



**JOB PACK
ENGAGEMENT AND PARTICIPATION PRODUCER
(MATERNITY COVER)**

Contract:	Fixed term appointment for 9 months (Maternity Cover)
Location:	Birmingham, West Midlands / Aldgate, East London
Salary:	£29,458 per annum
Closing Date:	12 th March 2021 (midday)
Interviews:	22 nd March, via Zoom

About China Plate Theatre

Launched in 2006, China Plate is an independent producer 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. At the heart of our model is a suite of development programmes to nurture artistic practice, facilitate collaboration, commission work, increase access and widen diversity across scales.

Our 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.

Our mission:

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

Our 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 role

The role of the Engagement and Participation Producer is to ensure that engagement and participation activity supports the delivery of China Plate's vision, mission and business plan.

"Every day should be a learning experience like this"
Haselworth Primary School, Portsmouth on *Romeo and Juliet* – *Mad Blood Stirring*

Our engagement and participation programme provides inspiring and impactful opportunities for the next generation of audiences and theatre makers to engage with the performing arts. The role is key in supporting China Plate's ambitions in audience development through embedded participation and education initiatives.

Our engagement and participation strategy consists of 3 goals to support meeting China Plate's vision, mission and audience aims:

- 1) Nurture and develop the next generation of the creative workforce within the Midlands including leading the delivery of Young Producers with Warwick Arts Centre's Creative Learning team.

- 2) Introduce school students to theatre and use it as a vehicle to understand/ interrogate the world around them.
- 3) Collaborate with communities and the general public to tell the stories they want to tell and hear.

"I always knew there was more to the arts than the people you see on stage but I never understood just how much happens behind the scenes! Young Producers has taught me that there's a whole world of work to be done to get a performance out there. And it's actually really fun!"

Kate, Young Producer 2020

Simultaneously, China Plate have been working in partnership to enable more place-based approaches to our work focused on the Midlands. This has meant involving communities in the development and design of projects – combining our artistic work with audience development and community engagement. For example, our partnership with [Derby CAN](#) and our new musical, [Bus Boycott](#).

"It's been really nice to be a part of a process where you feel like your voice is heard... these are stories worth telling. These are experiences, feelings, emotions that are worth being portrayed through arts."

Healthcare Worker Participant on *Boats on the Ocean*

China Plate will be looking to review our Engagement and Participation strategy as part of the next round of Arts Council England National Portfolio Organisation applications during this maternity cover period. Planning will include the continued growth of our Engagement and Participation programme, including our work with schools nationally, young people in the Midlands and community engagement work with an emphasis on co-creation and collaboration with targeted groups.

JOB DESCRIPTION ENGAGEMENT AND PARTICIPATION PRODUCER (MATERNITY COVER)

Line Manager(s):	China Plate Artistic Directors
Line Manages:	Freelance project staff for the Engagement and Participation Programme
Salary:	£29,458 per annum
Term:	Fixed term appointment for 9 months (Maternity Cover) + 3-month extension tbc
Pension:	Auto-enrolment via NEST with 3% employer contribution
Location:	China Plate operates offices in Birmingham, West Midlands and Aldgate, East London.
Hours:	Full time. China Plate's core office hours are 10am – 6pm Monday to Friday but some evenings and weekend work may be required. China Plate Theatre operates a Time Off In Lieu system
Holidays:	20 days per year, plus bank holidays
Office Team	2 Co-Artistic Directors, General Manager, Senior Producer (p/t), 2 Producers, Engagement and Participation Producer, Administrator and Digital Lead, 2 Associate Producers, Assistant Producer, Placements and Interns.

Main purpose of role

The role of the Engagement and Participation Producer is to design and lead a dynamic engagement and participation programme that supports the delivery of China Plate's vision, mission and business plan. The role is key in supporting China Plate's ambitions in audience development through embedded participation and education initiatives. Specific areas of work/responsibility are as follows.

Strategy and Development

The Engagement and Participation Producer is responsible for the development and implementation of a company-wide strategy that is in line with the current business plan. This will include:

- Overseeing the delivery, ongoing development and monitoring of a strategy in collaboration with the Artistic Directors that is responsive to the needs of the public and delivers valuable outcomes.
- Attending and participating in external meetings and remaining informed and up to date on the latest reports, lines of practice and opportunities existing for young people in the Midlands, schools nationally and community engagement to ensure our practice is up to date, relevant and follows best practice.
- Contributing to identifying appropriate funding sources and writing project fundraising applications;

leading on initiatives that raise funds to support China Plate's Engagement and Participation objectives.

