

Project Producer

Secret Gardens

The Egg Productions and Engagement Departments
Fixed Term

THEATRE
ROYAL
BATH

the egg



Project Producer Secret Gardens The Egg, based at Theatre Royal Bath

Dear Applicant,

Thank you for your interest in this role. We are pleased to be advertising this position and to find an experienced and efficient candidate to join our team at The Egg Theatre.

This opportunity comes as a result of a successful ACE National Lottery Project Grant. The successful candidate will be contracted specifically to deliver the producing and community touring elements of a wider programme of work taking place over a 12-month period. The Secret Gardens is a communal response to Hodgson Burnett's novel. Artists will work alongside individual child associate artists to create 5 new products: a disability-led 2-act family production, imagination boxes sent to children in hospitals with a link to a film of the production; 3-day school experiences and a pilot community tour of an immersive Pop-up Imagi-Garden for babies.

This is a fixed term position for a Producer with coordination experience. You will be practised in managing multiple strands of a single project, budgeting and reporting. You will work within The Egg Office and will also spend time visiting the community settings in which the projects take place, the artists' workspaces or working from home. Wherever you are, you will maintain contact with The Egg team.

You will uphold the idea that theatre and arts should be a space that is open to all, as well as constantly challenging the place of children and young people in society. We are seeking a Project Producer who has both a creative and outcome-led approach to problem solving, advocates for inclusivity, ambition, risk, and be a skilled collaborator whilst holding a managerial role. You will strive for quality and ask the question 'is there an even better way to do this?' You will always question.

At The Egg, we are committed to fostering a diverse and inclusive workforce and we strive for equity in our recruitment and employment practices. To inspire and engage more people from diverse backgrounds, we need to actively work to address the barriers they face. To do this, and to diversify our workforce by 20% by 2026, we are taking the 'positive action' of employing an aspect of the 'Rooney Rule'¹ of offering an interview to all global majority² applicants who meet the 'Essential Criteria' on the job description for this post. We also encourage applicants from low socioeconomic backgrounds and those living with a disability to apply. Specifically, the successful candidate for this role will have some experience of disability-led work or work with disabled participants or audiences.

We are happy to make-reasonable adjustments to help applicants feel more confident throughout the process, please don't hesitate to let us know how we can help.

If you wish to apply, please complete the [Equal Opportunities Monitoring form](#) and email your CV and responses to our four questions on **page 8** to The General Manager, Lindsay Baker. If you require this

¹ **Rooney Rule** - requires at least one underrepresented minority to be considered within the pool of candidates for either every open position or every open senior position. If you choose to identify in this way, please inform us.

² **Global Majority** - refers to the majority of the world's population who are not white, and who are often racialized or considered to be ethnic minorities. This includes Black, Asian, Brown, dual-heritage, indigenous, and other ethnic groups.

information pack in another format (e.g. Large Font, audio recording) please contact the General Manager, Lindsay Baker at lindsay.baker@theatreroyal.org.uk / 01225 823409.

I enclose the following written materials:

1. Background to The Egg at Theatre Royal Bath
2. Job Description and Personal Specification
3. Producer Application Procedure

Details of how to complete the questions can be found at the end of this document.

Please ensure applications reach us no later than 9am on **Monday 4th August**.

Interviews will take place w/c **18th August** and you will receive notice of your call to interview no later than **Friday 8th August**. If you are unable to attend interviews during that week, please let us know when you apply. You will not be discounted for that reason.

The application process will include an interview, including a short, prepared task. For fair access, questions for interview will be sent out 24 hours in advance.

Thank you for your interest in The Egg, Theatre Royal Bath and I look forward to hearing from you.

