and possible evaluation of WPT's '**Elton John's Glasses Community Project**'. Awarded full HLF funding and working in partnership with Watford Museum and Watford Football Trust, the project will be running alongside rehearsals of our autumn production of 'Elton John's Glasses' by David Farr with the aim of encouraging local participants to creatively explore their heritage and nostalgia as a resident of Watford. These explorations will culminate in a sharing event during early September 2017. The Project Coordinator act as Project Manager, liaising with WPT's Participation team to deliver key outputs and oversee all other freelancers on the project. Other responsibilities include:

- Managing project partners such as; community leaders, Watford Museum, Watford Football Trust and resident associations including Thrive Homes.
- Managing delivery outputs of the Creative Practitioner and Evaluator
- Working with WPT to recruit and coordinate participants, managing the participant experience
- Coordinating workshops, booking venues and arranging transport for participants
- Working in partnership with Watford Museum to oversee volunteers including training and collection of oral history of participants
- Overseeing the collection of oral histories and objects, working in partnership with Watford Museum to ensure oral histories are correctly documented and can be used as a reliable source in the future
- Updating WPT's Participation and Engagement Producer on project progress and milestones
- Support the development where there might be crossover of other partners' work including Watford Football Trust's HLF 25<sup>th</sup> Anniversary Project

This is an exciting time to work with Watford Palace Theatre as we begin to move our participatory work in a new direction with a focus on working with other established organisations in and around Watford. This role would suit a Project Coordinator looking to expand their skill set across managing over several large partnerships whilst still working locally, or a Producer looking to move into delivering mid-scale participation or heritage work. Due to the short delivery period, experience working with projects, participants and volunteers will be necessary.

There is no requirement to be from or have a relationship with Watford. However, the successful candidate must be able to research and contextualise their knowledge of the area thoroughly and efficiently, as it will be key in understanding the desired project outcomes. **An interest in football and/**



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or knowledge of Watford Football Club would also be looked upon favourably, but is not a requirement.

## Commitment and Fee

The Project Coordinator will be expected to plan and support up to 2 sessions a week with different groups over a period of 5 weeks **across July and Mid August**, as well as support any project crossovers with Watford Football Trust, Watford Museums and Thrive Homes. The current starting date of the contract has been set at **Monday 3<sup>rd</sup> July**.

This role has flexible working days and will be discussed once an offer has been made. The contractor's finish date will be in agreement with Engagement Producer but more than likely will be after the successful delivery of the sharing event in early September and final collation of oral history testimonies..

A flat fee of **£1,500** will be paid for this role.

We are also recruiting for an Evaluator for this project; if you have experience in this area and would like to have this as a part of your role, please contact the Engagement Producer for further detail to include in your submission. We are willing to negotiate a higher fee and commitment rate if certain candidates can demonstrate the ability to do both.

## Submissions

To apply, write a short covering letter no longer than 700 words briefly explaining your previous work, and why having the opportunity to work on this project with WPT would benefit your development as a Project Coordinator. You should also outline what it is from the brief that interested you to apply, and if you have previously managed a team of freelancers, participants, or volunteers.

Please also attach a CV/ Portfolio/ Website link- a platform you feel best represents your previous work and gives a clear idea of the kind of projects you have worked on in the past. Please note that LinkedIn profiles will not be accepted.

Please send submissions to [roisin@watfordpalacetheatre.co.uk](mailto:roisin@watfordpalacetheatre.co.uk) (Engagement and Participation Producer). All applications must be submitted on **Monday 19<sup>th</sup> June by 9am**. Applications submitted after this time will not be considered. If you have been successful at this stage, we will contact you to arrange an informal interview before offering the role.