

**THEATRE
CENTRE
FUTURE
MAKERS**

FUTURE MAKERS PRODUCER

JOB PACK

INFO

JOB TITLE	Future Makers Producer
REPORTS TO	Artistic and Executive Director/CEO
LINE MANAGER	Executive Director/CEO
RESPONSIBLE FOR	Freelancer artists and practitioners, work experience placements
SALARY	£28,000 a year
CONTRACT TYPE	Permanent, full time. We are open to this role being a job share.

OVERVIEW OF THE ROLE

The Future Makers Producer is a key role in our team and has responsibility for all organisation and management of Future Makers, working in close collaboration with the Artistic Director and Executive Director/CEO and the young people we work with. The Future Makers Producer's main focus is to ensure the Future Makers process is embedded across all of our work and threaded through all of our activities and practice. The role is a combination of producing and facilitation, working directly with young people and artists. The Future Makers Producer is also our safeguarding lead.

THIS PACK CONTAINS

- About Theatre Centre, Future Makers and Our Vision
- Job Specification and Person Specification
- Outline of Terms and Conditions, Access & Inclusion, Sustainability
- How to apply
- Key dates

WHO ARE WE?

Based in The Albany, we're a theatre company that makes shows with and for young people, touring into schools and theatres, as well as working with young people in other settings.

We commission new work from exciting writers and artists and tour this work into schools and theatres across the UK. We also run programmes to bring young people, artists and practitioners together to develop skills, explore big ideas and to make work together, developing young people as artists, creatives, active citizens and leaders. Our work is all about amplifying the voice of young people, working with young people to develop a sense of agency and empowerment, and to tell stories that are relevant, authentic and relatable.

Founded in 1953, we are an acknowledged leader in our field and our practice continues to evolve. Theatre Centre is predominantly a Learning Organisation and has an embedded culture of developing and nurturing everyone involved in or touched by the work.

We are an Arts Council England National Portfolio Organisation, ITC Ethical Manager, an active member of Stage Sight, a Living Wage Employer and a Disability Confident Employer.

Our Vision

That young people are empowered through theatre to find and use their voices and ideas to make change in their lives and in the world around them, and that, through opportunities for creative activity, they explore and use their creativity to develop their potential as active citizens and leaders in the community and in society.

We are committed to working inclusively and serving our local and national communities, particularly those that are under-served, under-represented, and under the radar. We work hard to remove economic and social barriers to engagement and to ensure our geographic reach prioritises areas where these kinds of cultural offers do not normally reach. We see equality and representation as the foundation of a fair society and work to dismantle systemic injustice and exclusion in all we do.

You can read more about how we translate this into action in our [Business Plan 2021/22](#).

WHAT'S FUTURE MAKERS?

We've always worked with exciting writers and artists, but we have recently launched Future Makers, a whole new way of working to develop young people as artists, creatives, active citizens and leaders. It is the core of all of our work and is the key to the way we unlock our young people-centred practice in schools and in our national and local communities.

Future Makers aims to radically change the way of working between young people, artists and teachers, allowing for complicated conversations to happen, maybe revolutions to start, and even a show or two to be made. Young people, artists and teachers work together as peers to develop skills and share big ideas.

The impact Future Makers will have on Theatre Centre will include:

- increasing the number of young people we engage with;
- deepening our relationships beyond the life of one project;
- driving the creative process and output through genuine collaboration;
- increasing the range of opportunities for young people to progress with us;
- engaging young people, artists, teachers, practitioners in the making of all our work;
- being the engine room where we find and develop our touring work.

Future Makers allows us to open up creative spaces where everyone in the room is valued for what they bring. It ensures young people have an equal stake in the development of our work, shaping their own experience and that of Future Makers to come. Everyone, including our staff and Trustees, are Future Makers.

Future Makers activities run all year and provide young people, artists, and teachers with space to learn, explore, share, and connect. Future Makers takes place in many different ways, including in-person in our Lewisham home, where it is free and open for all young people living in or going to school or college in Lewisham.

