



China Plate Theatre Limited  
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### **We're hiring a Training and Development Producer!**

China Plate is an independent producing studio based in Birmingham and working across the UK. We help people to make creative projects happen – from theatre shows, to audio anthologies, to bus stop galleries. You can read more about our work and our values [here](#).

The Training and Development Producer will nurture people, relationships, and ideas. They'll manage [The Optimists](#), our producing training programme, as well as other initiatives designed to support young and/or new arts producers. They'll build and sustain connections with people and organisations in Birmingham and beyond. And they'll be on the lookout for creative ideas that China Plate can help to develop.

*'The knowledge, guidance, and resources over the complete course are simply amazing. I have grown as an artist, producer, and all-round theatre-maker'* The Optimists participant

This is a new role for China Plate. It could suit someone with a background in theatre and arts producing – but this isn't essential. If you have worked in training, in developing people's skills and ideas, or in organising projects in community settings then we would love to hear from you.

The UK is a country full of creativity, but one where public funding for the arts does not reach everyone equally, and where some groups of people are not well represented or supported within the arts sector. At China Plate we want to help change this, and our new Training and Development Producer will be a key part of that.

If you have any queries or would like to set up an informal chat about the role, please contact our Executive Director Chloe on [chloe@chinplatetheatre.com](mailto:chloe@chinplatetheatre.com)

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JOB TITLE:	Training and Development Producer
LINE MANAGER:	Engagement and Participation Producer
MANAGING:	Freelance facilitators and project staff
SALARY:	£27,300
TERM:	Permanent
JD REVIEW:	Annually at appraisal
CONTRACT:	Full time. We are also happy to consider applications for this role as a 4 day role (pro rata salary £21,840, please state in your application if this is your preference), or a job share role

LOCATION:	This role will be based at the China Plate office in Digbeth, Birmingham. China Plate also operates an office in Aldgate, East London. Occasional travel between both bases or for events may be required.
FLEXIBLE WORK:	China Plate's standard flexible working policy is as follows: <i>full time employees are asked to work 3 days of their week in the office but can work remotely 2 days a week as they choose (part time employees' breakdown is calculated according to their working hours).</i>
HOURS:	40 hours per week Monday to Friday (generally 9-5 or 10-6 but this is flexible) including lunchbreak, but some evening and weekend work may be required. China Plate operates a Time Off in Lieu system.
ACCESS:	China Plate is committed to supporting access requirements to enable the successful candidate to fulfil the responsibilities of this role.
HOLIDAY:	20 days per year plus bank holidays. Subject to project commitments, China Plate aims to close its office for two weeks every December – bank holidays during this period are included within holiday allowance, but additional closed dates are offered as extra days off.
OFFICE TEAM:	2 Co-Artistic Directors, Executive Director, Digital and Data Manager, 2 Producers, Administrator, 1 freelance Assistant Producer (p/t), 3 freelance Associate Producers (p/t), Engagement and Participation Producer (p/t), placements and Interns.

## Job Description

This is a Producer role. To carry out the responsibilities listed in this job description, your day-to-day role will include: project planning, budgeting, contracting and managing freelancers, recruiting participants, liaising with venues and partners, making bookings and purchases, creating resources, booking speakers/trainers, managing any access requirements, filing and admin, communicating information to a wide range of different people, and monitoring the impact of projects.

Key responsibilities:

## Training

- Review the content and manage the delivery of The Optimists, China Plate's training programme for emerging theatre makers and producers
- Work with the Engagement and Participation Producer to design the content of a new producing masterclasses programme for young creatives.
- Manage the delivery of China Plate's new producing masterclasses and other training opportunities for young creatives.
- Lead on the scoping and creation of a new digital platform as a resource for new and emerging producers across the UK, and for young people.
- Manage China Plate's Arts Award delivery, and Arts Award Supporter offer
- Support the Engagement and Participation Producer to deliver China Plate's Young Producers programme, in partnership with Warwick Arts Centre
- Support the Engagement and Participation Producer and Executive Director to manage apprenticeships and placements within the organisation
- Explore new possibilities for training initiatives
- Work with the Administrator to identify professional training opportunities for the China Plate team, including skills sharing within the team

- Support the Engagement and Participation Producer with the development and review of the Communications and Engagement strategy in relation to China Plate's training programmes.

### Development of relationships and ideas

- Keep in touch with people who have taken part in China Plate's training and/or creative development programmes, letting them know about other opportunities to get involved with the company and across the wider arts sector
- Build and maintain connections with people, organisations, and networks in Birmingham and beyond, attending events and looking out for opportunities for collaboration
- Work with Digital and Data Manager to ensure that China Plate's networks are kept well informed about projects and opportunities
- Design and manage the delivery of a new programme of open workshops that provide spaces for creative ideas to be shared between members of the public, artists, producers, and grassroots organisations
- Work with the China Plate team on the first stages of development for creative ideas that arise from workshops and conversations, for example through our programmes [Darkroom](#), [Trigger](#), and [First Bite](#).