Delivery and Evaluation

The Engagement and Participation Producer will develop methods that facilitate an enhanced audience and participant experience that compliments and enriches projects and productions. This will include:

Management, delivery and monitoring

- Leading on the delivery of participation or education activities (including Young Producers with Warwick Arts Centre's Creative Learning team)
- Devising and producing participation or education activities, materials and/or resources (live, print and digital).
- Organising and managing all logistical aspects appropriate to producing these activities, including recruiting participants, liaising with venues/partners/artists, communicating with participants/organisations that are the gatekeepers to participants, sourcing and/or creating resources/materials, etc.
- Recruiting and line-managing freelance project staff for the Engagement and Participation programme.
- Attending and facilitating/hosting drama-based and discussion-based sessions with participants from our Engagement and Participation programmes.
- Initiating and maintaining relationships with schools and a wide variety of community and youth groups and/or their gatekeepers about projects and engagement opportunities.
- Implementing comprehensive evaluation processes ensuring that accurate statistical information is recorded, qualitative assessments are implemented and that activities are fully documented for the purposes of reporting to funders and other stakeholders.

Local and national advocacy

- Working closely with venues, partners and Associate Artists to identify and build lasting relationships with target schools, groups and communities.
- Developing a profile for China Plate's Engagement and Participation programme both locally (West Midlands) and nationally.
- Being an advocate for China Plate's work and our Engagement and Participation programme, representing China Plate at events and meetings.

Financial Management, Contracts and Administration

- Responsible for managing the budget for Engagement and Participation activities, logging expenditure and income, in liaison with the General Manager and Administrator.
- Working closely with the General Manager, to prepare contracts/templates for any part-time and/or freelance staff delivering the Engagement and Participation programme.
- Deputise for the role of Designated Safeguarding Officer in the absence of the General Manager, including ensuring compliance with China Plate's Safeguarding policy.

General

- Working alongside the China Plate team to implement inclusive practice with artists and participants and adopt best practice for audience access experiences.
- Leading on China Plate's status as an Arts Award Supporter, Artsmark Partner and Arts Award Centre (supporting or delivering Arts Award where appropriate).
- Being the liaison with China Plate's Bridge Organisation, Arts Connect in the West Midlands, Birmingham Creates working group and Coventry LCEP to maximize opportunities for schools and young people across our portfolio.
- Contributing to China Plate's Children, Young People and Vulnerable Adults Safeguarding Policy and Health and Safety Policy
- Keeping up to date on legislation around working with young people, such as DBS checks and children's theatre licensing alongside the General Manager.
- Familiarisation with and compliance with all relevant company policies and procedures.

This is a guide to the nature of the work required of the Engagement and Participation Producer. It is not wholly comprehensive or restrictive and may be reviewed with the post-holder and the line manager, from time to time.

Person Specification

Essential

- At least 3 years working in an arts participatory / learning / outreach role.
- Demonstrable experience as a safeguarding lead.
- Passion for the benefits of participation and audience/community engagement within the arts.
- A good understanding of the practice of arts education and the arts and learning landscape.
- Excellent project management skills, and experience of delivering and evaluating impact through programmes.
- Ability to manage and nurture existing and develop new relationships.
- Excellent communication and interpersonal skills, ability to influence and negotiate.
- Facilitation and mediation skills, with the ability to help others from a range of backgrounds/circumstances realise their potential.
- An understanding of the challenges of participatory projects and ability to overcome them.
- Ability to prioritise a demanding workload and meet deadlines.
- Ability to work independently balanced with good communication skills.
- Arts fundraising experience.
- Confident in managing project budgets.
- Highly motivated with a commitment to quality delivery.
- Excellent administration skills with a strong attention to detail.

Desirable

- Knowledge of the arts participation and community engagement work in the Midlands, particularly Coventry, Birmingham and Derby.
- Experience of managing a team of freelance or project staff.
- Trained as an Arts Award adviser.
- Ability to use digital technology and social media to promote events and/or programmes of work.

How to Apply

Please read the full Job Pack before applying to the role.

Deadline 12pm 12th March

Please send a covering letter (no more than two pages) or a video (5 mins max) that sets out:

- What you bring to the job
- Your reasons for applying
- How your skills and experience fulfil the job description and person specification

Alongside this, please also submit a CV, details of two referees (they will not be contacted prior to interview) and a completed equal opportunities monitoring form – [available to download from our website here](#). Please email the above to info@chinaplatetheatre.com with subject line **E&P Producer (maternity cover)**

If you would like this information in an alternative format or would like to discuss any questions you have about the role please contact info@chinaplatetheatre.com.

All candidates will be notified by phone or email to confirm whether they have been shortlisted. Interviews for shortlisted candidates will be held on the 22nd of March on Zoom. Once appointed we would look for the Engagement and Participation Producer (maternity cover) to begin mid-May, NB, current Engagement and Participation Producer likely to be finishing on the 14th of May and we will aim for a week handover. China Plate will consider alternative handover proposals.

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

Equal Opportunities

China Plate is committed to inclusion and equal opportunities in the workplace and we actively encourage applicants from all backgrounds, of different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people with and without disabilities. Please contact us (details below) should you have any access requirements or need any reasonable adjustments to be made in order to apply or attend an interview.

Our recruitment process is open to all, but we are particularly keen to hear from applicants who have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness, as these groups are currently underrepresented in our team and the wider theatre sector. The shortlisting and interview panel will include at least two members who have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness.

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 your 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). 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.



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