JOB SPECIFICATION

Working closely with the AD and ED, you will be responsible for the strategic development and operation of Future Makers, the creative backbone of our practice and output.

STRATEGIC:

- To drive Theatre Centre's work through the development of Future Makers as the mechanism through which we engage and work with young people across the country, and through which we make all of our work (in person and on-line).
- To develop Future Makers in order to increase access and inclusion to theatre for all young people, as embodied in our vision and mission (see Business Plan), including building our plans to develop Hubs in other part of the UK, with the ED and AD.
- To identify and cultivate partnerships and stakeholders across our local and national communities, including the youth, education and theatre sectors, and increase our profile as an innovative sector leader.
- To lead our schools strategy, to extend and sustain the community of teachers and schools with whom Theatre Centre has a relationship.
- To build our audience development in collaboration with the AD, ED and Marketing Manager to support the realisation of our vision and mission.
- To set up mechanisms to support the flow of people and ideas through all aspects of Future Makers, identifying opportunities and supporting initiatives emerging from Future Makers eg FM zine, podcasts, etc.

OPERATIONAL:

- You will be Theatre Centre's Safeguarding Lead Officer, keeping up to date with current legislation, updating policies and providing in-house training, as required.

YOU WILL LEAD ON THE FOLLOWING AREAS:

- Producing and managing all Future Makers activity.
- Creating and monitoring expenditure budgets (in liaison with the ED).
- Recruiting, appointing, contracting and managing freelance artists to deliver Future Makers activity (in liaison with the AD).
- Developing and producing support programming for Theatre Centre's touring work.
- Producing or commissioning Theatre Centre's education and online learning resources.
- Ongoing monitoring and evaluation of Future Makers activities, seasons and individual activities, analysing trends and adapting strategies accordingly.
- Compiling reports for internal and external stakeholders, as required.
- Undertaking consultations with teachers, young people and other education and youth sector stakeholders.
- Maintaining an up-to-date awareness of current work and evolving trends in Theatre for Young Audiences, new writing and participatory arts.
- Maintaining an in-depth understanding of the education system, schools' policies and how they impact on Theatre Centre's touring and Future Makers work.
- Developing our networks and community building for engagement, connection and profile.

JOB SPECIFICATION

(CONTINUED...)

YOU WILL SUPPORT THE FOLLOWING AREAS:

- Working with the Theatre Centre team to ensure income generation targets are met
- Working with the AD, ED and Tour Producer to provide necessary insight, networks and support re schools touring.
- Working with the AD to identify, develop and manage Theatre Centre's relationships and collaborations with partner organisations on an ongoing and project basis.
- Actively contribute to, and support Theatre Centre's fundraising strategy, providing information for applications, researching and identifying funding opportunities and attending events as required.

TOGETHER WITH THE REST OF THE THEATRE CENTRE TEAM YOU WILL:

- Develop positive and effective working relationships with colleagues and Trustees.
- Uphold and operate according to all Theatre Centre's policies and procedures.
- Practice the collaborative and inclusive core values articulated in the Business Plan.
- Share and practice our four principles of working: to be Open, Kind, Present, Bold.
- Support our commitment to being a Learning Organisation in all operations.
- Support our commitment to access, inclusion, representation and diversity.
- Undertake any other duties as may be reasonably requested by the AD and ED.

PERSON SPECIFICATION

Please address as many of these points as you are able to and demonstrate where you have experience or can provide evidence of your approach. Please note, we are aware there are skills listed below that applicants may not have directly experienced before and we are very open to providing training to fill these gaps for the right person.

YOU AND YOUR WORK ARE:

VALUES

- Passionate about opening up creative opportunities for young people.
- Values driven and committed to access, representation and inclusivity.
- Collaborative and creatively generous.
- Excited by developing relationships, community and working in partnership.
- Interested in building connections between different areas of creative work.
- Committed to transparency and openness.
- Proactive and front footed, seeing change as a positive driver and an energiser.

