



CREATIVE PRODUCER
JOB INFORMATION PACK
May 2018

Responsible to:	Chief Executive
Salary:	£30k - £33k per annum
Hours of work:	40 hrs per week
Holiday entitlement:	29 days per annum (includes all public holiday entitlements)
Probationary period:	6 months

Scottish Youth Theatre is seeking a new Creative Producer to lead the company's national artistic programme for the 14 - 25 age group.

We are seeking an inspirational individual with a combination of theatrical imagination and the practical skills to bring bold ideas to fruition. You'll have a passion for supporting emerging theatre-makers in Scotland and know how to translate their ideas into engaging, high quality programmes. You'll have experience of developing partnerships and recruiting and managing creative teams to deliver theatre based projects. You'll be a great collaborator with colleagues and a successful project fundraiser.

The Creative Producer will coordinate our flagship projects including the [National Ensemble](#), and our [Making Space programme](#). There is significant scope to develop new national initiatives that reach more young artists across Scotland and extend the diversity of participants.

SCOTTISH YOUTH THEATRE

Scottish Youth Theatre (SYT) is one of Scotland's national youth performing arts companies and has been providing theatre arts experiences to young people in Scotland since 1977.

We bring together young people from across Scotland to develop them as theatre-makers in their own right. We facilitate their collaboration with industry professionals to extend their learning and inspire their ambitions. We support them in making work that is bold, relevant and high quality.

The company has been undergoing a significant period of review and change. In the current financial year, a new operational business model and staffing structure are being implemented to consolidate the organisation's financial footing and achieve a sustainable future. The Creative Producer is key to building the company's national and international scope and reputation. This is an exciting time to join the organisation with the opportunity to make a significant contribution to the ongoing changes and the future success of the company.

SYT has its own multi-purpose venue in the Merchant City area of Glasgow which operates as a social enterprise to generate income for the main charitable activities. 2018/19 will see the extension of this business model with the venue becoming a separate trading arm from the main youth arts charity.

[Further information on SYT](#)

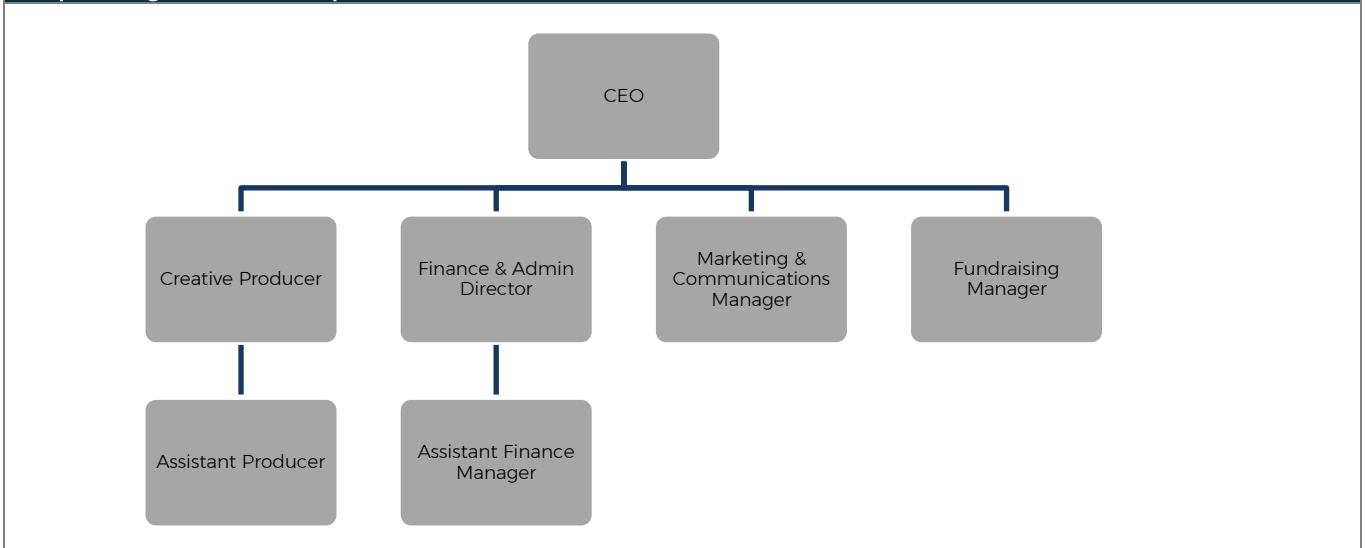
Job Details

Job title:	Creative Producer
Annual salary:	£30k - £33k
Hours of work:	Full time (40 hrs per week)
Annual leave entitlement:	29 days per year (inclusive of 9 public holidays per year)
Version date:	April 2018

Job Purpose

Bring an entrepreneurial mindset, ingenuity and creative flair to develop and coordinate an artistic programme that delivers the company's national scope for the young people of Scotland, responding to their creative needs and aspirations and acting as the bridge between artistic ambition and effective delivery.

