



China Plate Theatre Limited
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ASSOCIATE PRODUCER (FREELANCE)

Job Title: Associate Producer (x 2, Freelance Part Time)
Contract: Mid-January – 31st May 2021
Location: Birmingham, West Midlands
Fee: £3,600 (calculated as £120 per day for 30 days)
Closing Date: 10am Wednesday 6th January 2021
Interviews: w/c 18th January 2021

About the roles and the people we're looking for:

China Plate Theatre are seeking to appoint two Freelance Associate Producers who will develop and produce a co-curated programme alongside the development of a new musical, "Bus Boycott" (working title) which we currently have in development, in association with Birmingham Hippodrome. Written by Roy Williams OBE, with music and lyrics by Tim Sutton, "Bus Boycott" is a brand-new outdoor production, with soul shaking music and heart pounding politics, based on the true events of the Bristol Bus Boycott – a pivotal event in British Civil Rights.

The Bristol Bus Boycott is an under-remembered historical event which took place in May 1963, as a protest against the refusal of the Bristol Omnibus Company to employ Black and Asian drivers and conductors on its buses.

It was led by Paul Stephenson and a group of young West Indian men who named themselves the West Indian Development Council. Inspired by the achievements of Dr Martin Luther King, Jr. and Rosa Parks in the US, the 60-day boycott proved a vital catalyst for change in the UK – ending the colour bar and ushering in the 1965 Race Relations Act.

At the centre of this project is a vital social message about the importance of acceptance, courage and allyship. In this way it will be a fundamentally hopeful piece of event theatre, told with joy and music.

Our long-term ambition for the project is to grow the musical and co-curated programme together, with each informing the other, premiering both on a global stage as part of the Birmingham 2022 Commonwealth Games Cultural Programme.

These roles are supported by Birmingham City Council's Arts Activity Cultural Diversity Scheme with a focus on engaging with residents and communities in North Birmingham of Black and South Asian Heritage, by scoping out community partnerships and leading on the producing of a programme of co-designed activities and events. The Associate Producers will work with local partners and contributors from communities in Birmingham, with a particular focus on residents of Perry Barr and Ladywood.

China Plate aim to be representative of the communities we work with, therefore we particularly encourage candidates of Black and South Asian heritage who are currently unrepresented in our organisation.

In the context of this project we are looking for candidates who have a direct or deep understanding of, the lived experience of Black and South Asian people.

Artistic Directors: Ed Collier and Paul Warwick | Registered company no: 09021628 | Registered charity no: 1173766

This role includes training and/or mentoring opportunities (including a place on China Plate's Optimists producer training programme and access to Independent Theatre Council training sessions if applicable) and would suit an early-mid career producer/community organiser seeking progression routes into cultural leadership positions.

China Plate is open to hosting this opportunity as a secondment.

How to Apply (please see full Job Pack for more detail about the role)

Deadline 10am on Wednesday 6th January 2021.

Please submit the following as attachments or hyperlinks to info@chinaplatetheatre.com

- **Either:** Written statement (no more than 2 sides of A4)
- **Or** a video or audio file (no more than 5 minutes duration)
Highlighting:
 - why you are attracted to this opportunity
 - the art forms (or areas of the arts) you are most passionate about or excited by
 - an arts and/or community project or event you have helped to produce, co-ordinate or manage
 - how you feel best placed to identify and engage target communities, and your experience to date
 - any other experience that shows how you meet the person specification

And

- **Equal Opportunities Monitoring Form** - Available to download here: <https://chinaplatetheatre.com/opportunities/>
- You are also welcome to send a **CV** (no more than 2 sides of A4) though this is not an essential requirement.

If you would like this information in an alternative format, or would like to discuss any questions you have about the role please contact Producer Tamara Moore on tamara@chinaplatetheatre.com

Please mark your email **ASSOCIATE PRODUCER APPLICATION**.

All candidates will be notified by phone or email to confirm whether they have been shortlisted.

Interviews for shortlisted candidates will be held w/c **18 Jan 2021** via Zoom.

Once appointed we would look for the Associate Producers to begin work on the project right away, start date to be discussed.

China Plate is an inclusive organisation and an equal opportunities employer. Our aim is to create a diverse and inclusive working environment which reflects the communities we live and work in, both on and off the stage.

Thank you for your interest in this post – we look forward to hearing from you.

ASSOCIATE PRODUCER (FREELANCE) JOB PACK

About China Plate

China Plate is one of the UK's most prolific and respected independent producers of contemporary theatre – producing, touring and programming work for over 33,000 people in 2019 at 134 venues in the UK and abroad. Our productions have won multiple industry awards including 5 Fringe First Awards and 3 The Stage Edinburgh Awards and been nominated for an Olivier Award and multiple Offies.