ATTRIBUTES

- Motivating and inspiring young people, artists, practitioners and other collaborators.
- Combining a creative brain with a logistic approach, innovative and creative thinking.
- Good listening skills and an ability to draw ideas together and shape plans.
- Relationship building and partnership management.
- Flexibility and adaptable to changing demands and new challenges.
- Ability to act on initiative and communicate well across the team.

SKILLS AND EXPERIENCE

- Facilitation and running creative session, workshops and similar with young people
- Good communication, verbal and written.
- Organisation, project management and scheduling.
- Good time management and prioritisation.
- Financial management and budgeting.
- Ability to create long term strategic plans.
- Monitoring, evaluation, reporting.
- Brokering partnerships, relationships and stakeholder management.
- Working in an arts education or creative learning environment.
- Knowledge of the current education landscape, policy and teachers needs.
- Experience of Safeguarding Children and/or Child Protection Legislation
- Knowledge of contemporary participatory arts practice

TERMS AND CONDITIONS

CONTRACT TYPE	Permanent and full-time.
HOURS:	35 hours per week (excluding breaks). Normal office hours Mon-Fri 10am–6pm, however flexible working hours will be necessary to fulfil the duties of the role. Evening and weekend work may be required.
SALARY	£28,000 a year, paid monthly on the 15 th of each month.
TIME OFF IN LIEU	No overtime is paid but we operate a time off in lieu policy.
ANNUAL LEAVE	25 days a year plus bank / public holidays. Some holidays may be scheduled by the company.
PROBATIONARY	3 months (can be extended up to eight months).
NOTICE PERIOD	1 calendar month (1 week during probationary period).
PENSION	Employer contribution of up to 5% towards employee's or company-nominated stakeholder pension scheme.
GENERAL	Theatre Centre's office is at The Albany, London, SE8 4AG. Enhanced DBS (Disclosure and Barring Service) clearance applies. We're open to discussing flexible arrangements including working from home, allowing for the above and in-person activities.
OTHER BENEFITS	A minimum of two training opportunities per year. Season ticket loan scheme. A personal 'go see' theatre allowance. Annual company dinner.
ACCESS & INCLUSION	We are particularly keen to hear from applicants from communities that are underrepresented in the cultural workforce including applicants from the global majority and those whose lived experience reflects the communities we work with. We guarantee to interview any disabled applicant who meets the minimum criteria for the post and have a budget to support access.
ACCESS STATEMENT:	As part of our commitment to making our working environment as accessible and supportive as we can, we invite all our staff members to create an Access Statement to use as a basis to explore reasonable adjustments and flexible arrangements.
SUSTAINABILITY:	We are committed to Environmental Sustainability, and this is reflected in the creatively in our work we make with young people and operationally as we reduce our carbon and waste footprint wherever possible. We use the Green Book as a resource and support all staff to reduce, reuse, recycle. Theatre Centre has declared <u>Climate Emergency</u> .

HOW TO APPLY

There are a number of options for make your application.

To apply, use our application portal [HERE](#) - and either

- Download the written application form [HERE](#) and upload that in our portal
- Or upload a Voice Note, or Video, or Presentation,
- If something better works for you feel free to email niamh@theatre-centre.co.uk and let us know.

You will also be able to upload your CV in the application portal.

You must complete this Equal Opportunities Form [HERE](#) along with your application.

We use a criterion-based scoring system to shortlist and we will make decisions based on what you tell us about how well your experience, skills and interests align with the Person and Job specifications. Your application will be read by at least two people.

We will offer feedback to all unsuccessful candidates at each interview stage. We are sorry but we will not be able to offer feedback to applicants who are not shortlisted for interview.

You may have questions about how Future Makers works, about Theatre Centre and about the role. We're offering a zoom drop in Q&A session so we can give you more details and you can ask us your questions. Book your place [HERE](#).

KEY DATES

Zoom drop in Q&A:	4–5pm Friday 24 th September 2021
Deadline for applications:	10am Monday 4 th October
First interviews:	Thursday 7 th October
Second interviews:	Thursday 14 th October