

Job Summary

Neighbourhood Theatre Producer

Responsible to:	Director of Taking Part
Responsible for:	Casual staff and freelance artists employed to deliver the programme
Salary:	£30,000 - £32,640 pro rata (depending on experience)
Contract:	Permanent, four days a week
Hours:	This position involves working flexible hours as necessary to fulfil the duties of the post. The minimum hours are 28 per week. Normal office hours are 10am – 6pm Monday – Friday. Frequent evening and weekend work will be required.
Holiday:	25 days per annum pro rata, rising by one day per full financial year served to a maximum of 30 days.
Probation Period:	Three months
Notice Period:	One month during probation, three months thereafter
Disclosure:	This post requires disclosure of all criminal record information via the Disclosure and Barring Service.

Taking Part department:

The purpose of the Taking Part Department is to provide schemes that develop a love of theatre, nurture creativity and promote closer links between the Young Vic and the local community.

Key Objectives:

To lead all Neighbourhood Theatre initiatives and working in consultation with the Director of Taking Part, creatively develop strategy and lead on projects, which promote closer links between the Young Vic and those who live and work in the boroughs of Lambeth and Southwark.

To take full responsibility for delivering these schemes within the time and financial resources established with the Director of Taking Part.

To support other Taking Part projects as agreed with and led by the Director of Taking Part.

Job Description

Neighbourhood Theatre Producer

Tasks & Responsibilities:

- Develop and implement an inspirational programme of work that involves the local community in consultation with the Director of Taking Part.
- Manage and delegate the administration of the free ticket scheme programme for Lambeth and Southwark residents collaborating with the Learning and Participation strands where appropriate.
- To be responsible for the project management of all initiatives that involve local residents – this includes budgetary control, employing relevant personnel (creative team and production staff – Young Vic and freelance), contracts, relevant Enhanced Disclosure Barring Service checks, liaising with internal departments, recruiting participants, pastoral care, documentation, evaluation and monitoring, report writing.

These initiatives may include:

- Tickets
- Community Participation in main house productions
- One off projects and workshops
- Develop and deliver relevant initiatives for Horizons work with refugees
- Intensive projects with community groups
- Community shows and sharings. Producing responsibilities may include:
 - Recruit creative teams and participants;
 - Organise and co-ordinate rehearsals in community organisations and at Young Vic;
 - Be responsible for the wellbeing of the local community and the creative team throughout the rehearsal and production process;
 - Manage relationships between the creative team and Young Vic staff;
 - Oversee the production process within the Young Vic, working with internal staff from the production team;
 - Collate and produce relevant evaluation materials.
- Manage and continually develop the structure of the Neighbourhood Theatre Company. Attend all meetings and events relating to the company and track the progress of all company members. Administrate all relevant contact and tracking in relation to the company.
- Develop projects specifically for the Neighbourhood Theatre Company.
- Oversee the operation of Platform and develop strategy for its use in relation to Neighbourhood Theatre in consultation with the Director of Taking Part.
- Oversee the management of Neighbourhood Play, a movement project for participants aged 55+, in liaison with the Taking Part Assistant.
- Manage Neighbourhood Voices, a strand of work developing writers in the community.
- Lead produce TWENTY TWENTY, a yearlong community engagement and performance-based project, in close consultation with the Director of Taking Part.

- Manage the Tessitura database related to the Neighbourhood Theatre scheme on a regular basis, ensuring the most effective use of the database for Taking Part purposes. Be familiar with GDPR regulations and implement any necessary changes to the database, including updates.
- Using Tessitura, track and record all data relating to participant activity, including ticket records, project and show participation records. Use this data to support evaluation, reporting to ACE and other funders, and fundraising applications
- To be the main point of contact for residents of Lambeth and Southwark accessing the Neighbourhood Theatre scheme, delegating tasks accordingly to the Taking Part Assistant.
- Develop relationships with key local partners and community members, within time and money resources available manage and foster these relationships.
- Research and liaise with local residents, associations, forums and groups and attend relevant local meetings, reporting back where appropriate. Ensure that a significant amount of time is allocated to active outreach in the community.
- Manage and update the Neighbourhood Theatre webpage content in consultation with the Director of Taking Part and the Digital Manager.
- Create opportunities to promote the Young Vic within Lambeth and Southwark.
- Create strategies to recruit new members to the Neighbourhood Theatre Scheme.
- Monitor and evaluate schemes and feedback to ensure best practice and create detailed reports for internal and external use.
- Liaise with administration, box office, development, marketing and production departments, ensuring a clear understanding between all departments of relevant Neighbourhood Theatre schemes.
- Collaborate with other members of Taking Part department to utilise links made with the local community and their families through the Funded Ticket Scheme.
- Offer guidance and mentoring to community groups and participants as requested.

General

- Support the projects and goals of the other members of the Taking Part team where necessary and appropriate.
- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy
- Actively participate in and support the work experience programme of the Young Vic.
- To be an active and supportive member of the Young Vic staff team.
- Provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.
- Represent the Young Vic and Taking Part at relevant external events.
- Any other reasonable duties required to assist the Taking Part Department or the Young Vic operation as a whole.

Person Specification

Neighbourhood Theatre Producer

Essential Skills / Experience

- Experience of working with people who are traditionally underrepresented in theatre.
- Experience of working with vulnerable adults
- The proven ability to communicate clearly, confidently and creatively both in writing and in person.
- At least three years' experience of project management or equivalent in an arts setting, including evaluation and report writing.
- Proven administrative skills and experience.
- Experience of managing a team.
- Proven commitment to social inclusion within the arts.
- The ability to communicate with people both within the organisation and externally at all levels.
- Fluent IT skills including knowledge of databases and the Microsoft Office suite, especially Outlook, Word and Excel.
- Experience of finance procedures e.g. budgeting, petty cash, etc.
- Flexibility, ambition and creativity.
- Systematic approach to planning and problem solving.
- Ability to prioritise work and to multi task.

Desirable Skills / Experience

- Experience of working in an arts organisation, especially theatre.
- Experience of developing practical theatre making projects for nonprofessional adults.
- Excellent IT skills and experience of working with Tessitura.
- Experience working with email marketing platforms.
- The ability to work under pressure on occasion.
- Interest in all aspects of theatre.
- Knowledge of the boroughs of Lambeth and Southwark.

Practical Points

- The programme of tickets, workshops and events often requires evening and weekend work.