Job Title: Learning and Participation Producer  

Terms: The role is for 3 days per week  
Role Title: Learning and Participation Producer  
Reporting to: the Artistic Director and the Executive Director  
Salary: £16,411 3 days per week  

About Omnibus Theatre


Omnibus Theatre is led by Artistic Director Marie McCarthy and Executive Director Bridget Kalloushi. Patrons include Dame Judi Dench, Sir Lord Michael Cashman, and Maggi Hambling.

GENERAL

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.

ABOUT THE ROLE

This is a part time post for 3 days per week during term times with additional days during school holidays, facilitating workshops and administrating our participation projects, with an opportunity to further develop the department.

ROLE AND RESPONSIBILITIES

Key Responsibilities:

- Liaise with local primary school to deliver curriculum linked drama lessons for 1.5 hours a day, three times a week.
• Project manage and deliver Omnibus Theatre’s regular drama holiday programme for young people aged 8-11. With an assistant facilitator, guiding young people to develop their own play in 4 days, with a performance on the final morning.
• Deliver 1 hour weekly after school drama club.
• Develop and manage relationships with local community organisations
• Manage project and department evaluation.
• Project manage Omnibus Theatre’s programme providing bespoke drama provision and CPD (Continued Professional Development) for local schools.
• Manage the administration of Omnibus Theatre’s Youth Theatre.
• Managing winter show bookings with local schools

Essential

• 1 year’s minimum experience of contributing to the creative / management / delivery of community and/or educational projects.
• Proactive approach, some experience in developing new programmes/opportunities (on any scale)
• A strong ability to communicate with people from a broad range of backgrounds.
• Strong administration and organisation skills
• Experience of liaising and promoting opportunities to education settings
• Experience coordinating people.
• A demonstrable commitment to Safeguarding good practice.

HOW TO APPLY
Provide an application clearly identifying and evidencing how your knowledge and experience meets the requirements of the job description and person specification.

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate. Send one of the following, alongside your CV:

• A cover letter (no more than 2 sides of A4)
• Presentation - Keynote or PowerPoint
• Short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

Please send the above to marie.mccarthy@omnibus-clapham.org.

Closing date: 24th May 2024
Interviews: W/C 27th May 2024

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.