Reporting Relationships



Role Objectives

- Develop and design inspiring theatre arts activities for young people that elevates the company's national scope and responds to young people's theatre needs and aspirations
- Secure significant resources to enable the artistic programme to flourish
- Seek out inspiring collaborations with the artistic communities of Scotland, the UK and internationally and cultivate meaningful partnerships with like-minded organisations to achieve shared aims
- Champion an inclusive approach to young people's participation in all SYT programmes
- Coordinate delivery of the artistic programme and ensure effective monitoring, evaluation and documentation is maintained
- Effectively manage project budgets and relationships with project funders, completing all monitoring and reporting requirements within appropriate timeframes

Knowledge and Experience

- Demonstrable experience of initiating inventive artistic collaborations and/or resourceful approaches to enable creative projects to thrive

- Experienced project fundraiser with significant levels of success from a range of sources
- Significant theatre experience with knowledge of contemporary practice and broad connections with the professional industry
- Sound understanding of the barriers to young people's participation in the arts
- Experience of growing diverse and inventive partnerships and collaborations in arts contexts
- A range of experience in recruiting and managing artistic delivery teams
- Up to date knowledge of child protection, equalities and diversity, health and safety and data protection in relation to a youth arts context

Skills and Qualities

- A creative thinker, adept at matching needs with opportunities and able to evidence bringing bold ideas to fruition
- A passion for developing young people through the medium of theatre
- Effective skills in building and maintaining meaningful partnerships with organisations and individual practitioners
- Excellent administration skills including sound budget planning and management
- Demonstrable skills in documenting and evaluating arts programmes to build evidence, demonstrate impact and inform planning
- High level of proficiency with IT packages, particularly in relation to Microsoft office packages, digital media and financial monitoring

Core Competencies

All SYT employees are expected to display the following behaviours:

Service

- Consistently aims for the best possible outcomes for young people and other customers
- Consistently delivers courteous and prompt service, making every effort to be flexible and approachable for customers
- Communicates effectively with all external stakeholders and enquiries
- Is a positive representative of the organisation
- Anticipates and plans for potential problems
- Makes sound, timely and appropriate decisions
- Values diversity – respects all values and viewpoints

Quality

- Is a role model for professionalism
- Continually looks for opportunities to improve current working practices and levels of service
- Makes optimum use of organisational resources
- Seeks feedback from colleagues and customers and responds positively
- Generates creative approaches and ideas to benefit the team and organisation
- Focuses on solutions rather than problems
- Continually updates skills and knowledge

Team

- Is committed to the aims and objectives of the organisation
- Makes a full contribution to successful team performance
- Takes appropriate levels of initiative
- Asks for help when under pressure and helps others when they are under pressure
- Demonstrates flexibility where required to do so
- Collaborates and communicates well with others, respecting all viewpoints
- Shares information and communicates in a timely and professional manner
- Has a positive perspective on change

The post holder needs as a minimum:

- Degree in a relevant subject or have work experience with progression to an equivalent level
- Ability to work from different locations and represent the organisation when required
- Ability to work flexibly and undertake evening and weekend work

This role involves regulated work with children and as such, the successful applicant will be required to register with the Protection of Vulnerable Groups (PVG) scheme (this will be administered by SYT before a firm offer of employment is made).

HOW TO APPLY

Please send the following:

- A letter of application, **maximum three sides of A4**, demonstrating how you meet the requirements of the role as laid out in the [job profile](#), specifically evidencing how you meet the required **knowledge, experience, skills and qualities** (see job profile above)
- Your CV including qualifications, work history and further training, **maximum four sides A4**
- The name and contact details of 2 referees. Please note referees will only be contacted after interview
- Confirmation that you are available for interview on **12 June 2018**

We prefer applications to be sent as [attachments by email](#).

They should be sent to Jacky Hardacre, CEO: jacky@scottishyouththeatre.org and marked **Creative Producer application**. Receipt of all applications will be acknowledged.

If for any reason you need to submit an application on paper please mark it **Private & Confidential** and post it to:

Jacky Hardacre
Chief Executive
Scottish Youth Theatre
105 Brunswick Street
Glasgow
G1 1TF

For an informal discussion, contact Jacky Hardacre on 0141 552 3988.

Deadline for applications	10.00am, Monday 4 June
Interviews	Tuesday 12 June 2018

Scottish Youth Theatre respects and adheres to Equal Opportunities legislation, in particular the Equality Act 2010.

Shortlisted candidates will be asked to demonstrate their eligibility to work in the UK.