### Funding and Evaluation

- Support the Executive Director and Engagement and Participation Producer to fundraise for training and development opportunities
- Evaluate training programmes and projects to understand their success and impact, and report back to funders and partners
- Create case studies for selected programmes and projects

### Supporting China Plate's commitments

- Support the Executive Director and Engagement and Participation Producer to ensure that China Plate's Safeguarding Policy is upheld across all training and development opportunities (the Training and Development Producer will receive Safeguarding training)
- In collaboration with the Executive Director, work to ensure that China Plate's policies around Inclusion, Care, and Environmental Sustainability have been considered across each training and development opportunity, and that proactive plans are in place to implement these policies
- Familiarisation with and compliance with all other company policies and procedures.

*Any other tasks reasonably required in relation to the general responsibilities summarized above, with a particular focus on supporting the Engagement and Participation Producer.*

### Person Specification

Essential	Desirable
<b>Knowledge and Experience</b>	
At least 2 years experience in organising and managing projects – this could be in the arts, in community settings, or in a training and skills development role e.g. youth worker, career advisor. It could be experience within an organisation, or as a freelancer or volunteer.	Knowledge of arts and culture in the UK
Experience managing budgets	Knowledge of arts participation and community engagement work in the Midlands, particularly Coventry and Birmingham.  Experience of supporting access requirements for people taking part in projects

<p>Experience evaluating the impact of your work on those it reaches</p> <p>Experience of delivering accessible and inclusive training and/or workshops</p> <p>Knowledge of the barriers that specific demographics of people face in accessing creative opportunities</p> <p>Knowledge of Birmingham and the West Midlands</p> <p>Experience using digital/online platforms to share information</p>	<p>Experience of fundraising</p> <p>Experience delivering Arts Award</p> <p>Experience of managing freelance or project-based staff</p> <p>Knowledge of Safeguarding</p>
<p><b>Skills, Abilities, and Interests</b></p>	
<p>Ability to be creative and to work with artists and creatives.</p> <p>Excellent project management, planning, and administration skills</p> <p>Ability to build relationships with a wide range of people of all ages</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to help others realise their potential</p> <p>Ability to work independently and juggle competing priorities</p> <p>Ability to use email, spreadsheets, and word processing software</p> <p>Interest in arts, culture, and the work of China Plate</p> <p>Passion for supporting young people and adults who face barriers in accessing opportunities, and for helping them to thrive</p>	<p>Ability to support artists and creatives to develop their creative ideas</p>

### Equal Opportunities

China Plate is committed to inclusion and equal opportunities in the workplace and we actively encourage applications from people of all backgrounds, of different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people who are disabled, D/deaf, or have chronic health conditions.

Our recruitment process is open to all, but we are particularly keen to hear from applicants who may 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 may have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness. China Plate supports the [More than a Moment pledge](#), and as such

is committed to a number of actions to support Black artists and theatre makers, especially in the Midlands

China Plate is a Disability Confident Committed employer and will guarantee interviews for disabled applicants who clearly demonstrate that they meet the essential criteria for the role. If you would like your application to be considered under this guaranteed interview scheme, please let us know at the time of applying. When we ask candidates to attend interviews, we will also ask if they have any access requirements they need in place in order to attend. We will not ask candidates about access requirements they would need in place to fulfil the role itself until we have offered the role to the successful candidate, but our Executive Director is available for conversations about access and adjustments at any point during the recruitment process if this would be helpful to you – please contact [chloe@chinaplatetheatre.com](mailto:chloe@chinaplatetheatre.com) if so.

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## How to Apply

To apply, please send a covering letter of no more than two sides of A4, or a video or audio recording of no more than 5 minutes, explaining:

- Why you are interested in the role
- How you fulfil the person specification
- Any other key experience you would like to tell us about relating to the responsibilities of the job

Please also include your CV, or a separate video or audio recording detailing your previous employment experience and any qualifications. Please give us a sense of the reasons for any longer gaps in employment.

Please send your application to [recruitment@chinaplatetheatre.com](mailto:recruitment@chinaplatetheatre.com) with the subject line Training and Development Producer Application by **2pm on 23<sup>rd</sup> September 2022**.

Please also help us by completing an Equal Opportunities form using this link – <https://forms.gle/anukkrMGZdJsRXL8> – this data is anonymous and will be used to help us monitor who our job opportunities are reaching, and to report on this.

All candidates will be notified by phone or email to confirm whether they have been shortlisted. Interviews will be held in w/b 3<sup>rd</sup> October, at our Birmingham office.

If you are offered the role, we will ask you to provide two professional references we can contact. This role is subject to our safer recruitment policy – this means that we will ask your two references to confirm that they see no reason you should not work with children, young people, or vulnerable adults. Because they will be working with young people, we will require our Training and Development Producer to have an Enhanced DBS check, which we will arrange once they are appointed. If you have any unspent criminal convictions that will appear on a DBS check, please inform us of these within your application. We will also need to confirm that the successful candidate has the right to work in the UK prior to contracting.

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## Data Protection

The information you provide in your application will be used by China Plate to create a shortlist for interviews and to inform our selection process. 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 for at least three months after the closing date and destroyed no later than twelve months after. Submission of your application to China Plate Theatre indicates your consent to your data being used in this manner.