Yours sincerely,

Kate Cross, The Egg

Project Producer

Job Description

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|-------------------------------|------------------------------------------------------------------------------------------|
| Job Title: | Project Producer – Secret Gardens |
| Department: | Egg Productions and Engagement |
| Hours: | 4 days per week |
| Salary & benefits: | £34,500 |
| Term: | Fixed term (12 months) |
| Reporting to: | Director – The Egg |
| Responsible for: | Freelance Artist, Production Teams, Workshop Assistants, Volunteers & Placement Students |
| Location: | Theatre Royal Bath. Working from home - negotiable. |
| Benefits: | 4 weeks holiday - Pro rata |

Objectives:

- Coordinate and deliver three major artistic projects associated with the Egg's July production of *The Secret Garden*: x2 new commissions for schools; x1 regional hospital project; x1 sensory and imaginative pop-up baby pod, plus all remaining elements contained within the National Lottery Project Grant, Secret Gardens, excluding the production of *The Secret Garden*, although The Producer will be involved in wrap-around activity.
- Maintain oversight of project budget/s.
- Prepare evaluations and reports to funders.

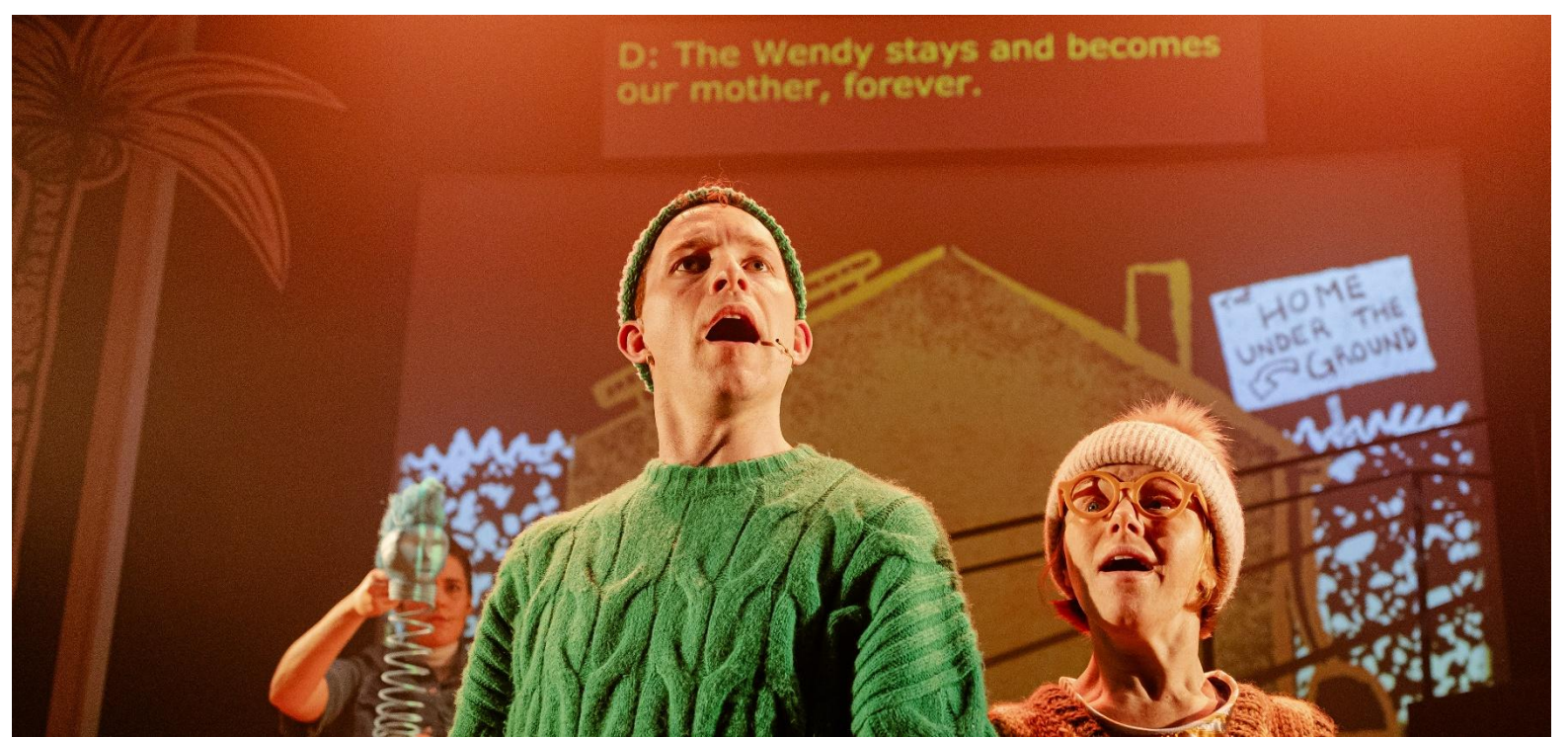
Responsibilities:

