

Head of Programme - Theatre31 (Maternity Cover) Recruitment Pack





INTRODUCTION

Thank you for your interest in the post of **Head of Programme - Theatre31**. The contents of this pack include:

- a job description
- a person specification
- information about the Theatre31 programme
- information about Icon Theatre

Icon Theatre is searching for a talented individual, passionate about working with young people in theatre, to join our team as Head of Programme - Theatre31 (Maternity Cover), for up to 12 months, to lead this ambitious programme during an exciting time in our development as a company.

Theatre31 is one of five flagship Youth Performance Partnerships in the UK, funded by Arts Council England and DCMS. The programme is delivered in partnership with Medway Council, the Medway and Sheppey Local Cultural Education Partnerships, Kent County Council and ROH Bridge.

Inspired by the idea that cultural and artistic activities are a human right for all children and young people, Theatre31 aims to empower 2000 children and young people across Medway and Sheppey to commission, co-create and engage in performing arts activities by June 2022. The programme is led by children and young people and aims to support children and young people develop confidence, aspirations, motivation, wellbeing and performing arts related knowledge and skills.

The Head of Programme will take overall responsibility for the development and delivery of all aspects of Theatre31, including developing new youth theatre bases, commissioning a range of large- and small-scale projects and productions, supporting schools festivals, Artsmark and Arts Award programmes and a wide range of workshops and masterclasses and professional training.

The Head of Programme will manage a team of core staff (including 2 x permanent staff and a pool of freelance staff) and works closely with Icon Theatre's Artistic Director, Executive Director, Book-keeper, Programme Evaluator, artists, teachers, suppliers and stakeholders. They will be communicating at a senior level with programme partners including ACE and Medway Council.

We are looking for a creative, strategic, positive thinker with a practical 'can-do' approach, able to work collaboratively with team members and sensitively with a wide range of external partners in a variety of creative, community, schools and professional settings. Excellent communication, financial and organisational skills are critical. The role would suit someone who is highly organised and proactive in their approach to a varied workload.

Because of the geographical distances covered by this programme, and the uneven distribution of public transport across the region, access to a car and full driving licence are preferable.



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HOW TO APPLY

To apply, please read through the information and guidance notes provided in this pack.

Please send your CV with a covering letter referring directly to the job description and person specification explaining why your skills and experience make you an exceptional candidate for the role to Artistic Director, Nancy Hirst – opportunities@icontheatre.org.uk

- **Closing date for applications:** 12 noon, Friday 8 October 2021
- **First-round interviews:** week commencing, 11 October 2021
- **Second-round interviews:** week commencing, 18 October 2021
- **Interview location:** The Brook, Chatham ME4 4SE
- **Employment to begin November/December 2021 (for up to 12 months)**

If you require this pack or the application form in an alternative format, or would like to discuss the role before applying, please contact Artistic Director Nancy Hirst nancyh@icontheatre.org.uk and we can arrange a time for an informal conversation.

Equality and Diversity

Icon Theatre believes theatre is for all and promotes diversity and access across its activities. We are committed to building a culturally diverse workforce and actively encourage applicants from different backgrounds.

Icon Theatre is committed to equality of opportunity. Recruitment and selection procedures are monitored to ensure that individuals are selected on merit.

To help us to monitor how effectively our recruitment procedure meets this aim, please complete [this form](#) and return it with your application.

Filling in this form is voluntary, but we do need your help and co-operation to enable our equality and diversity work to be the best it can be. Your completed form will not be viewed until the recruitment process is completed. This form will not be kept on file and the data will be anonymised and used for statistics only.

The full link can be found here: <https://nq4cwi781lz.typeform.com/to/s5Yes2bz>

Please can you also let us know where you saw the advertisement or found out about this role.

I look forward to receiving your application.

Best wishes
Nancy Hirst

Artistic Director and CEO
Icon Theatre



HEAD OF PROGRAMME – THEATRE31 JOB DESCRIPTION

MAIN PURPOSE AND SCOPE OF THE JOB

To lead on the development and delivery of the Theatre31 programme, engaging 2000+ disadvantaged and hard-to-reach children and young people in Medway and Sheppey.

