ARTISTIC PRODUCER

FULL TIME PERMANENT CONTRACT

INFORMATION PACK

April 2022
ARTISTIC PRODUCER

JOB DETAILS

<table>
<thead>
<tr>
<th>Contract</th>
<th>Full time permanent contract</th>
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<tr>
<td>Salary</td>
<td>£28,000 per annum</td>
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<tr>
<td>Hours of Work</td>
<td>37.5 hours per week</td>
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<tr>
<td>Annual Leave Entitlement</td>
<td>29 days per year inclusive of public holidays</td>
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<tr>
<td>Responsible to</td>
<td>Creative Director</td>
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<tr>
<td>Location</td>
<td>Scotland based, hybrid working arrangements</td>
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THE ROLE

We are seeking a full time experienced Producer to join the team at a key point in the company’s development. The role will hold responsibility for a portfolio of theatre-based projects focused on the needs of young artists in Scotland.

You’ll be a keen collaborator, able to bounce around ideas with others to shape and design work as a collective effort and ensure the experience for young artists is meaningful, stretching and rewarding. We’re looking for that inimitable mix of imagineer and i-dotter/t-crosser; a responsible pair of hands who balances artistic risks with the need to deliver projects on time and within budget.

You will embody and champion the company values in all aspects of the work:
- Cultivating creative possibility
- Weaving collaboration and connection
- Embedding wellbeing and care
- Grounding integrity in all things

You’ll need to be based in Scotland and able to travel to different locations for the delivery of work in a variety of places. Primarily home based in the first instance, the company will move to a pattern of hybrid working with an expectation of working in-person with colleagues in Glasgow an agreed number of days per month.

If you’re passionate about theatre and supporting young artists and you sign up to an approach that supports them to grow their practice and make original work, then we’d love to hear more about the experience you would bring to the role and what drives you to work in the sector (see ‘How to Apply’ on page 6 for further guidance).
SCOTTISH YOUTH THEATRE

A national young artists’ development organisation

The company designs and produces projects that offer artistic development opportunities for aspiring, emerging and early career artists, age 14 to 25. We work with young people who are based in Scotland, across intersections and geographies.

With Scottish Youth Theatre, young artists can develop and refine their practice through:

• learning new skills
• making and touring new work
• learning about the professional industry
• connecting with like-minded individuals and professional artists

We cultivate an environment where participants are at the helm of their own creative journey and the work they make is their opportunity to interrogate, question and reflect on things that matter to them. We strive to broaden their artistic experience, introducing them to a range of art forms and practitioners to inform and inspire new directions in their work. We craft and curate their art for relevant audiences, utilising different physical and digital platforms.

A NOTE FROM OUR CREATIVE DIRECTOR, MAHRI REILLY

Thank you for your interest in the newly developed role of Artistic Producer at Scottish Youth Theatre. This opportunity comes at a fresh juncture in artistic programming as we get out from behind the desk and start travelling across Scotland again, meeting, connecting and making creative work in person – finding that dreaming space and feeling the visceral energy that comes from human contact.

The past two years have marked a pivotal moment in the artistic work Scottish Youth Theatre produces, as we experimented and played with the possibilities of digital arts practice, building new networks with people nationally and internationally and more crucially being there for young artists as they journeyed through the impact of the pandemic. I am incredibly proud of the many innovative, joyous and challenging projects we have delivered during those times, always humbled by the authenticity of the young artists who engage with us and the generosity of the freelancers who work with us.

The Artistic Producer is an essential role as we move forward as a company into the next adventure. You will be joining a small yet agile team of creative thinkers, artists and producers, embedded in all aspects of the artistic development process from inception to evaluation. You will work directly with young artists and creative professionals across the theatre spectrum, committed to ‘making it happen’. Every day will be different as we respond, reimagine and offer solace in the changing world around us.

If you have any questions prior to submitting your application, please contact Mahri Reilly on mahri@scottishyouththeatre.org
ARTISTIC PRODUCER

Job Profile

JOB PURPOSE
Produce and deliver a portfolio of artistically ambitious theatre-based projects that support the creative needs and aspirations of young artists engaged in Scottish Youth Theatre activity, generating inspiring learning environments for young artists to flourish.