We have worked intensively in the Midlands since 2002, producing regional artists and delivering successful artist and sector development initiatives that have helped lead the growth of a resurgent independent sector.

Vision:

China Plate's vision is of a dynamic and diverse culture of performance that fires the imagination, celebrates live encounters and affects positive change.

Mission:

Challenging the way performance is made, who it's made by and who gets to experience it.

Values:

- Quality and expertise
- Collaboration and connectivity
- Integrity and courage
- Inclusivity and openness
- Diligence and generosity

For more information about the company, please visit www.chinaplatetheatre.com

About the project and our ambitions for the future

China Plate is currently developing "Bus Boycott" (working title) a brand-new outdoor musical theatre production based on the true events of the 1963 Bristol Bus Boycott – a pivotal moment in British Civil Rights. Written by Roy Williams OBE, with music and lyrics by Tim Sutton and directed by Christopher Haydon, "Bus Boycott" will be designed to be taken directly into the heart of communities in Birmingham.

"Bus Boycott" is produced in association with Birmingham Hippodrome.

At the centre of this project is a vital social message about the importance of acceptance, courage and allyship. In this way it will be a fundamentally hopeful piece of event theatre, told with joy and music.

The first phase of the "Bus Boycott" project, for which we are now seeking to engage two Associate Producers, is to scope out community partnerships and develop a programme of co-designed activities and events with local partners and contributors from communities in North Birmingham and Ladywood, with funding currently confirmed until May 2021.

This work aims to put local artists, residents and community leaders in the driving seat of co-designing a programme of events that tell stories from specific Commonwealth heritage communities, celebrating their collective voices and their place in one of Britain's most diverse cities.

We are actively seeking further funding for a second phase of development which would see us grow and produce this co-curated programme alongside the development of musical theatre production, with a showcase performance in Summer 2021. If funding is secured, we would seek to

extend the engagement of the Associate Producers to September 2021 with an upscaled time commitment and fee.

Our long-term ambition for the project is to further develop the "Bus Boycott" programme and premiere it as part of the Birmingham 2022 Commonwealth Games Cultural Programme, with further future life potential as a touring production to theatres around the UK.

Job Description

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| JOB TITLE: | Associate Producer (Freelance, part time) |
| LINE MANAGER: | Paul Warwick (co-Artistic Director & Exec Producer on the project) |
| FEE: | £3,600 |
| TERM: | This is a new role (x 2) offered on a 5-month FTC, end. 31 May 2021 with the option to extend, funding dependent* *Further funding is being sought to progress the project past this initial scoping phase. Should funding be secured we would look to extend this engagement through to September 2021 with an upscaled time commitment and fee. |
| LOCATION: | This role will be community based with remote working as necessary due to Covid restrictions. The China Plate office is in Digbeth, Birmingham with desk available to the Associate Producers as needed. |
| HOURS: | As freelance positions the Associate Producers will be responsible for managing their time to deliver the project. We calculate the workload at approx. 2 days per week. China Plate's core office hours are 10am – 6pm Monday to Friday. |
| ENGAGEMENT: | mid-January to 31 st May 2021. |
| OFFICE TEAM: | 2 Co-Artistic Directors, General Manager, Senior Producer (p/t), 2 Producers, Engagement and Participation Producer, Administrator, Assistant Producer, Placements and Interns. |

MAIN PURPOSE OF ROLE:

To work closely with the other Associate Producer, China Plate team and our partners to carry out scoping activity for a co-designed programme of work, growing alongside the development of a new musical on a trajectory to become part of the Birmingham 2022 Commonwealth Games Cultural Programme.

This role includes training and/or mentoring opportunities (including a place on China Plate's Optimists producer training programme and access to Independent Theatre Council training sessions if applicable) and would suit an early-mid career producer/community organiser seeking progression routes into cultural leadership positions.

Responsibilities include but are not limited to:

- Identify communities, specifically those of Caribbean and South Asian heritage, with historically low/no cultural engagement in North Birmingham and Ladywood.
- Conduct research in target neighbourhoods and identify existing arts infrastructure and/or community activities and make contact with any venues, groups, organisations and individuals with potential to become partners and stakeholders in the project.

