



NEW WOLSEY
THEATRE

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RECRUITMENT PACK

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March 2022

Dear Applicant,

The New Wolsey Theatre is looking for a producer and/ or practitioner to take on the role of **Creative Communities Producer (Young People)** while our current Producer is away on maternity leave.

The Creative Communities Producer administrates a range of activity within our organisation and delivers a variety of projects in schools, and with our Youth Theatres. For that reason, this role may suit you if you come from a producing background, or have experience delivering work with and for young people, including directing, or leading a youth theatre group.

We're interested in hearing from candidates with some (but not necessarily all) of the skills and experience outlined in the job description and we're open to having conversations with passionate, dedicated artists and arts professionals, at all stages of their careers, to explore together how we can deliver and grow the New Wolsey's Creative Communities offer for young people. You'd be joining an experienced team with a range of skills and a willingness to adapt how we work to support and accommodate the right candidate.

We are looking for someone to work 24 to 32 hours per week, typically over 5 days per week (Monday - Friday), however, you will need to be flexible to work around the theatre's activity schedule. Regular weekend and evening working will be required. The contract will be for 9 months, with the possibility of an extension.

We are an ambitious producing and receiving theatre, with a national reputation for its work in access and inclusion, and for the production of new musical theatre. Our annual Rock' n' Roll Panto, is much loved by local audiences and is the cornerstone of our annual programming.

We're extremely proud of our outreach and participation work, which in October 2020 moved in to our new participation space NW2. In 2020, we also undertook an extensive renovation and refurbishment programme for our main building, resulting in a transformed cafe/ bar area, more toilets and improved auditorium seating.

We welcome people from *all* backgrounds and we're actively trying to ensure that our workforce is diverse. By this, we mean that we want to employ people from a wide range of backgrounds, ethnicities, ages, gender identities, disabilities, class (socio-economic backgrounds) and so on. This isn't because we want to tick a box that says 'diverse' but because we genuinely believe that our business will be much improved by having a real range of people working (and volunteering) within it.

So, if you haven't considered working for a theatre before, maybe now's the time to check us out. We're super-friendly, hard working and love meeting a challenge. If that sounds like you, and you think you might have the skills/ experience for the role (wherever you gained them) come and talk to us. We can't wait to meet you!

Yours warmly,
From Sarah Homes, Chief Executive

How to apply

We are inviting people interested in being our **Creative Communities Producer (Young People)** to complete our **Application Form** and [Equality, Diversity and Inclusion Monitoring Form](#)

Please note, we do not accept CVs as a form of application, however you may submit a concise CV containing your education, training, qualifications and employment history instead of completing this section of the application form.

If you need us to make any adjustments to allow you to fully participate in this application and selection process please get in touch with Lucy Parker lparker@wolseytheatre.co.uk or 01473 295940.

However you choose to apply, you will need to tell us about your education, training and qualifications, and employment history as well as to consider the following questions:

- Why are you interested in being our Creative Communities Producer (Young People)?
- How do your skills and experience make you the best person to be our Creative Communities Producer (Young People)?

Please read through the **Job Description, Job Specification and Person Specification** before applying for this role, these can be found further down this document.

If you would like an informal chat with someone about the role, please email Tony Casement, Head of Creative Communities tcasement@wolseytheatre.co.uk

Completed applications should be returned to Ros Dooley rdooley@wolseytheatre.co.uk by **10am on Tuesday 19th April 2022**.

As an organisation accredited by the Job Centre as a Disability Confident Employer, we guarantee to interview all deaf and disabled applicants who meet the essential criteria for this vacancy.

We will facilitate any Access To Work claims if appropriate, and any access costs will be covered up front including any access required for attending interviews.

Key Dates

Application Deadline	10am on Tuesday 19th April 2022
Interviews	Tuesday 26 th and/ or Thursday 28 th April 2022
Role start date	TBC depending on the candidate

Interviews will be in person at the theatre, and may involve a practical element that it is not possible to replicate online. If you have any concerns about attending an interview in person, please contact Lucy Parker lparker@wolseytheatre.co.uk

Equal Opportunities

The mission of the New Wolsey Theatre is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. It aims to create a programme of the highest quality, maximum diversity and greatest possible accessibility. We believe that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

We are committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. We will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion or age. We oppose all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's output.

We strive to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We actively encourage applications from people of all backgrounds, especially those currently less represented in our organisation, the arts industry and on our stages. We are particularly interested to receive applications for this role from people from Black, Asian and ethnically diverse backgrounds, those who identify as deaf and disabled people, and neurodiverse people.

We are happy to make all reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.

More Information About The New Wolsey Theatre

We are a company that really cares about what we do, who we work with, and what we're working for. Most of the time we put on plays. But we also serve tea and coffee for our guests, offer them lunch and somewhere comfortable to sit and have a chat and sometimes we present music, comedy, dance or even circus. We invite children to come and play with us, sometimes with their parents too. Teenagers come and work with us in our Youth Theatre Groups. Schools ask us to go and visit to tell stories, make performances, or teach skills, and sometimes they come to us to do those things. Schools love coming to see our annual Rock 'n' Roll pantomime. By 'us' we don't just mean the permanent staff that are employed by us. We rely on volunteers, casual and freelance staff to keep the wheels turning. Of course, they didn't turn much in the last couple of years, but we are getting the shows back on the road, and we need people to join us now we are fully open. We'll also need great writers, actors, directors, designers and technicians, which is why we run talent development programmes like [Testing Ground](#). We take the lead in our industry sometimes, to make change, as we did in setting up [Ramps On The Moon](#).

The New Wolsey Theatre plays an active role in the business scene of Ipswich and is central to the creative life of Suffolk. We regularly talk to other cultural organisations and community groups, such as; UnScene Suffolk, Suffolk Refugee Support, Trinity YMCA, Roma Support, Suffolk Artlink, Volunteering Matters, Suffolk Guide Association to name but a few. We're supported by the local council and the county council, as well as Arts Council England because of the range of work we do. You may also be interested to know that we're a registered Charity. If you'd like to know more about the New Wolsey Theatre, we recommend that you use our website (which you'll notice needs updating– we're working on that right now) to do your own research. Be curious about us and see what you can find out; it will probably help you with your application. The New Wolsey Theatre is going through a period of great change, some of which is because of Covid-19 and some of which was going to happen anyway. We won't be doing everything the way we've done it before. We're innovating and adapting like never before, so we're open to doing things differently. Come and be part of that.



JOB DESCRIPTION

Job Title:	Creative Communities Producer (Young People) Maternity Cover
Responsible to:	Head of Creative Communities
Responsible for:	Freelance Practitioners, Creative Communities Assistants
Job Purpose:	To develop, manage, deliver and evaluate a programme of workshops, projects and productions with and for children, young people and community participants.

Key Responsibilities:

Administration

- Develop, produce, evaluate and/or deliver a programme of activity for primary schools, secondary schools, colleges and their equivalents.
- Build strong, reciprocal relationships with local schools and teachers in the development, planning, delivery and evaluation of work.
- Develop, produce and/or deliver opportunities for young people to engage with the visiting and produced work of the New Wolsey Theatre.
- Develop, produce and/or deliver careers focused workshops, events and projects.
- In collaboration with the Creative Communities Manager, manage the administration and promotion of the New Wolsey schools programme.
- Liaise with the Relationship Officer and the Sales team in creating a co-ordinated relationship with schools and colleges

Youth Theatres

- Lead a Youth Theatre group/s.
- Direct sharings and productions as appropriate.
- Recruit and manage Freelance Practitioners and Creative Assistants.
- Manage pastoral care for participants.
- In collaboration with the Creative Communities Manager manage the recruitment of Youth Theatre participants.
- In collaboration with the Creative Communities Manager, manage the administration and promotion of the New Wolsey Youth Theatre programme.



Communities

- Develop, produce and/or deliver workshops, projects and events for community participants.

Equality and Diversity

- Support the delivery of a sustainable Equality Action Plan.
- To work closely with colleagues across the organisation to ensure the New Wolsey Theatre is an accessible place to visit and work, including online experiences.
- To contribute to the New Wolsey Theatre's ambitions and programmes of equality, diversity and inclusion, its Agent for Change programme and The Ramps on the Moon project

Other Responsibilities

- Contribute to the long-term strategic development, profile and sustainability of the Creative Communities Programme.
- Promote effective communication and working relationships between the Creative Communities staff and other staff of the New Wolsey Theatre.
- Contribute to evaluation, budgeting, marketing, monitoring and administrative duties as required.
- Lead on the licensing of young people for projects and productions.
- Support the delivery of all Creative Communities activity, on and off site, where appropriate.
- Adhere to the policies and procedures of the New Wolsey Theatre including, but not limited to, Safeguarding and Health and Safety.
- Undertake any other reasonable requests as and when required.

March 2022

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive

NOTE: An enhanced DBS check will be sought from the successful applicant: the candidate should be in no way unsuitable to work with children, young people and vulnerable adults.



JOB SPECIFICATION

Contract

Maternity cover. Initially for 9 months, with the possibility of an extension.

Salary

£26,565 to £29,115 (pro rata)

An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday.

Hours

24 to 32 hours per week, typically over 5 days per week (Monday - Friday), however you are expected to be flexible to adapt your working hours to the theatre's activity schedule and regular weekend work, and evening working will be required.

Please note that additional hours are frequently required depending on the performance schedule, staff sickness and annual leave. Any overtime is to be taken as time off in lieu at a later date by arrangement with your line manager.

Annual Leave Entitlement

The standard Annual Leave Entitlement is the statutory minimum of 5.6 weeks per year, which equates to 28 days per year for full time staff working a 5 day week. You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday or have agreement from your Line Manager to do so. Annual leave requests have to be submitted to your line manager for authorisation. It is suggested that the majority of annual leave is taken during the summer months when the theatre has no performances scheduled. There will be certain times of the year when annual leave cannot be taken because of the work of the organisation.

The post-holder may be subject to an Enhanced DBS Check on commencement of their employment, and at regular intervals during their employment.



PERSON SPECIFICATION

Qualifications and Experience

Essential

- Experience of developing, managing and/or delivering arts education activity.
- Experience of working with young people.
- Experience of successfully multi-tasking in a busy work environment across a range of different priorities.
- It proficient with a good working knowledge of Microsoft Office, particularly Outlook, Word and Excel.
- Commitment to and an understanding of equality, diversity and inclusion.
- Commitment to safeguarding and child protection.

Desirable

- Experience of directing.
- Experience of working with diverse communities and participants.
- Experience of marketing and of using social media to promote programmes.
- Experience of working within a co-ordination and administration role.

Key Qualities

Essential

- A passion for the performing arts.
- Professional, approachable, and adaptable to the needs of participants; artists; schools and community groups.
- The ability to thrive in an environment of innovation, challenge and change.
- Exemplary organisation and accuracy skills; self-motivated and self-disciplined with the drive and ability to solve problems.
- Able to respond receptively to new ideas and initiatives, responding to creative problems with creative solutions
- Excellent interpersonal skills with the ability to communicate effectively with individuals at all levels.
- Ability to work flexibly.