OBJECTIVES

Operations
• Produce a portfolio of projects, ensuring effective delivery within agreed timeframes and budgets
• Manage project delivery staff
• Effectively monitor and evaluate projects as an ongoing process across participants, delivery staff, partner organisations and budgets
• Fulfil the role of Deputy Designated Safeguarding Officer for the company

Engagement
• Engage with participant artists (age 14-25) to understand their needs and interests and shape activity accordingly
• Develop relationships with relevant project partner organisations and professional artists
• Liaise with the Digital Media Coordinator on project campaigns

Strategy & Policy
• Contribute to artistic and strategic planning, with particular reference to monitoring and evaluation from the project portfolio
• Contribute to policy development and review processes, based on practical application of policies and procedures as part of project delivery
• Contribute to funding bids for the artistic programme and lead some applications as agreed with the Creative Director

Positioning & Influence
• Represent the organisation at identified meetings and events

Governance & Compliance
• Provide relevant reports and statistics for inclusion in board papers and end of year reporting
• Ensure project delivery is compliant with Scottish Youth Theatre’s policies and protocols, safeguarding, health and safety and other legal requirements

Company Values
• Champion company values through all aspects of the work
KNOWLEDGE & EXPERIENCE

The post holder needs to be able to demonstrate:

• Significant experience of producing theatre-based projects within a professional arts organisation or as an independent producer
• Up to date knowledge of equalities, diversity and inclusion, safeguarding, wellbeing, health and safety and data protection in a youth arts context
• Sound understanding of the barriers to young people's participation in the arts
• Demonstrable experience of effective budget management and financial monitoring
• Experience of managing unexpected challenges, collaborating with colleagues to resolve issues at an early stage
• Significant theatre experience with knowledge of contemporary practice and broad connections with the professional industry
• Experience of securing and managing grants for artistic projects

SKILLS & QUALITIES

The post holder needs to be:

• A creative thinker who can bring different perspectives to collaborative planning and project design
• Passionate about the power of theatre to develop and inspire young people
• Able to build effective working relationships with a wide range of people including young artists, key stakeholders and professional practitioners
• Able to demonstrate skills in documenting and evaluating arts programmes in a theatre or youth arts context to build evidence, demonstrate impact and inform planning
• Able to prioritise tasks and manage own workload
• Skilled in administration tasks, with strong attention to detail whilst maintaining an eye on the bigger picture
• Able to act with appropriate levels of discretion and confidentiality in handling sensitive data and information

ROLE REQUIREMENTS

• A degree in a relevant subject or progression in a paid role to an equivalent level
• Ability to work from different locations and represent the organisation when required
• Ability to work flexibly and undertake some evening and weekend work

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

All employees are expected to display the following behaviours in line with company values:

Cultivating creative possibility
• Meaningfully contributes to a positive, safe and supportive working environment for all
• Open to different ideas and approaches, having a positive perspective on change
• Seeks opportunities for improvement, focusing on solutions and anticipating potential challenges

Weaving collaboration and connection
• A natural collaborator, able to contribute to effective team dynamics in a range of contexts
• Communicates effectively with all stakeholders
• A curious mindset, keen to learn and extend own thinking and practice

Embedding wellbeing and care
• Respects different lived experiences, values and viewpoints
• Gives consideration to personal wellbeing and respects the wellbeing needs of others
• Asks for help when under pressure and helps others when they are under pressure

Grounding integrity in all things
• Is reliable, honest and transparent in performing the tasks of the job
• Makes sound, timely and appropriate decisions
• Acts responsibly with organisational resources and is committed to pro-environmental behaviours
HOW TO APPLY

Please send the following:

- A letter of application (maximum three sides A4), clearly demonstrating how you meet the requirements of the role as laid out in the Job Profile above, with specific reference to the knowledge, experience, skills and qualities in the person specification
- Your CV, an additional maximum three sides A4
- We recommend you save your application as a single pdf document; the file size should not exceed 10MB
- Please email your application to recruitment@scottishyouththeatre.org marked Artistic Producer Application. Receipt of all applications will be acknowledged by automatic reply
- You should include in your email or CV the name and contact details of 2 referees who have recent experience of your work (referees will not be contacted prior to interview)
- Please also confirm that you are available for interview on Thursday 9th June 2022, and whether you plan to attend online or in-person

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<tr>
<th>Application Deadline</th>
<th>09:00 on Monday 30th May 2022</th>
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<tr>
<td>Interviews</td>
<td>Thursday 9th June 2022 (in-person in Glasgow or online)</td>
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All applicants will be contacted by Friday 3rd June to inform them if they have been successful in securing an interview. Please check your junk folder if you have not heard from us and get in touch if there is no correspondence from Scottish Youth Theatre.

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.

In recognition that recruitment can be used as a tool of inclusion and exclusion, we reserve the right to use recruitment to address under-representation through targeted recruitment and/or positive action.