- Devise a process that enables all participants to contribute, gathering shared views and goals to gain a clear understanding of needs of the groups and resulting project vision and objectives.
- Introduce participants to the "Bus Boycott" writing team – using a cultural co-design approach to share stories and skills and develop ideas linked to the show's themes. This will include organising creative workshops and meet & greet events.
- With the other Associate Producer, China Plate team and our producing partners, scope out potential sites for outdoor performances, gather data on the communities in those areas, and the relevance to them of activating those spaces.
- Following a period of reflection and evaluation, draw up a road map for the project's future with a range of opportunities for people to take part – as participants, audience members, steering group members, volunteers etc.
- With the other Associate Producer, lead on the artistic planning of a co-designed programme of work
- Manage and allocate project budgets and schedules, set in consultation with the Lead Producer;
- Ensure projects are appropriately documented, including data collection for funders and evaluation reports;
- Take responsibility for the coordination and administration of the project, including (but not limited to):
 - development planning and scheduling
 - ensuring activity is risk assessed where appropriate
 - developing and maintaining databases for the project in line with GDPR and safeguarding policy
 - recruiting participants to the project in line with safeguarding policy and procedures
 - co-ordinating and producing project materials
 - ensuring activity is marketed appropriately, including photography
- Engage in fundraising training and work alongside China Plate colleagues to produce a case for support and provide evaluation of activity funded to date;
- Engage in other training where appropriate
- Adhere to China Plate policies and procedures including health and safety, child protection and safeguarding, anti-racism and equal opportunities.
- Attending China Plate board meetings and reporting on project progress (supported by China Plate colleagues).

Person Specification:

- This opportunity would suit an early-mid career producer/community organiser seeking progression routes into cultural leadership positions.
- The Associate Producers will act as advocates for the project, this will require strong interpersonal and presentation skills.
- These roles are supported by Birmingham City Council's Arts Activity Cultural Diversity Scheme and Birmingham City Council Feasibility Fund with a focus on engaging residents and communities of Black and South Asian Heritage. In the context of this project applicants should have a deep understanding of the lived experience of Black and South Asian people.
- You will need some experience of co-ordinating complex projects or events.
- Some experience in the performance sector or community outreach would be beneficial to your application, however, we welcome applications from those with experience in other sectors where applicants can demonstrate transferable skills and where experience meets the requirements of the person specification.
- Ability to work effectively with a broad range of participants including young people and older adults, with sensitivity to access requirements and wellbeing needs.
- Demonstrable (or transferrable) experience of leading steering groups or round tables with communities, such as workshop facilitation.

Personal attributes

- Passionate about the arts, with a strong commitment to equal opportunities, community engagement and listening to the needs of local communities
- Ability to prioritise a demanding workload and meet deadlines
- Ability to work independently balanced with excellent team skills
- Excellent communication and relationship building skills
- Confidence in working with a range of people, including artists, partners and funders
- Willingness to engage in career development opportunities, develop new skills and participate in training if required
- Existing knowledge of/involvement in Caribbean and or South Asian communities in Birmingham

The skills and experience we're looking for include:

- Experience of monitoring budgets;
- Confident use of Microsoft office suite on a day-to-day basis;
- Excellent administration skills with a strong attention to detail;
- Highly organised with ability to coordinate multiple individuals and manage competing workloads;
- Awareness of how to use digital technology and social media to engage people in events and/or programmes of work;
- Some experience of fundraising, evaluating and reporting;
- Confident presentation skills;
- Experience of coordinating events/programmes;
- Confident in using video conferencing e.g. Zoom, with ideas on how to engage communities in line with social distancing restrictions.

Safeguarding: Children, Young People and Vulnerable Adults

China Plate Theatre is committed to the safe recruitment and selection of employees, freelancers and/or volunteers whose duties include direct contact with children, young people and/or vulnerable Adults.

To fulfil the job specification the successful candidate may be required to:

- provide an enhanced DBS check that is no more than 2 years old. If this is not possible, China Plate Theatre will carry out an enhanced DBS check on their behalf;
- provide two references from employers that have employed the candidate to carry out duties that included direct contact with children, young people and/or vulnerable adults within the last 5 years;
- Sign up to China Plate Theatre's Safeguarding Code of Conduct;
- Undertake a Safeguarding induction with China Plate Theatre's Safeguarding Lead prior to the first scheduled interaction with children, young people and/or vulnerable adults;
- Work within the guidelines outlined in China Plate Theatre's Safeguarding Policy and any additional requirements requested by Birmingham City Council.

Data Protection

The information you provide in your application will be used by China Plate Theatre to create a shortlist for interviews and to inform our selection process alongside a formal interview (if shortlisted). As part of this process your application may be shared (in confidence) with project partners that are participating in the shortlisting process and interview panel. All applicant details will be held securely and access limited only to those involved in the recruitment process. Your application will be kept on file by China Plate Theatre for at least three months after the closing date and destroyed no later than twelve months after. Equal opportunities monitoring data will be anonymised at the point of submission and used internally to evaluate our recruitment processes.

Submission of your application to China Plate Theatre indicates your consent to your data being used in this manner. For further information on China Plate Theatre's Privacy Policy please visit our [website](#).