Job Summary

PARTICIPATION PRODUCER

Responsible to: Director of Taking Part

Responsible for: Freelance and project-based staff employed to deliver the programme.

Salary: £30,000 - £32,640 (depending on experience)

Contract: Permanent

Hours: This position involves working flexible hours as necessary to fulfil the duties of the post. The minimum hours are 35 per week. Normal office hours are 10am – 6pm Monday to Friday. Evening and weekend work frequently 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 an enhanced disclosure of all criminal records information (in particular relation to young people) 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 Objective:

In consultation with the Director of Taking Part, to develop and implement schemes to deliver Taking Part’s aims with young people aged 14 - 25. This role will particularly focus on working with targeted groups, emerging artists and creating professional and non-professional pathways for young people.
Job Description
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Tasks & Responsibilities:

- To be responsible for the project management of all initiatives that involve young people – this includes budgetary control, relevant personnel (creative team and production staff – Young Vic and freelance), contracts, relevant DBS checks, liaising with internal departments, recruiting participants, pastoral care, documentation, evaluation and monitoring, and report writing.

Initiatives may include:
- School holiday/half term participation projects
- Bespoke projects for targeted groups
- Only Young
- Developing Introduction to Directing and the progression of participants into the Directors Program
- Productions for which producing responsibilities may include:
  - Creating ideas for projects in response to the Young Vic programme;
- Organising and coordinating rehearsals in external rehearsal spaces and at Young Vic;
- Being responsible for the wellbeing of the young people and the creative team throughout the rehearsal and production process;
- Managing relationships between the creative team and Young Vic staff; and
- Collating and producing relevant evaluation materials.

- Creating projects with equal opportunity for performance and non-performance pathways
- Young Producers programme in collaboration with Battersea Arts Centre

- Manage and develop external partner relationships.
- Be the main point of contact for young people, their carers and relevant agencies that support young peoples’ outside school activities.
- Attend all Young Vic young people’s practical activities undertaken at the theatre, delegating where appropriate.
- Provide support related to work with young people with regard to the Young Vic’s productions on tour as appropriate, and offer external opportunities where possible.
• Co-manage the Taking Part Young Associate, and be responsible for the recruitment of the team of Young Associates with the Director of Taking Part.
• Develop and deliver initiatives in relation to Theatre of Sanctuary work.
• Oversee the operation of Platform in consultation with the Director of Taking Part.
• Manage and update the Participation webpage content in consultation with the Digital Manager and Director of Taking Part.
• Create strategies to recruit new members to the Participation scheme.
• Seek out opportunities to do international and touring work, working on funding and relationships with partner venues.
• Manage the Tessitura database related to the Participation scheme on a regular basis, ensuring the most effective use of the database for Taking Part purposes.
• Be familiar with GDPR and safeguarding regulations and work with the Data and Systems Manager to 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.

- Develop relationships with key local partners within time and money resources available manage and foster these relationships.
- Ensure that a significant amount of time is allocated to engaging actively on youth outreach in the local community.
- Create opportunities to promote the Young Vic within Lambeth and Southwark.
- 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 Participation schemes.
- Manage and administrate the young people’s ticket scheme, collaborating with other members of Taking Part department to utilise links made with young people and their families.

General

- 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.

- To 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.
- To support the projects and goals of the other members of the Taking Part team where necessary and appropriate, working particularly closely with the Head of Learning.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.
- Any other reasonable duties required to assist the Taking Part Department or the Young Vic operation as a whole.
Person Specification

PARTICIPATION PRODUCER

Essential Skills / Experience

- Experience of working with young people aged between 14 and 25 years of age.
- Experience of financial procedures e.g. budgeting, petty cash, ordering.
- Experience of working with people who are traditionally underrepresented in theatre.
- Experience of theatre or arts administration or production.
- The proven ability to communicate clearly, confidently and creatively both in writing and in person.
- Demonstrable experience of project management or equivalent in an arts setting, including evaluation and report writing.
- Proven administrative skills and experience.
- 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.
• Flexibility and creativity.
• Systematic approach to planning and problem solving.
• Ability to prioritise work and to multi task.

Desirable Skills / Experience

• Experience of managing a team.
• Attention to detail.
• Excellent IT skills and experience of working with Tessitura
• Experience of work in a producing theatre.
• The ability to work well under pressure.
• Knowledge of Lambeth and Southwark.

Practical Points

• The programme of tickets and events often requires evening and weekend work.