

## LEARNING & PARTICIPATION PRODUCER RECRUITMENT: NOVEMBER 2022

### About Omnibus Theatre

Omnibus Theatre is a multi-award-winning independent theatre in Clapham, South London. Finalist in the Fringe Theatre of the Year 2019 The Stage Awards, Off-West End Award winner 2018 and 2020, and recipient of the Peter Brook/Royal Court Theatre Support Award in 2016. The heart of the organisation's ambitious programme lies in classics re-imagined, modern revivals and new writing. Omnibus Theatre also provides a platform for LGBTQ+ work and aims to give voice to the under-represented and challenge perceptions. Since opening in 2013 notable in-house and co-productions include Woyzeck (2013), Macbeth (2014), Colour (2015), Mule (2016), Spring Offensive (2017), Zeraffa Giraffa (2017), Queens of Sheba (2019), The Little Prince (2019), RICE! (2021), The Human Connection (2021) and The Girl Who Was Very Good at Lying (2021 & 2022). Fiji (2021 & 2022) DRUM (2022)

### General

Omnibus Theatre is seeking a personable, proactive, and committed **Learning and Participation Producer** with experience of facilitation and project management skills. The role is for 3 days per week to both deliver and project manage a range of Learning and Participation projects. This job description is a guide to the nature of the work required of the **Learning and Participation Producer** and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

### Terms:

3 days per week. Mondays, Wednesdays, Thursdays

Permanent contract

£24,960.00 pro rata

### Roles and Responsibilities

#### General

- Seek out fundraising opportunities for the participation department and its projects.
- Write and manage fundraising applications for the participation department and its projects.
- Work with the Executive Director to draft and reconcile budgets,
- Develop and manage relationships with local community organisations.
- Ensure all relevant Health and Safety documentation relating to participation activity, including risk assessments and licenses are completed and in line with the Omnibus Theatre's health and safety policy

#### Projects

- Project manage and deliver **ROUTES** <https://www.omnibus-clapham.org/routes/>Omnibus Theatre's regular drama holiday programme for young people aged 8-11. Liaise with schools, local community

organisations and other referral partners to recruit participants, line manage the assistant facilitator and team of volunteers.

- Deliver our drama workshop programme during term time in local primary school. **IQRA**. Liaise with the school to deliver curriculum linked drama sessions three days per week
- When funding permits, project manage programmes engaging local community members aged 18+. This includes storytelling programme **STORY CIRCLE** <https://www.omnibus-clapham.org/participation-story-circle/> and **TIME, LONDON, IDENTITY** <https://www.omnibus-clapham.org/time-london-identity/>
- Manage the administration of Omnibus Theatre's Youth Theatre, **YOUNG COMPANY** <https://www.omnibus-clapham.org/young-company/> managing our Youth Theatre Practitioner, consulting with them on the syllabus, recruiting new members
- Manage Omnibus Theatre's placement scheme, working closely with participating universities and drama schools.

## Strategic Planning

- Support the development of the artistic vision for education and communities  
Ensure that the voices of community participants are represented at any strategic planning stage of relevant projects.
- Contribute to the development of the annual objectives in the Business Plan.
- Contribute to all company meetings and team planning days.
- Research and keep abreast of developments of arts in education.
- Maintain relationships with key stakeholders for project development and to increase future engagement.
- Nurture relationships with and links to education and local communities to effectively represent their voices and needs, ensuring the programme is fit for purpose and informed by their views.
- Organise and facilitate discussions, digitally and in person, to feedback and develop project plans.

## Communications and Marketing

- Be the lead contact for Omnibus Theatre's Learning and Participation work in education settings
- Contribute to the delivery of project marketing campaigns.
- Contribute to mailing list communications and social media in relation to specified projects.
- Liaise with schools and manage bookings for Omnibus Theatre's annual winter show

## Administration

- Ensure a smooth flow of information from Omnibus Theatre acting as an effective link between the senior management, stakeholders and facilitators.
- Research and maintain accurate stakeholder contact lists
- Report to the Artistic Director and Executive Director on outcomes and outputs linked to the artistic and strategic vision.
- Ensure all relevant Health and Safety documentation relating to participation activity, including risk assessments and licences, is completed in line with the Omnibus Theatre's health and safety policy

## Networking and Advocacy

- To develop and maintain project partnerships locally and regionally with relation to specified projects.
- To represent the company at relevant events, conferences and seminars.
- Attend company and production meetings, sharings, platforms, previews, press nights, fundraising events and other Omnibus Theatre events as required.
- Promote and advocate for Omnibus Theatre and its work where appropriate.

## **Evaluation and Monitoring**

- Contribute to project evaluation, deploying creative tools to ensure targets are met
- To maintain records as required by the company and funders including ensuring evaluation data is collected at all activities and supporting annual report exhibition.

## **Governance, Legal and Compliance**

- To adhere to agreed company policy, practice and procedures: including Health and Safety, Safeguarding, Equity Diversity, Inclusion and Belonging (EDIB) Policy and Environmental Policy.
- To provide and present reports for as requested.
- Ensure compliance with the Data Protection Act.

## **Other**

Any other duties that may reasonably be expected in order to support the delivery of the company's aims and objectives.

## **Person Specification**

### **Essentials**

- 1 year's minimum experience of contributing to the creation / management / delivery of community and/or educational projects
- A strong ability to communicate with people from a broad range of backgrounds
- Experience of working with young people
- Strong administration and organisational skills
- Knowledge and/or experience of collaboration to support meaningful community empowerment
- Experience of liaising and promoting opportunities to education settings
- Experience coordinating people and/or line management
- A demonstrable commitment to Safeguarding good practice and holder of a DBS or willingness to apply for a DBS check

### **Desirable**

- Experience of co-creation or person-centred participation projects
- Passion for arts in education
- Experience of gathering and documenting evaluation data
- First-hand experience of the impact that arts can have on individuals
- Experience of writing funding applications to Trusts and Foundations

## **How to Apply**

If you would like to have an informal chat about the role before applying, please get in touch with Marie McCarthy, Artistic Director: 0207 622 4105

We welcome applications in different formats - written, video or audio. Please feel free to send your application in whatever format is most accessible to you.

To apply, please send:

- A CV detailing your work/education history
- A statement explaining your suitability for the role in relation to the person specification and job description
- Details of two relevant professional/academic referees. One must be your last or current employer
- A completed Equal Opportunities monitoring form - available on the job advert page on our website

to [marie.mccarthy@omnibus-clapham.org](mailto:marie.mccarthy@omnibus-clapham.org)

- Deadline for applications: 5pm, 2<sup>nd</sup> December 2022
- Interview date: Shortlisted candidates: w/c 5<sup>th</sup> December 2022
- Start date: **3<sup>rd</sup> January 2023**

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice.