

COMMUNITY ENGAGEMENT PRODUCER

Theatr Clwyd

Job Description

Theatr Clwyd has been Wales' foremost producing theatre since 1976. The Executive Team (Artistic Director – Tamara Harvey and Executive Director – Liam Evans-Ford) are currently navigating the most important cultural and operational shifts in the 42 years of its existence, a period which will redefine and secure the future of this unique and valuable arts centre - the foremost producing theatre in Wales.

Theatr Clwyd produces upwards of eight shows a year - mainly in English, but also in Welsh - and presents some of this work on tour in Wales and the rest of the UK. It has a hugely successful programme of work for and with young people that is created both within and without the building, and tours to local schools, within Wales and beyond. The building also hosts a variety of touring drama, dance, music and art for all ages, a comprehensive film programme and an active community programme and the organisation is at the forefront of work around arts and wellbeing.

We have made strides in changing the shape of our programming; we've committed to placing visitor experience at the heart of our decision making; we've begun to grow our commercial events; we've taken the first steps in deepening our relationship with our community; we've started to develop our auxiliary offers and we've been working hard to market our work and our building more strategically and effectively. We have also delivered a feasibility study for major capital redevelopment and received funding from ACW to take forward plans into Design & Development.

Theatr Clwyd is the only producing theatre left in the UK still owned by a local authority. With a turnover of £5.3m in 2016-17, it is supported by the Arts Council of Wales, Flintshire County Council and by its own activities. There are annually some 2,115 individual events, attended by around 200,000 people, with 50,000 community members participating in outreach events. During 2016/17 a further 220,000 people saw a Theatr Clwyd show elsewhere in the UK.

Job Summary

Community Engagement Producer

Responsible for: n/a

Reports to: Director of Creative Engagement

Benefits include:

Salary: £ (pro rata). Two year, full time

Holiday:

Notice period:

The Creative Engagement Department

The Creative Engagement Department at Theatr Clwyd is the hub for the work we do with young people, disenfranchised groups and the wider community. Integrating and building on the renowned excellence of our Theatre for Young People, the vision for the department aims to deliver a programme of work that harnesses the transformational power of the performing arts, and the arts more widely, to provide creative learning and community engagement of the highest possible standard.

Job Purpose

The Community Engagement Producer provides administrative and producing assistance to the Creative Engagement Department and Producing & Administration Department and will be a point of contact between Theatr Clwyd and the community. Supervised by the Director of Creative Engagement, the Community Engagement Producer will be the producer of all community involvement for two large scale community productions 'Mold Riots' in 2019, another major community production in 2020 and will also work with the Producing & Administration Department on additional projects which involve community engagement.

Key responsibilities

The Community Engagement Producer will:

- Collaborate with the community, the project's director and other key members of the project team, in line with the Creative Engagement team's 3 year strategy for community engagement
- Coordinate the community engagement in the Productions, working alongside the Productions' director, line-producer, creative team and guest actors (professionals) and working within the Creative Engagement Team's 3 Year Strategy for community engagement and the Productions' Community Engagement Plans
- Attend regular project team meetings alongside members of Theatr Clwyd's Production Department, Producing & Administration Departments and Creative Engagement team

- Attend regular project team meetings with external stakeholders in relation to the community engagement in the Productions, acting as a representative of Theatr Clwyd
- Coordinate the recruitment process for the Community Company
- Devise a full schedule for 2018 onwards, produce the workshops, help to recruit and manage the community team to lead these workshops for the Director of Creative Engagement
- Coordinate the workshop schedule for the Community Company, including recruitment of workshop leaders
- Attend all community workshops
- Attend Community Company rehearsals for the Productions
- Foster relationships with the community, both in person and via marketing, local press and social media
- Establish and nurture relationships with any community centers, schools or groups that we decide to concentrate on specifically for participation in the Productions (i.e ones that are not currently engaged with the arts or Theatr Clwyd so will need more focus and support)
- Ensure the relevant legislation and requirements are followed in relation to performing with young people and vulnerable adults, coordinating child licenses and recruiting licensed chaperones
- Act as the main point of pastoral care and support for all members of the community involved in the productions, ensuring they are supported, cared for and gain the best possible experience out of their involvement with the project

General

- Support the Creative Engagement Department's programme and assist on other occasional events
- Liaise with the Marketing and Communications Department, Creative Engagement Department and Box Office and supply them with information about the community involvement in the Productions.
- Attend production meetings as appropriate and be a point of contact for the Production and Producing and Administration Departments
- Provide support at rehearsals and auditions as required
- Attend programming and weekly diary meetings at Theatr Clwyd, as necessary
- Contribute to a welcoming environment for Theatr Clwyd's customers, visitors and staff and help promote Theatr Clwyd's ethos and standards in line with the company Business Plan
- Undertake any other duties, which fall within the Creative Engagement Department when needed

Person Specification

Essential

- Experience of producing theatre, in small or large scale companies, or in a similar environment, with a focus on theatre involving communities.
- A passion for community engagement
- A passion for the arts
- Excellent communication skills
- A good ability to work collaboratively
- Good organisational skills, with the ability to work on several tasks simultaneously and under pressure
- A good understanding of and commitment to diversity and inclusion
- An energetic manner, an ability to complete projects and to be self-supporting administratively within well-defined limits
- Good IT and administrative skills (including Microsoft Office) with an organised and methodical approach
- Experience working within budgets set by budget holders
- A commitment to artistic excellence and a commitment to providing the best experience for Theatr Clwyd's audiences and users
- Full driving licence

Desirable

- Welsh speaker, ability to communicate in written and spoken Welsh
- The ability to run practical arts based workshops
- Some experience of UK Theatre agreements for actors, stage management and creative freelancers
- Knowledge and understanding of UK theatre
- Knowledge of art forms other than theatre, including dance, music, art, film and literature