LINE MANAGER Icon Theatre Artistic Director (Joint CEO)

LINE MANAGES 2 x Lead Facilitators
Freelance, temporary staff and interns

DUTIES AND KEY RESPONSIBILITIES

Programme Management and Delivery

- To lead on the development and delivery of the Theatre31 programme, designing delivery processes, and overseeing and managing delivery of all elements of the programme including the youth panels, youth theatres, commissions, schools festivals, CPD, training opportunities and all other activity strands which make up Theatre31.
- To ensure that, as far as reasonably possible, the voices of children and young people are at the heart of the programme and that all processes and decision-making processes are youth-led.
- To ensure that the programme consistently and effectively engages with children and young people that we recognise as 'less likely to engage', and that delivery structures and activities are continually developed and adapted on an ongoing basis to support the equality and diversity aims of the programme.
- To monitor the delivery of the programme against the agreed delivery schedule and budget, promptly identifying, agreeing, and implementing modifications and delivery changes to ensure the programme successfully achieves all agreed outcomes on time and within budget.
- To supervise the delivery of the Theatre31 evaluation, working with both BOP Consulting (responsible for the national ACE evaluation) and Susan Potter (responsible for the Theatre31 local evaluation) to ensure that all monitoring and evaluation activity is completed on schedule and in agreed formats and that active learning from the evaluation is implemented into delivery as the programme develops.
- To directly manage, develop and inspire the Lead Facilitators and all freelance and sessional staff, agreeing workplans that achieve the outcomes of the programme, setting challenging and exciting aims, in order that they can play a full part in the development and management of the Theatre31 programme.
- Work with the Executive Director to manage the recruitment, selection, induction, ongoing training and evaluation for other facilitators, workshop assistants and ad hoc artists working on Theatre31 activities, ensuring that young people are an active part of the recruitment process wherever possible.



- To prepare narrative reporting information and report regularly to the Project Board Group, Steering Group, Medway Council, Medway and Sheppey LCEPs, including attending project meetings as required.
- Work with the Artistic Director and Medway Council to contribute towards regular reporting to Arts Council England, including compilation of required data and narrative.
- To advocate and champion Theatre31 to local stakeholders, partner organisations, practitioners, participants, and funders and develop new partnerships as required.

Financial Management

- To manage the budget for the Theatre31 programme, ensuring that activities are properly costed and that all expenditure-to-date, budgets, and forecasts remain on track.
- To provide regular financial reports for the Project Board Group, Steering Group, ACE, and Medway and Sheppey LCEPs..
- To work with the Bookkeeper and Executive Director to develop and implement robust processes and systems for management of both income and expenditure, ensuring the processes are accurate, transparent, and effective.
- Work with the Artistic Director and Executive Director to fundraise for the match funding element of Theatre31 (£30k target to raise over 2 years), researching prospects and preparing applications to Trusts and Foundations as appropriate.
- Overseeing the expenditure of budgets directly managed by the Lead Facilitators.

Marketing and Communications

- Work with the Marketing Officer to develop and maintain appropriate and targeted branding, communications, and marketing strategies to increase knowledge of the work, profile of the programmes, and number and diversity of participants.
- Working closely with the Executive Director, ensure all Theatre31 activity is on brand and in alignment with Icon's overarching comms strategy.
- Alongside the Executive Director, work closely with Icon's external PR agency, to develop stories, create content and raise the profile of the programme and company.
- To maintain and to foster new strategic partnerships and relationships with venues, partners, participants, artists, and funders, schools, and other stakeholders, to further the interests of the programme.

Safeguarding, Diversity, Environmental and Data Protection

- To ensure that all Theatre31 projects are in keeping with the ambitions of our Diversity Action Plan and Environmental policy.
- To deliver any specific goals within the Diversity Action Plan or Environmental Action Plan that directly relate to learning and participation activity
- To ensure that participant and staff data is managed in compliance with GDPR and all current legislation.

General

- To attend Theatre31 performances and events.

- To act an ambassador for Theatre31 and Icon Theatre – establishing ways to build meaningful partnerships both local and nationally, as well as being aware of opportunities to bring back into the company and programme.
- Keeping up to date with current artistic programming – especially theatrical and ensuring to understand the artistic landscape and industry, both locally and nationally.
- To represent Theatre31 at external meetings and conferences, as required.
- To ensure that Theatre31 remains fully compliant with all legislation and best practice associated with working with young people or vulnerable adults, including responsibility for ensuring that all relevant staff and freelance practitioners have current DBS checks.
- To carry out all duties in accordance with the company’s policies, including Health and Safety, Data Protection, Environmental, Safeguarding and Equal Opportunities.
- To undertake any other duties as may reasonably be required.

