

VACANCY AT WATFORD PALACE THEATRE

Thank you for your interest in the **IMAGINE FESTIVALS PROJECT MANAGER** vacancy at Watford Palace Theatre.

On the Watford Place Theatre online recruitment page you will find:

- The job description
- A copy of Watford Palace Theatre three year business plan 2015-18
- A copy of our staff structure
- An application form

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

Job Title: Imagine Festivals Project Manager

Application Deadline:

First Interviews Date:

Second Interviews Date:

How to apply electronically or by post:

Please complete a Watford Palace Theatre application form and send it to:

Samantha Ford
Administrator and PA to the Executive Team

Watford Palace Theatre
20 Clarendon Road, Watford, WD17 1JZ
Email: admin@watfordpalacetheatre.co.uk

You can download a copy of our application form from www.watfordpalacetheatre.co.uk or can request a copy by telephoning 01923 235455.

If you require further information or would like to discuss the post in more detail, please contact Jamie Arden, Executive Producer at jamiea@watfordpalacetheatre.co.uk

We look forward to receiving your application and thank you for your interest in Watford Palace Theatre.

WATFORD PALACE THEATRE

JOB DESCRIPTION

Post: IMAGINE FESTIVALS PROJECT MANAGER

Reporting to: EXECUTIVE DIRECTOR

Working with: Producer, Head of Production, Head of Finance, Head of Participation, Freelance Festival staff, Festival steering committee and Luton Investment Programme Strategic group.

Watford Palace Theatre

Watford Palace Theatre is a 21st Century producing theatre which works across the art forms of theatre, dance, comedy and outdoor arts.

Watford Palace is a beautiful Edwardian 600-seat Theatre. The organisation receives core revenue funding from Arts Council England as one of their key National Portfolio Organisations within the region and strong partnership support with Watford Borough Council, with whom it has a successful working relationship, including delivering *Imagine Watford*, a regular festival of outdoor arts within the town centre.

The venue produces high quality theatre productions and co-productions both in Watford and at partner venues further afield, with an emphasis on new work, cultural diversity, as well as reworked classics. Each season of work consists of a combination of in-house productions and co-productions, visiting productions and a range of one-off presentations to attract the widest possible audiences. Seasons also include a range of films and 'live' and 'as live' broadcasts from the Royal National Theatre through to the Royal Opera House.

The Theatre is at the heart of Watford's community and offers a variety of participatory activities including Youth Theatre, a schools tour and workshops for young people and adults, as well as playing a leadership role in the cultural life of the town.

The building is also home to two resident companies, Rifco Arts and Tiata Fahodzi.

The Palace Theatre is easily commutable from London. It is a short walk from Watford Junction station, with a regular fast train service to London Euston (average journey time 17 minutes) including after-show trains. There is also a local service which serves North West London including Queen's Park, Kilburn and South Hampstead.

Imagine Festivals

Main purpose and scope of the post

The Imagine Festivals Project Manager delivers and manages the delivery strategy for the Imagine Festivals – comprising Imagine Luton and Imagine Watford Outdoor Festivals of world class local, national and international performance. The post holder will lead a programme of activities that reaches all cultural communities within Luton and Watford and work closely with other management team colleagues to embed the festival programme at the heart of the community and organisations work. The postholder will uphold the Theatre's principles of equality, diversity and inclusion and ensure these principals are reflected in every area of the departments work.

Principal Duties

1. Strategy and Outdoor work

- 1.1 To provide inspirational leadership internally and externally for Watford Palace Theatre's work with children, young people, emerging artists and community participants.
- 1.2 To set the strategic direction of the organisations work with children, young people, emerging Artists and community participants ensuring it meets Watford Palace Theatre's key business aims.
- 1.3 Monitor, review and develop the Participation aspects of the Palace's three year Business Plan, working closely with the Executive Team (Artistic Director, Executive Producer and Communications Director) to ensure that the strategy reflects and develops the Theatre's vision.
- 1.4 Work closely with stakeholder organisations including Arts Council England, Watford Borough Council and Hertfordshire County Council, ensuring that Participation opportunities at Watford Palace are in line with local, regional and national priorities for children, families, schools and the wider community.
- 1.5 Represent Watford Palace Theatre regionally and nationally, including being an active member of the Creative Hertfordshire steering committee and attending relevant industry events.
- 1.6 Advise the Executive Team on learning and community priorities and issues.
- 1.7 To keep up-to-date with changes in local, national and international thinking on young people and the arts to ensure that the organisations strategy is in line with key local and national priorities. This should include liaison with funders and peers in other arts and education organisations; attendance at conferences and other projects elsewhere and relevant reading.
- 1.8 To ensure that the organisations work with children, young people and emerging artists is integrated with Watford Palace Theatre professional theatre programme.

