



Watford Palace Theatre

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VACANCY AT WATFORD PALACE THEATRE

Thank you for your interest in a vacancy at Watford Palace Theatre.

The specific details of the vacancy you are applying for are:

Job Title:	Participation Projects Manager
Application Deadline:	10am, Monday 30 th November
First Interviews Date:	Thursday, 3 rd December
Second Interviews Date:	w/c 7 th December
Recruiting Manager:	Head of Participation, Kirsten Hutton, 01923 235455

In this pack you will find:

- The job description
- A copy of our staff structure
- An application form

If after reading through the pack you would like any more information, please contact the Recruiting Manager shown above.

You can download a copy of our application form from www.watfordpalacetheatre.co.uk or can request a copy by telephoning our recruitment line on 01923 810314.

Details of how to submit your application are shown on the application form.



Palace Theatre Watford Limited is a company limited by guarantee
Reg no. 3218719

Registered in England
at 20 Clarendon Road,
Watford WD17 1JZ

Registered as a
Charity no. 1056950

JOB DESCRIPTION

Post: Participation Projects Manager

Reporting to: Head of Participation

Responsible for: Freelance staff, work placement students

Participation

The Participation team at Watford Palace Theatre deliver a range of projects, working with the local community, young people, schools and adults. Our activity includes Community Celebration events; delivering three strands of Youth Theatre activity and producing an annual large scale Youth Theatre production; Community Choir; Dance for older people; and supporting additional productions with community involvement when required.

Main purpose and scope of the post:

The Participation Projects Manager is responsible for managing projects and activities delivered by the Participation team, is responsible for the day to day co-ordination and administration of the department's projects and activities as well as being a main point of contact for artists, participants, schools, parents, and community partners and volunteers.

In addition the post holder will contribute to supporting the meeting of some of the Theatre's strategic objectives in Audience Development, particularly in relation to Cultural Diversity and Young People.

Principal Duties

1. Project Management

- 1.1 Undertake the project management work involved in Participation projects, including developing and issuing project schedules, liaising with other members of staff, liaising with freelance staff, liaising with schools and teaching colleagues, and issuing contracts as agreed by the Head of Participation.
- 1.2 Manage individual project budgets, and liaise with the Head of Participation regarding each budget on a regular basis.
- 1.3 Act as a point of contact by phone, email and letter, for the team.
- 1.4 Attend and contribute to weekly participation team meetings.

2. Communications

- 2.1 Liaise with the Marketing and Sales team and Participation Team regarding developing and delivering marketing for all Participation activity.
- 2.2 Assist the Marketing and Sales team with the design and distribution of any marketing materials for Participatory activity.
- 2.3 Liaise with Box Office about upcoming Participation events and ensure they are briefed on the necessary information in order to sell or promote them.
- 2.4 Liaise with Development regarding small scale funding for appropriate projects.

3. Schools and Youth Theatre

- 3.1 Support the the day to day administration of the Youth Theatres, including preparing and updating registers, consent and evaluation materials, liaising with Resident Director (Participation) on preparing and sending regular communications to participants, Parents/Carers, liaising with Box Office regarding bookings and payments.
- 3.2 Conduct ongoing participant recruitment marketing activity for the Youth Theatres.
- 3.3 Support the department in recruiting and DBS checking freelance team members. Source alternative freelance cover for sessions when necessary.
- 3.4 Manage and administrate all bookings of school and college workshops.

4. Production support

- 4.1 Act as the lead contact with the Production team, ensuring appropriate support for Participation events, when necessary.
- 4.2 Where appropriate, provide stage management for Participation events either alone or as part of a team with Production colleagues.

5. Diversity

- 5.1 Attend and chair regular steering group meetings for all Community Celebrations and provide minutes for each meeting.
- 5.2 Project manage the delivery of each Community Celebration, working closely with the Head of Participation and liaising with other members of staff.
- 5.3 Liaise with the Head of Participation and Resident Director (Participation) to develop and deliver initiatives to increase the diversity of participants.

- 5.4 Work closely with resident theatre companies Rifco Arts and Tiata Fahodzi on developing and delivering projects relating to cultural diversity.

6. Community Use of the Building

- 6.1 Manage regular bookings of daytime use of the building by community groups.
- 6.2 Keep the organisation informed of all activity relating to daytime use.
- 6.3 Co-ordinate and manage where appropriate, participatory projects relating to the Theatre's outdoor work, including the annual 'Imagine Watford' festival.

7. Work-based learning

- 7.1 Support the Head of Participation in developing and delivering a programme of work-based learning for young people and adults, which involves schools, colleges, universities and community groups.
- 7.2 Administrate, co-ordinate and line manage regular work placements.

8. General

- 9.1 Ensure that WPT policies and corporate styles are observed in every area of the team's work.
- 9.2 Actively support and promote the Palace's commitment to diversity and equal opportunities in every area of the Theatre's work
- 9.3 Be responsible for data collection and recording of participants and artists, manage and update key department contact lists.
- 9.3 Play an active role in the office team, supporting colleagues where appropriate, and attending key events such as press nights.
- 9.4 Maintain an up-to-date knowledge of developments in theatre, and in participatory and community engagement in the arts.

Person Specification

Essential

- A strong interest in participatory work within theatre
- Experience of working on projects in education/community settings
- Highly organised and self-motivated
- Excellent administration skills
- A keen sense of accuracy and attention to detail
- Excellent computer skills including Word and Excel
- Excellent communication skills, both written and oral, with an ability to communicate with a range of people in a variety of settings
- Strong team player

Desirable

- Experience of project management
- Knowledge of the UK theatre sector
- Knowledge of the formal and informal education sectors in the UK, and of the role of the arts in communities
- Understanding of the role of marketing in a theatre context
- Working knowledge of Access databases

TERMS OF EMPLOYMENT

Contract: this is a permanent contract and is subject to a six month probationary period.

Salary: £22,000 - £24, 000 per annum, depending on experience

Hours: 40 hours per week (frequent evening and weekend work required, an informal TOIL – Time Off In Lieu – system operates)

Holiday: 29 days per annum, 8 of which are on UK Public Holidays

Notice Period: 2 months

DBS: the post will be offered subject to a satisfactory DBS Disclosure

Miscellaneous:

- **Tickets:** staff are entitled to complimentary tickets for some productions taking place at Watford Palace Theatre. If appointed, please see the staff handbook for the latest details.