This job description is not a contract but is provided for an employee’s guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes. You may be required to perform work not specifically mentioned above commensurate with the scope of your role within Icon Theatre.





PERSON SPECIFICATION

ESSENTIAL

- Proven experience of working with young people and/or schools, colleges and universities in an arts environment, in a management position
- Demonstrable ability and a proven track record in effectively managing and delivering high-profile and large-scale programmes, particularly those that are ACE funded.
- Experience of arts programming, commissioning work, negotiating deals and the issuing of agreements
- Experience in leading, managing and motivating teams, including freelance staff and volunteers, ensuring high performance and morale
- Sound financial skills and a proven ability to manage complex budgets and work to financial targets
- Track record of being able to simultaneously manage multiple projects at one given time
- Demonstrable experience of managing large budgets
- Understanding of arts marketing and publicity
- Proven experience of working with artists and managing relationships with creatives both locally and nationally
- Understanding of the barriers to arts engagement, particularly with young people/social exclusion and a practical, current understanding of safeguarding best practice and legislation
- Excellent verbal and written communication skills, for a variety of audiences
- Strong organisational and time management skills with strong attention to detail
- Ability to work on own initiative and as part of a small, busy team
- Good IT knowledge including Word, Excel and Outlook
- Understanding of current issues with child protection and vulnerable adults
- Ability to contribute strategically to the development and management of the company as a whole
- Positive, friendly, and professional attitude

DESIRABLE

- Experience of managing or working in youth-led environments.
- Experience of fundraising and working in partnership with Trusts and Foundations.
- Ability to deliver in a fast-paced environment.
- Ability to make decisions and solve problems creatively and pragmatically.
- Knowledge of Medway and Sheppey communities.
- Strong interest in contemporary theatre, outdoor arts, and dance.
- Full driving license and access to a vehicle

CONDITIONS OF WORK

Contract	This is a fixed-term contract for up to 12 months, with one month's notice on either side.
Pay	Up to £33,000 dependent on experience.
Holiday	20 days holiday, 8 statutory bank holidays
Probationary Period	6 months, during which the notice period will be 4 weeks
Hours	40 hours per week. Some evening and weekend work may be required. No overtime will be paid but time off in lieu will be given for any hours worked in excess. Office hours are 10am – 6pm.
Place of work	Icon Theatre offices, at The Brook Theatre, Chatham. However, we recognise the positive benefits that flexible working can bring and proposals for combination of flexible and/or home working will be positively considered.
DBS	This role is subject to satisfactory enhanced DBS check.





ABOUT THEATRE31

'Children have the right to relax and play, and to join in a wide range of cultural, artistic and other recreational activities' – Article 31 of the UN Convention on the Rights of a Child

Inspired by the idea that cultural and artistic activities are a human right for all children and young people, Theatre31 aims to empower 2000 children and young people across Medway and Sheppey to commission, co-create and engage in performing arts activities.

The programme is led by children and young people through two youth panels in Medway and Sheppey, and aims to support children and young people develop confidence, aspirations, motivation, wellbeing and performing arts related knowledge and skills.

Theatre31 seeks to engage children and young people who are 'less likely to engage in cultural and creative activities' than average young people. The programme has defined this as young people who:

- Live or go to school in geographical areas of low arts engagement
- Live or go to school in wards of high deprivation
- Have any relevant 'protected characteristics' as described by the Equality Act (disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity). In line with the Arts Council England understanding of diversity, we also include being a member of a lower socio-economic group in this list.

Activities will include:

- new youth theatre bases starting across Medway and Sheppey
- theatre trips for schools and youth organisations
- workshops and masterclasses
- schools performance festivals
- technical training
- local and national commissions for projects and performances
- support for schools and young people to achieve Arts Award and Artsmark
- pathways and careers advice for young people
- CPD and skills training for professional theatre makers and teaching staff

Theatre31 also aims to raise awareness about the current range of cultural opportunities available for children and young people in the region, developing sustainable channels of communications and connectivity for children, young people, schools, individual artists and creative organisations across Medway and Sheppey.



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ABOUT ICON THEATRE

Icon Theatre is an award-winning theatre and participatory arts organisation, based at the Brook Theatre in Chatham, Kent.

Vision

We transform lives and strengthen communities, by supporting people to make and experience world class theatre and participatory arts.

Mission

We work with disadvantaged and excluded communities across North and East Kent. Much of our work takes place in the most deprived neighbourhoods of Chatham, focusing particularly on young people, families and adults with long term unemployment and mental health issues.