2. Project Management and Participatory activities

- 2.1 To oversee the planning and delivery of all projects and productions with children, young people, emerging artists and community participants delivered by Watford Place Theatre and its partners, ensuring these are appropriately resourced, staffed, risk assessed, recruited for and managed and meet the highest quality standards.

- 2.2 Ensure all contractual arrangements with artists and participating schools/groups are in line with current industry practice.
- 2.3 Deliver or facilitate workshops, training activities and longer-term projects, and identify appropriate artists and/or staff to lead the rest of the programme.
- 2.4 To ensure other departments at Watford Palace Theatre are involved as appropriate in the delivery of the work with children and young people to ensure that is central to the organisations operation.
- 2.5 Wherever practical and possible to ensure children, young people and community participants are consulted in the design, planning and delivery of projects and productions.

3. Programming

- 3.1 Help the Producers and Programmes to research and have an up to date knowledge of leading, high quality children and family theatre producers/productions.
- 3.2 Attend regular programming meetings to represent Participation and inform on children and family theatre work.

4. Financial Management and Fundraising

- 4.1 To work closely with the Executive Team and the Development Manager other relevant staff to secure funding for Watford Palace Theatre's work with children, young people and emerging artists through public sector commissioning and grants; trusts & foundations, local businesses; major corporate donors and philanthropic individuals.
- 4.2 To help support and write creative and persuasive copy for funding proposals.
- 4.3 To ensure any relevant funding agreements are delivered and timely meetings and reports are held with funders and stakeholders.
- 4.4 To attend relevant cultivation and fundraising events to advocate for Watford Palace Theatre's work with children, young people, emerging artists and community participants.
- 4.5 To work with the Executive Producer to set annual budgets for Watford Place Theatre's work with children, young people, emerging artists and community participants.
- 4.6 To approve and sign off all departmental expenditure and manage departmental financial commitments to ensure income and expenditure targets are met and accurate accounts and kept.

5. Diversity

- 5.1 Oversee the development and delivery of all Diverse Community Celebrations.
- 5.2 Develop and deliver initiatives to increase the diversity of participants across all Participatory activities, working closely with the Participation Projects Manager and Resident Director (Participation).

5.3 Chair monthly Diversity working group meetings and lead on enabling the organisation to deliver its priorities in relation to diversity.

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

6. Advocacy & Partnerships

6.1 Maintain partnerships and collaborations with a range of different institutions as appropriate - e.g. Watford Borough Council arts initiatives, Hertfordshire County Council, and diverse cultural groups – to support objectives within the Palace's three year Business Plan, in relation to children, young people and emerging artists.

6.2 To ensure that Watford Palace Theatre develops strong and productive relationships with schools, colleges and other agencies and professionals working with children and young people locally and nationally.

6.3 To ensure that Watford Palace Theatre develops strong and productive relationships with young people themselves and take into account their views in the development of the programme of work.

7. Management

7.1 Manage the team's staff, building effective working relationships and ensuring that the team's work is delivered to high standards and meets required deadlines.

7.2 Take responsibility for the financial management of the Participation budget, including target setting, timely reporting and contributing to quarterly reforecasts, ensuring operation within agreed budgets.

7.3 Undertake any necessary departmental recruitment, induction and staff development reviews. This includes identifying the relevant staff development needs of staff and ensuring that these are met.

7.4 Ensure correct and safe working practices by Participation staff and freelancers, ensuring the welfare of all staff and participants in line with WPT's Health and Safety Policy and representing Participation at bi-monthly Health and Safety meetings.

7.5 To lead on the recruitment, management and appraisal of all members of Watford Palace Theatre core team working with children, young people and community participants.

