

## Job Summary

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### Participation Producer

<b>Responsible to:</b>	Director of Taking Part
<b>Responsible for:</b>	Freelance and project-based staff employed to deliver the programme.
<b>Salary:</b>	£33,000 - £35,000 (depending on experience)
<b>Contract:</b>	Permanent
<b>Hours:</b>	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 sometimes required. Open to hybrid working, you will be required to work in the office on average 60% of the week.
<b>Holiday:</b>	25 days per annum pro rata, rising by one day per full financial year served to a maximum of 30 days.
<b>Probation Period:</b>	Three months
<b>Notice Period:</b>	One month during probation, three months thereafter
<b>Disclosure:</b>	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:**

This is a middle management and producing role that is designed to lead on all Participation initiatives. You will be working in consultation with the Director of Taking Part to creatively develop strategy, lead on projects and implement schemes to deliver Taking Part's aims with young people aged 16 - 25. This role will particularly focus on working with targeted groups, emerging artists and creating professional and non- professional pathways for young people.

## About the Young Vic

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The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centres across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

### **Our Anti-Racism Commitment**

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

### **The Language We Use and Why**

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

### **Our Values at the Young Vic**

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

**We believe theatre is at its best when everyone participates.** We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

**We are driven by relentless curiosity and debate.** We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

**We believe in pioneering and leading into the unknown.** We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.



## About the Young Vic

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**We are led by the creativity of our people and the limitless possibility of imagination.** We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

**We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people** - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

**We are committed to openness rooted in trust.** We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

## Job Description

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### Participation Producer

#### 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
- HMI partnership/international projects
- Pastorally supporting Introduction to Making
- Productions for which producing responsibilities may include:
  - Creating ideas for projects/productions
  - 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 Mentors program
- 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.
- Creating projects with equal opportunity for performance and non-performance
- 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.
- Manage and update the Participation webpage content in consultation with Marketing 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 co-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 contribute to the Young Vic's work to become an actively anti-racist organisation, by modelling anti-racist behaviours and encouraging others to develop their practice
- To attend meet and greets, rehearsals, previews, press nights, Taking Part activities, other performances and events, and internal and external meetings as appropriate.
- To communicate clearly and constructively with other departments, including liaising with the Associate Producer to ensure the accuracy of Young Vic's main schedule and to maintain the efficiency of our booking system.
- To keep abreast of current thinking and best practices in theatre and the arts as a whole.
- 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 be an active and supportive member of the Young Vic staff team.
- 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 Young Vic operation as a whole.

## Person Specification

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### Participation Producer

#### Essential Skills / Experience

- Experience of working with young people aged between 16 & 25 years of age
- Dedicated to making a cultural change/shift/reset within the arts sector
- Excited at developing/pioneering innovative projects on a large scale
- Enjoys new challenges, thrives through change and wants to disrupt the status quo
- Strong knowledge and understanding of best practice within the arts, and applied theatre
- The ability to work effectively and utilise time management skills when there are multiple competing deadlines
- 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/producing or equivalent in an arts setting, including evaluation and report writing
- Has a strong working knowledge of professional creatives both emerging and established within the industry
- 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
- The ability to use initiative and intuition when decision making
- Strong attention to detail

## **Desirable Skills / Experience**

- Experience of line managing/mentoring a young person.
- Excellent IT skills and experience of working with Tessitura
- Experience of work in a producing theatre.
- Dramaturgical skills
- Interest in all aspects of theatre
- Knowledge of Lambeth and Southwark.

## **Practical Points**

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