

COMMUNITY PRODUCER
Theatr Clwyd
Job Description

Family Responsible for Reports to Grade:	Communities Associate Community Producer Head of Creative Engagement M1
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Job Purpose

The Producer is responsible for managing projects for Theatr Clwyd's Creative & Communities work, with a specific focus on youth theatre, community groups and health and wellbeing.

Key responsibilities

YOUNG PEOPLE

- Support the successful delivery of Theatr Clwyd's programme of weekly workshops in performance, theatre making, dance and visual arts.
- Produce all the sharing and celebration opportunities for all weekly workshop groups throughout the year.
- Work with Creative Associates to ensure we offer opportunities for young people to see productions, to develop skills, to achieve qualifications and take part in high-quality performances.
- Work with the Marketing Team on outreach and promotional activity to engage young people and ensure engagement and income targets are met.
- Focus on exploring more ways to make our groups for young people accessible to all and the implementation of pen portraits.

ADULT

- Support Creative Associates to ensure high-quality delivery of our adult and older people's groups, ensuring opportunities for participants to see and participate in theatre, dance, music and visual arts.
- Work with the Heads of Creative Engagement to find and steward new partners to develop our Health and Wellbeing program.

COMMUNITY PROJECTS & PRODUCTIONS

- To lead the production of some Creative Engagement bespoke projects/productions within the community.
- In conjunction with the line producer, support all community elements of our produced work on our stages
- To support and sustain relationships within the local and wider community

STRATEGY, PLANNING AND MANAGEMENT

- Ensure projects are adequately budgeted, planned and evaluated, with appropriate safeguarding and risk management in place.
- Work with Heads of Creative Engagement to support partnerships with community organisations.
- Ensure all Creative Engagement work is documented via Upshot, and has strong data collection in place for reporting to funders

- Support budgets and resources allocated by the Heads of Creative Engagement and contribute to achieving income targets.
- Contribute to the achievement of the outcomes and targets in the Equality Action Plan, ensuring creative engagement work reaches participants from a wide range of diverse backgrounds.
- Take responsibility for safeguarding procedures and practice and promote good practice in safeguarding across the organisation.
- Ensure links with Theatr Clwyd's music department and oversee collaborative work within local communities with them.

GENERAL

- Work across departments to ensure that projects are adequately communicated, managed and resourced.
- Work with the Development Team, providing information and evaluation reports to support project funding
- Maintain a working knowledge of regional and national practice in arts engagement, with a particular focus on community and collaborative practice.
- Work in the best interests of the theatre and in accordance with company policies, including health and safety, safeguarding, data protection and IT; and ensure all creative engagement activities are planned in line with company policy.
- Be an active ambassador for Theatr Clwyd, providing the highest level of customer care and promoting the theatre's work and fundraising.
- Undertake other duties as requested by the Heads of Creative Engagement

Person Specification

Essential

- Significant experience of planning and managing creative arts projects.
- Proven experience of managing budgets.
- Significant experience of preparing evaluation reports for funded projects.
- Experience of safeguarding practice and procedures.
- Work collaboratively and creatively with young people and communities, demonstrating excellent communication skills.
- Self-reliant with the ability to work on own initiative, prioritise and organise workload, and meet deadlines.
- Passionate about opportunities for people to take part in the arts.
- A demonstrable commitment to inclusion and diversity.
- Able to demonstrate excellent standards of practice when working in community settings.
- Strong computer literacy and confidence in using Microsoft Office.
- Creative judgement with an ability to support practitioners, give feedback and identify good ideas.
- DBS Check

Desirable

- Full driving license
- Proven experience of managing people.
- Experience working in creative arts
- Written and conversational Welsh
- Good knowledge of the surrounding communities
- Experience of delivering high quality workshops for young people and adults