7.6 To lead regular departmental meetings and away days.

8. Communication

8.1 Work closely with the Communications Team to develop a comprehensive and creative communications and PR strategy for Watford Palace Theatre's work with children, young people, emerging artists and community participants, which maximises the profile of this aspect of the organisations work.

9. Supporting Organisational Developments

- 9.1 Oversee the management of Participatory projects delivered in partnership with the Theatre's Creative Associates and partners
- 9.2 Oversee the management of Participatory projects relating to the Theatre's outdoor work, including the annual 'Imagine Watford' festival.
- 10. Safeguarding and Health and Safety**
- 10.1 Take responsibility for ensuring that WPT's policies and procedures on safeguarding children and vulnerable adults are up to date and in line with current legislation.
- 10.2 Act as the lead officer - Designated Safeguarding Children Officer (DSCO) - for all issues around safeguarding children, young people and vulnerable adults, and take responsibility for training appropriate staff in safeguarding children and vulnerable adults practice.
- 10.3 Take responsibility for ensuring that all appropriate permanent and freelance staff hold current DBS checks and know WPT's procedures on reporting a disclosure.
- 10.4 To ensure all partners and Watford Palace Theatre staff are implementing agreed policy guidelines.
- 11. Quantitative and qualitative evaluation**
- 11.1 Through the evaluation of projects and professional development of staff, ensure that Watford Palace Theatre's Participatory programme is of the highest standard.
- 11.2 To ensure that Watford Palace Theatre maintains accurate quantitative statistics for all its work with children, young people, emerging artists and community participants which can be reported to funders and key stakeholders.
- 11.3 To ensure a robust qualitative evaluation process is implemented in order to measure the impact of Watford Palace Theatre's work with children, young people, emerging artists and community participants.
- 12. General**
- 12.1 Ensure that WPT policies and corporate styles are observed in every area of the team's work.
- 12.2 As a member of the Senior Management Team play an active role in theatre-wide activities, such as hosting guests at press nights and taking part in other PR events.
- 12.4 As a member of the Senior Management Team play an active role in the strategic development of the organisation as a member of the Senior Management Team.
- 12.5 To regularly attend where possible all Watford Palace Theatre shows and young people's projects and events including press nights and fundraising/cultivation events.
- 12.6 To represent Watford Palace Theatre at internal and external meetings, as required.
- 12.7 To keep abreast of developments in contemporary theatre and arts education practice.
- 12.8 To undertake any other duties as agreed with the Executive Producer as is appropriate to the post.

PERSON SPECIFICATION

Watford Palace Theatre comprises a team of highly skilled and committed people. All staff members are expected to contribute as appropriate to the Company's success and engage in the life of the Company and the building.

Essential skills

- Practical skills in leading drama activities with at least one of the following: children and young people in formal education, children and young people out-of-school, adults and/or mixed age groups in wider community settings
- Experience of working in a management role and arts or cultural institution for at least two years
- A strong understanding of culturally diverse communities
- Proven community/education project management skills
- Proven staff management skills
- Proven skills working with stakeholders and community partners, and an understanding of the needs of successful partnership working
- Excellent communication skills, both written and spoken
- Proven skills in budget setting and monitoring
- Ability to prioritise and work to strict deadlines
- A high standard of organisation and efficiency
- Creative thinker with an entrepreneurial, practical 'can do' attitude
- Strong team player
- A genuine interest and enthusiasm for theatre and for the work of the Palace
- Flexibility to work evenings and weekends when required

Desirable attributes

- Practical skills in leading drama activities with more than one of the groups listed in the 'essential skills' list above
- A good understanding of approaches to strategic planning
- Proven fundraising achievements to support cultural activities for children and young people
- Safeguarding children and vulnerable adults training

TERMS OF EMPLOYMENT

- **Salary:** £28,000 per annum
- **Period of contract:** Permanent, including a six month probationary period during which time the notice period required by either party is two weeks.
- **Notice Period:** Subsequent to satisfactory review, the notice period is increased to 2 months.
- **Holiday:** 28 days per annum, 8 of which are on UK Public Holidays
- **Hours:** 40 hours per week. Normal office hours are 10am until 6pm. The post holder will be required to work some evenings and weekends (an informal TOIL system operates).
- **DBS:** the post will be offered subject to a satisfactory Enhanced DBS Disclosure.

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