- Work alongside Egg staff to commission and contract lead and associate artists, stage managers, volunteers and apprentices on each of the project strands.
- Maintain a sense of artistic cohesion across all sub-artistic teams.
- Manage each of the project strands, setting aims and objectives and ensuring creatives and clients are fully and clearly briefed at all times.
- Develop relationships with schools, hospitals and community settings involved in the project strands by maintaining regular updates and being clear in agreements, communications and expectations.
- Monitor and manage the digital elements of the project: an email channel between hospital patients and the Project; x2 films.
- Work alongside Egg staff to recruit and manage 3 young (6-12) associate artists and coordinate their engagement.
- Work alongside Egg staff to coordinate a youth green team and to deliver family and outreach show-related workshops.

- Coordinate and monitor the 'green process' across all operations and deliver on 'green' promises within the bid.
- Work alongside Egg staff to coordinate the commissioning, conception and procurement of evaluation tools and front of house displays.
- Work alongside Egg staff and the project Access Consultant to ensure all projects are within reason accessible for all.
- Analyse and document evaluations.
- Support Theatre Royal Bath's reporting processes by maintaining detailed expenditure budgets, cash flows and project statistics.
- Maintain public profile and funder acknowledgement for all project strands, generating and distributing material appropriately.
- Take on other Egg departmental projects and responsibilities as mutually agreed if and where possible.

Organisation-wide responsibilities:

- Preparing reports for the Egg Director, Development team, and other stakeholders as required.
- Supporting related fundraising applications.
- Abiding by the financial systems and practices laid out by the TRB Finance Department.
- Attending internal and external meetings as required, including monthly departmental meetings, acting as a champion for the organisation.
- Always acting in the best interests of TRB and acting as an ambassador for The Egg.
- Working with The Egg staff to develop and promote The Egg's aims, policies and development plan.
- Complying with the Egg's Access Manifesto (draft), recruitment targets, Child and Vulnerable Adult Safeguarding and Respect at Work policies.
- Undertaking any further training as specified and agreed.



D: The Wendy stays and becomes our mother, forever.

Project Producer Secret Gardens Person Specification

In completing your application, please refer to the Person Specification outlined below. We do not expect you to possess all the criteria, but we would like you to demonstrate that you possess a few of them. Those in bold are essential.

Experience

- **At least three full-time years of professional experience in an arts or charitable organisation.**
- **Experience of working with community partners, including at least two of: teachers, community leaders, hospital staff.**
- Experience of working with and supporting artist ideas.
- **Experience of project coordination.**
- **Experience of managing complex budgets.**
- **Experience, professional or lived, of disability.**
- Experience of managing National Lottery Project Arts Council England grants.

Skills

- **Demonstrably strong administration and organisational skills, and the ability to work to deadlines.**
- A fastidious approach to ensuring outcomes are as desired.
- **Excellent communication style, ensuring all stakeholders are aware of expectations.**
- **Computer literate with good working knowledge of the Microsoft Package.**
- Ability to maintain accurate and up-to-date records.

- Experience working in SEN settings and a passion for facilitating spaces for young people with varied abilities.
- Generating creative ideas and understanding how to support others in doing the same.
- An understanding of how to manage people, expectations and outcomes.
- An understanding of theatrical processes, forms and possibilities.
- A creative and outcome-led approach to problem solving.
- Digital producing or understanding of the digital theatre landscape.

Knowledge

- Knowledge of arts funding landscape.
- **Understanding of the principals behind EDI (Equality, Diversity and Inclusion)**
- Good working knowledge of safeguarding procedures and best practice.
- Knowledge of the local community of Bath and the Southwest
- Understanding of school environments.
- Knowledge of hospital environments and/or creative health initiatives.

Qualifications

- Relevant / transferable qualification OR an academic certificate / industry-specific training scheme OR evidence of continued professional development.
- Driving license.

