

SHAKESPEARE NORTH PLAYHOUSE

JOB DESCRIPTION PROJECT PRODUCER FOR LEARNING AND ENGAGEMENT

About The Organisation

Shakespeare North Playhouse, 'Theatre Building of the year 2023' is a unique new arts venue, which opened in the summer of 2022. It presents a vibrant contemporary cultural and learning programme featuring home coproduced and visiting performances, as well as comedy, music, community work, hire and events and a range of education and training activities.

The Shakespeare North Trust (SNT) is the Charitable organisation which is the operator of Shakespeare North Playhouse. The Trust also has two wholly owned subsidiaries within the Group structure. The subsidiaries are limited companies.

Our Vision: "Inspired by Shakespeare. Bringing Joy: Together, we tell stories that feel like our own, that change the way we see the world - opening doors, inviting debate, inspiring a love of learning, and bringing joy to this place; Our Shakespeare North Playhouse."

Our Mission – The Big Goal: "We share world-class theatre, activities and conversations inspired by Shakespeare and relevant to all of us."

Our Promise: At Shakespeare North Playhouse we commit to being 'Bold and Brave'. It is a promise we make to each other internally as a team, to our visitors, patrons, and partners, and to all our artists and makers as we all come together to create a wonderful place.

Our Values and Behaviours: The organisational values define Shakespeare North Playhouse. They create a framework for the way in which the organisation wishes to achieve the vision and objectives. The team are firm in the belief that what is achieved is only half of the plan, as how success is attained is of equal importance. It is critical that there is a framework of how people will thrive together, as a team, with partners, visitors, and audience.

**Innovative - Honest - Collaborative - Creative
Equal - Supportive – Accountable – Useful**

The Role

Are you passionate about creative learning and exploring the works of Shakespeare in new ways? Do you have experience in planning and delivering learning opportunities? Are you interested in education and community projects? You could be our new Project Producer and Facilitator for Learning and Engagement.

The Project Producer and Facilitator for Learning and Engagement will plan and deliver a broad range of learning opportunities for education providers, families and community groups. This role will specifically lead on producing and delivering multi-disciplinary workshops, projects and events that introduce participants to reading, writing and oracy, inspiring our audiences to develop their own work and providing opportunities for artist development. They will produce exhibitions and learning opportunities related to our programme, building and maintaining relationships with relevant organisations and exploring how they could work in partnership with Shakespeare North Playhouse to provide exciting opportunities for audiences.

We are looking for an individual who can support the Learning Programme, focussing on creating events, social engagement and outreach programmes and delivering opportunities for learning.

They will report directly to the Head of Engagement for Shakespeare North Playhouse. They will also work closely with all teams across the organisation including Visitor Experience, Technical and Production, Producing, Marketing and Audience Development.

Place of Work

The place of work will be Shakespeare North Playhouse in Prescot, Knowsley. Occasionally work will be required at alternative locations including partners with whom Shakespeare North collaborates.

Overall purpose of the role

This is an exciting opportunity for a Project Producer and Facilitator to work across the culture and learning programme, planning and delivering an engaging series of events and projects with particular focus on education, artist development and social engagement programmes. The Culture and Learning team spans all aspects of social engagement, community, education and theatre producing, and as such, there will be a degree of moving from one type of project delivery to another.

Salary and Hours of work

Shakespeare North's full-time employees work a 40-hour week, normally over 5 days. Normal working days will be Monday – Friday, however, due to the nature of this role, and to meet the demands of the building, the post holder will need to be flexible in their approach to work. Evening and weekend work will be required.

The salary for this role is £25,000.

Key Responsibilities

- Deliver [Shared Writing](#) sessions.
- Oversee [Shared Reading](#).
- Deliver [Young Writers](#) sessions.
- Produce and host monthly [Itch](#) nights.
- Lead on [Theatre Explorer Tours](#).
- Deliver in-house workshops.
- Build strong relationships with schools and educational establishments, working closely with them to create a relevant, exciting and engaging programme of events.