Led by our founder and Artistic Director Nancy Hirst, our work explores social issues and injustices which demand societal change, through our programmes and workshops in community buildings, youth clubs, schools and drop in centres.

We support people to develop strong, authentic voices. Participants in our projects gain personal, social, professional and creative skills that lead to education and employment opportunities, as well as an increased sense of empowerment which acts as a catalyst for further social change.

Rooted firmly in our local neighbourhood, our branches spread further afield. We use the personal as a reflection of the global experience, touring to audiences across the UK and developing national and international partnerships to ensure our work remains innovative, invigorated, excellent and inspirational.

Values

All our activities are brought together by common values and a shared approach. We create high quality work that promotes the authentic voice of participants and reflects a genuine sense of place.

We strive to be:

- empowering and collaborative
- inclusive
- excellent and inspirational.

OUR WORK

Productions and Outreach. We support communities to come together to create large-scale, outdoor, site specific and promenade performances, exploring and highlighting local issues,

stories, and agendas that influence their lives. We also create new work that tours to festivals, theatres, arts centres and schools across the UK.



Our productions have won a Fringe First Award, selection by Lyn Gardner in her column 'What to See: Theatre Tips', shortlisting for an Amnesty Freedom of Expression Award and a range of critical acclaim including:

'A sharp, impeccably performed and blazingly impassioned piece of theatre...simply terrific.' - The Times

'Icon Theatre has created one of the most compelling and theatrically effective pieces of storytelling on the Fringe.' - The Scotsman

'It is easy to take for granted the acting skills of a top theatre company. But when actors embody characters as superbly as this, you can't help but notice.' - The New Statesman

'Icon has achieved something remarkable... this is a theatrical treat.' - The Stage

We work with participants in North Kent who have often experienced severe income deprivation, life in care, speak English as a second language, have refugee or asylum seeker status, or are disabled. Many of our young adults are at risk of exclusion, some have already been excluded and many remain not in education, employment or training (NEET).



We run a broad range of participatory arts activities for these participants, including a well-established youth theatre working with over 50 young people each week, and a range of projects delivered directly on housing estates, local community centres and youth clubs, schools and drop in centres.

Our projects have won awards for their quality, notably a film made by our youth theatre being awarded Best Film Award

(U-Screen Film Competition), second place in the national Animate-Ed Festival and a screening at the Barbican Centre London (Framed Festival), as well as our rural arts and history project 'Time and Tides' winning a 'Recognition Award' from Medway Council – a benchmark of excellence for community and outreach projects.

Recent activities

The Chatham Witch

The Chatham Witch explored the extraordinary history of women in Medway through the ages, from the Anglo-Saxon burial on Chatham Lines, to the 19th century Chatham Scandal and the ARP women at Fort Amherst in WWII.



Commissioned to celebrate the recent works undertaken by the Command of the Heights Project, this unique promenade performance welcomed local people into areas of Fort Amherst that had previously been closed to the public for many years and are now stunningly restored.

Featuring 150 actors, dancers and singers from the local community, newly commissioned music specifically for the performance, a large-scale visual installation created by local artists and residents, and a dazzling projections on the historic bricks of the Fort, *The Chatham Witch* brought alive the powerful, true and untold stories of Medway's most untamed women.

23 Submarines

After heavy storms in 2013, a forgotten World War I submarine emerged from the mudflats on the River Medway. It was later discovered a further 23 submarines were originally abandoned, having sunk over the years into the Medway mud and disappeared without a trace.

A large-scale, outdoor theatre performance in September 2016 explored this story and other lost and found myths from the Medway River. Performed on the Chatham riverside at sunset, the production included a community choir, local schools and over 80 local residents performing alongside a professional cast and creative team. The production came out of 9 months of workshops, exhibitions and commissions for local artists and poets, including a poetry trail which displayed excerpts of commissioned poems around Medway's five towns, including in shops, parks, high streets and railway stations. The project actively engaged over 3000 people.

Six Ways to Wellbeing

In recognition of our innovative work around wellbeing, mental health and young people, we were commissioned by Kent Public Health, Kent Council Arts Team and ROH Bridge to deliver a county-wide flagship arts & wellbeing project based around the 'Six Ways to Wellbeing'.

Working with over 100 vulnerable young people from challenging backgrounds, we used theatre, music, dance and visual arts to combat poor mental health and improve wellbeing through a series of summer workshops and activities.

All photographs by Simon Kelsey www.praxisdesign.co.uk.