Personal Attributes

- A passion for live theatre.
- An interest in the social issues impacting children and young people.
- **Endless curiosity.**
- **A motivated self-starter looking to apply energy and enthusiasm to achieve excellent results.**
- Ability to work in an office environment.
- **Ability to work collaboratively as well as independently.**
- **An organised mind that can process and prioritise a range of administrative tasks.**
- Intuition and ability to read the room of both young people and adults.



The Egg at Theatre Royal Bath

About us

Egg Mission Statement

The Egg is a theatre for curious and young minds, where we explore the joy of being human through shared theatrical experiences.

The Egg

The Egg, part of Theatre Royal Bath, is one of the country's most established theatres dedicated to children and young people. Since opening in 2005, it has presented over 900 plays, programming 60 different professional productions each year for audiences aged 0-18, hosting hundreds of theatre companies and introducing thousands of young people to live theatre.

The Egg team works with many organisations to extend the role that arts and cultural venues play in young people's lives, and fosters careers in the arts through: a partnership with Bath College delivering the Level Three qualification in Performing & Production Arts; apprenticeships; a Youth Theatre for ages 5-18; creative participation for 18+; strong links with Bath Spa University; a new Pipeline project offering work-based learning opportunities to people from backgrounds and heritage who experience systemic under-representation in the theatre industry; and the Incubator, the Egg's ideas development programme.

The Egg operation broadly falls into two subsections, which we sometimes call departments, but we share the same office and are viewed as a single entity. These are:

Building and Productions (The Egg). The toured-in programme, producing, touring and all things Theatre for Young Audiences. Consists of Egg Director, Egg Manager and Audience Development Officer.

Engagement. This department broadly covers all participation, education and engagement activity. This includes the delivery of Level 3 Performing Arts, schools' liaison, delivery of all out-of-school creative learning including our youth theatre, digital experiences, early years provision and adult creative learning. Consists of Head of Engagement, Education Producer, Education Coordinator, Participation Programme Producer (Young People), and Head of Community Engagement (Adults).

The Egg also has a full time Administrator and makes use of casual receptionists, front of house, workshop assistants and freelance practitioners.

Our Funding Model

TRB is a charity organisation with three auditoria: The Main House, Ustinov Studio and Egg Theatre. It also has a commercial trading subsidiary that produces and tours commercial work around the country and in the West End. Therefore, TRB is not reliant on Arts Council England funding for its existence. The Egg is funded by the profits made by TRB Productions.

Although part of The Egg, Bath Theatre Academy is mainly funded by a collaboration with Bath College.

Project Producer

Secret Gardens

Application Procedure

Deadline for Applications: **Monday 4th August 9am**

Interviews: **20th August**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent written references, which are satisfactory to Theatre Royal Bath. N.B: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.
- Returning a satisfactory DBS check.

Application Procedure

Please submit an up-to-date CV (2 pages max, PDF format) and respond to the four questions below. Please include on your CV reference contact details. WE WILL NOT CONTACT THEM PRIOR TO OFFERING THE JOB.

We are interested in what you say rather than how you say it. Please apply in the format that best suits you and enables you to respond fully to the role. This could be written English, video (BSL/spoken, English/SSE), or an audio recording.

Questions

If answering in written form, please use no more than 400 words per question.

If answering in audio form, please ensure recordings are no longer than 2 minutes per question.

If answering in video form, please ensure recordings are no longer than 2 minutes per question.

1. How do you fulfil the 'experience' criteria in the person specification for this position?
2. What's the best thing anyone ever said about you in a work/academic/training environment?
3. Please explain your approach to equity, diversity and inclusion, focussing particularly on your experience of working in disability arts.
4. In relation to this job, as cited in the person specification or not, what knowledge do you have that will be useful during this tenure? E.g. delivering arts council grants, knowledge of school operations.

*Please email your CV and answers to your questions to: lindsay.baker@theatreroyal.org.uk (quoting Producer – Secret Gardens in the subject line).

We recommend using WeTransfer to send video files.

If you would like to read the ACE application, an abridged version can be sent to you by Lindsay Baker. Reading it may help your process but doing so won't put anyone at an advantage.