

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 and Engagement Producer
Application Deadline:	10 am on 3 rd April 2017
Interview Date:	10 th April 2017
Recruiting Manager:	Head of Participation

In this pack you will find:

- The job description
- Background information about Watford Palace Theatre
- A copy of our staff structure
- An application form

If after reading through the pack you would like any more information, please contact the Administrator, 01923 235455 / admin@watfordpalacetheatre.co.uk

You can download a copy of our application form from www.watfordpalacetheatre.co.uk .

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

WATFORD PALACE THEATRE

Watford Palace Theatre (WPT) has been the creative heart of Watford since 1908, and is the only producing theatre in Hertfordshire, making first class theatre with and for our community.

- WPT's focus is on localism, diversity and craft.
- WPT engages and brings together the communities that surround it.
- WPT creates inclusive live and interactive experiences, developing a national and international reputation for exceptional and diverse theatre.
- WPT continues to develop its distinctive definition of a 21st century producing theatre - open to ideas, representative of its community, collaborative in approach, imaginative in its use of resources.

WPT supports and nurtures a diverse range of established and emerging artists and leaders across artforms, in an entrepreneurial environment combining flexibility with artistic rigour, committed to the development and passing on of skills to a new generation.

JOB DESCRIPTION

Post : Participation and Engagement Producer

Reporting to : Head of Participation

Responsible for : Freelance staff, work placement students

The Participation Department

As a department we exist to support and implement Watford Palace Theatre's objectives of inclusion, diversity and equality. Our primary purpose is to create cultural opportunities where new and existing audiences can get involved in creating, performing and watching theatre through our programme of activities. We deliver all of the community and education work of the theatre working with a range of young people, teachers, schools, adults, community groups and artists.

The cornerstone of our activity with young people is based on our flagship projects Hertfordshire County Youth Theatre (HCYT), Palace Youth Theatre (PYT) and an emerging young company, under the supervision of our Resident Director of Participation. Our activities are designed to provide an enriching/meaningful experience for young people to create, perform, make, produce and promote.

Our community work is centred on the objective of creating a sense of place and becoming a theatre which is inclusive and above all relevant and reflective of the community.

Main purpose and scope of the post:

The department is undergoing an exciting time of development and looking to test and pilot new ways of working with the community and young people. With a rich history of working in the community, the department is developing new programmes and approaches to

strengthening WPT's work in the local community and this role will be central to that development.

Although this is a strong project management role, with lead responsibility for the department's projects and activities directly within the community; there are also opportunities to engage in the creative outputs of this department. You will have the opportunity to influence and shape the future direction of participation work and develop in the Theatre's objectives in relation to cultural diversity and young people. Your future projects may range from: developing programming content with the community, developing large scale and inclusive community plays, overseeing a new ambassador scheme, creating content and attracting new audiences for in-house productions.

Principal Duties

1. Project Management and Producing

- 1.1. Undertake the project management and producing work involved in Participation projects including developing and issuing project schedules, liaising with other members of staff, liaising with freelance staff and creatives, liaising with schools and teaching colleagues, creating 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 income and expenditure on a regular basis.
- 1.3. Act as the administrative a point of contact for the department.

2. Communications and development

- 2.1 Liaise with the Marketing and Sales 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 Manager and Head of Participation regarding funding for appropriate projects and programmes.

3. Schools and Youth Theatre

- 3.1 Support 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
- 3.5 Opportunities to develop skills within our youth theatre programme, according to interest and ability

4. Event and Production Support

- 4.1 Act as the key 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.
- 4.3 Work with the Producer and Administrator to ensure the practicalities of room requirements for Participation events is considered.

5. Community engagement and volunteer management

- 5.1 Develop and maintain contacts and build relationships with the local community
Co-curate and develop projects and activities with the community including our community steering groups.
- 5.2 Contribute and develop with the Head of Participation and Resident Director (Participation) the delivery of initiatives to remove barriers to accessing our work and to increase the diversity of participants and audiences
- 5.3 Work closely with resident theatre companies Rifco Arts and Tiata Fahodzi on developing and delivering projects relating to reaching out to new audiences
- 5.4 In liaison with the Sales and Events Manager, the Administrator and Building Facilities Manager; manage regular bookings of daytime use of the building by community groups and keep the organisation informed of all activity relating to daytime use.
- 5.4 Co-ordinate and manage where appropriate, participatory projects relating to the Theatre's outdoor work, including the annual 'Imagine Watford' Festival
- 5.5 Develop our community ambassador's scheme and act as first point of contact for WPT volunteers
- 5.6 Act as Producer and Project Manager on the development of the new Watford Palace Theatre Community Plays programme.

6. General

- 6.1 Support the Head of Participation to coordinate the evaluation of the department's work
- 6.2 Ensure that WPT policies and corporate styles are observed in every area of the team's work.
- 6.3 Actively support and promote the Palace's commitment to diversity and equal opportunities in every area of the Theatre's work.
- 6.4 Be responsible for data collection and recording of participants and artists, manage and update key department contact lists.
- 6.5 Play an active role in the office team, supporting colleagues where appropriate, and attending key events such as press nights.
- 6.6 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
- Experience of project management
- Highly organised and self-motivated
- Excellent administration skills
- Experience in managing budgets
- 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
- 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

Desirable

- Volunteer management experience
- Event management experience
- Experience in facilitating workshops/sessions in an education or community context

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 upon 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, 7 of which are on UK Public Holidays

Notice Period: 2 months

DBS: The post will be offered subject to a satisfactory DBS Disclosure.

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