- Build strong relationships with the local community, working closely with them to create an engaging programme of events that recognises the needs and interests of this community.
- Manage project budgets as required and as set out by the Head of Engagement.
- Produce and facilitate creative learning opportunities with the support of the Head of Engagement. This includes leading sessions as well as supporting the delivery of other artists and facilitators.
- Work alongside the Head of Engagement, Creative Director and Head of Fundraising to create funding bids for future projects.
- Work alongside the Head of Engagement to develop a programme of events that is in-line with the Business Plan and as such achieves the income targets required from the Culture and Learning Department.
- Be a point of welcome for artists and education providers as well as attend performances at Shakespeare North.
- Keep up to date with developments in education and the arts locally, nationally and internationally, seeing shows as discussed with the wider Culture and Learning Dept.
- Represent the theatre where agreed at conferences, seminars etc deputising for the Head of Engagement when necessary.
- Support the wider Culture, Learning and Engagement team as needed in the successful delivery of projects.
- Attend internal planning meetings as required by the Head of Engagement and be a key point of contact scheduling events and performances on Yes Plan.
- Contribute to reporting, evaluation and monitoring as an integral part of the delivery of programmes and in line with the reporting requirements of Shakespeare North's stakeholders.

Skills and Experience

- At least 2 years producing and/or delivery experience of creative learning opportunities.
- A strong understanding of working with educational establishments and their needs.
- An understanding of the theatre ecology and potential culture and learning programme partners.
- An enthusiastic and active champion of Equality, Diversity, Inclusion and Access and a demonstrable track record of championing a diverse range of creative voices.
- Experience of nurturing artistic projects from the initial idea through to completion and evaluation.
- Experience of managing budgets.
- Experience of working with artists and theatre makers and facilitating artistic processes.
- A track record of delivering a range of projects, in different settings, with different audiences and communities.
- Excellent project management skills with experience in managing multiple projects simultaneously, prioritising and excellent time management skills.
- Ability to prioritise, organise own workload and work effectively in a busy and demanding environment.
- Resourceful and open minded.

Skills and Knowledge:

- An understanding and knowledge of Shakespeare's work.
- Strong IT skills and working knowledge of Microsoft Excel and Word

- Strong writing skills across a range of platforms and objectives (emails, social media, funding applications, teaching resources).
- Strong communication and collaborative skills and ability to work with a diverse range of people.

Personal Qualities:

- Strong interest in and commitment to arts and culture.
- Understanding of or interest in learning about co-created or participatory practise.
- Highly organised and efficient.
- Able to manage priorities.
- Resourceful, open minded, positive and solution focused.

This job description is intended as a guide to the duties expected of the job holder. These duties may change from time to time to meet the needs of the business. This job description is not contractual.

How to Apply

If having reviewed the job description and information about Shakespeare North Playhouse you consider yourself to be a good fit for this role, **please email a CV, a cover letter of application and completed equal opportunities form to recruitment@shakespearenorthplayhouse.co.uk**

The cover letter of application should be of no more than 2 sides of A4 addressing how your experience matches the role description, why you are interested in the role and why you think your skills and experience would make you a good candidate. Alternatively, you may submit a video/audio file of no more than 10 minutes in length. You can do this via WeTransfer.

There will be a two-stage interview process for this post. If you are shortlisted for a 2nd interview, you will be asked to deliver a short workshop to a group of participants.

If you have any questions or would like to have an informal conversation about the role before applying, please contact us via email at recruitment@shakespearenorthplayhouse.co.uk

References:

Any offer is subject to receipt of satisfactory references.

Diverse representation

We encourage and welcome applications from people whose background and experience are under-represented in the cultural sector. We are committed to inclusive working practices and understand there may be barriers people face when considering an opportunity like this. If you are interested in applying for this role but feel there are things that may prevent you from getting involved, please get in touch and let us know how we can support you in making your application and throughout the selection process.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Once the process is completed the

data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personnel record. By submitting your application, you are giving your consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. In submitting your application, we will assume that consent by you is given. We refer you to Shakespeare North's job applicant privacy notice which you should read before applying for this role.

Role advertised	Tuesday 30 th April 2024
Questions and clarification	By Monday 20 th May
Submission deadline	Thursday 23 rd May
Candidates notified by	Wednesday 29 th May
Candidate interviews (times tbc)	Wednesday 5 th June
Second interview	Thursday 13 th June
Selection and notification	Monday 17 th June
Role commences	Monday 15 th July (or before if possible)