**Talent Development Producer: Theatre**

**Application Pack**

****

HOME is funded by

 

** **

**Talent Development Producer: Theatre**

**About HOME**

We work with international and UK artists to produce extraordinary experiences, creating an exciting mix of thought-provoking drama, dance, film and contemporary visual art with a strong focus on international work, new commissions and talent development.

Our ambition is to push the boundaries of form and technology, to experiment, have fun and take risks. We want to explore what it means to be human today, and to share great new art with the widest possible audience.

HOME is a multi artform, mixed economy venue.

The building includes:

* A 450-seat theatre
* A 150-seat flexible theatre space
* A large flexible gallery space
* Five cinema screens
* A Bookshop
* Food, drink and flexible event spaces

HOME is a National Portfolio Organisation receiving 4-year funding from Arts Council England and has a long term funding arrangement with Manchester City Council. Additional public funding is also received from the British Film Institute and Association of Greater Manchester Authorities.

HOME is a registered charity. Our turnover is £6.5m per year. HOME generates income through ticket sales, fundraising and commercial trading. We run a very successful café and 3 bars, an onsite shop, an events and conferencing business and a publication and book distribution company – Cornerhouse Publications. We employ around 90 permanent staff complimented by a large number of casual staff and volunteers.

**This Opportunity**

HOME is an exciting forward-thinking organisation that works with a wide range of artists, partners and stakeholders. Our team is enthusiastic, motivated and engaged so expect to be challenged! If you can share our ambition and have the skills, knowledge and experience to do the job, this offers a great and unique opportunity.

The **Talent Development Producer: Theatre** is key to HOME’s mission to be a creative hub for the region, where local and world-class talent of all backgrounds and disciplines are discovered, nurtured and showcased, and come together to create new experiences.

**Talent Development at HOME**

Since opening in May 2015, HOME has established a strong talent development programme for experimental artists across its three pillar art-forms: film, theatre and visual arts, providing opportunities for emerging artists to learn directly from those making work for our stages, screens and galleries.

We are now looking to make a significant step change in our talent development programme, creating a more integrated and cross-art talent development offer at HOME, one which opens up access to artists coming from non-traditional education and training routes. This post holder will report to the Head of Talent Development and will work closely with the Artistic Director: Theatre and the wider theatre team in particular and with other artistic and engagement staff in the organisation to deliver our diverse and wide-reaching Talent Development programme.

**Our Ideal Candidate**

You will be a highly organised, self-motivated and experienced producer of Theatre projects and events. You will have a good understanding of contemporary theatre, and a genuine interest and enthusiasm for cross art-form practice, and its potential to reach out to new artists and those from non-traditional arts backgrounds

You will be a great people person able to communicate effectively with a diverse range of stakeholders. You will have a clear understanding of and commitment to equal opportunities and social inclusion with a track record of managing or leading engagement or participatory projects with a diverse range of people.

You will be an excellent communicator with a high level of admin skills and an ability to manage multiple priorities with a flexible and imaginative approach to problem solving.

**Application Procedure**

Please complete the HOME application form telling us how you meet the Person Specification for this role return with a completed Equal Opportunities questionnaire.

The deadline for applications is **5pm Tue 27 March 2018**

Interviews will take place **Thurs 5 April 2018**

Please email a PDF of your application to [jennie.mccusker@homemcr.org](mailto:jennie.mccusker@homemcr.org)

If you have not heard from us by Thurs 29 March, please assume that we will not be taking your application any further.

Unfortunately, we cannot provide individual feedback on applications.

HOME strives to be an equality of opportunity employer.

**Job Description for Talent Development Producer: Theatre**

**Details:** Full time

**Purpose:**

To support the Head of Talent Development in devising and delivering an integrated and cross art talent development programme at HOME that meets the organisation’s goals, and to identify and create new arenas and interventions that respond to the needs and interests of those from non-traditional arts backgrounds.

The post holder will specifically lead the programming, management and delivery of HOME’s year-round Theatre Talent Development programmes. As a vital member of the Talent Development Team this post includes advanced project management, advanced event production, cost control, stakeholder liaison and internal team coordination.

**Responsible to:** Head of Talent Development

**Responsible for:** Programming, planning, organisation, and contributing to the delivery of HOME’s Theatre Talent Development Programme and wider cross art form talent development objectives.

**Main Duties**

1. Working with the Head of Talent Development and in collaboration with team members across the organisation plus local creatives and partner organisations, to programme, manage, produce and deliver HOME’s year-round Theatre Talent Development programmes.

2. To ensure that the Talent Development programme link directly to and are part of HOME’s core programme by working closely with, Programme Managers and Producers across the organisation.

3. Producing key elements of the Talent Development programme including PUSH, Orbit & Incoming Festivals, working closely with the Theatre and other programme Teams.

4. Act as a point of contact for emerging theatre practitioners and companies wishing to work with HOME.

5. To recruit, contract, oversee and liaise with freelancers, speakers, Project Assistants, artists, filmmakers and practitioners in the provision of the programmes and to supervise junior staff.

6. To support and train participants and partner theatre organisations to enable them to programme, plan, organise and deliver their own projects and events as part of GMAC’s programmes.

7. To develop pathways for the career development of artists and creatives we work with at GMAC, supporting them in their endeavours beyond our programmes.

8. To promote the principles of the Creative Case for diversity in all HOME’s programmes and in particular work with artists engagement in talent development programmes.

9. To support strategic partnerships and relationships with the theatre sector in order to ensure HOME’s Talent Development programme, and the theatre aspects of that, are relevant to artists and creatives professional and creative development needs.

10. To support strategic partnerships with Higher Education institutions in particular Birkbeck, Manchester Metropolitan, Manchester and Salford Universities.

11. To maintain a working knowledge of regional and national theatre organisation’s talent development programmes, and to keep up to speed with developments in the industry.

12. To work with Communications team to ensure suitable publicity and other promotional material is produced and distributed to promote the Talent Development programme and project activity and to raise the profile of HOME programme at a local and national level.

13. To write copy and oversee the provision of appropriate documentation for the Talent Development programme strands, including the development of online content.

14. To set, manage and control the Talent Development project budgets in liaison with the Head of Talent Development, Producers and Programme Managers and to assist in raising additional financial support for special projects and events when necessary.

15. In liaison with relevant budget holders, to administer specific cross department project budgets.

16. To develop and implement an effective monitoring and evaluation strategy for the programme and to provide written reports when required.

17. To represent GMAC at relevant conferences and events and be an advocate for this programme of work internally, locally, regionally and nationally.

18. In association with the Head of Talent Development, Artistic Directors, and Head of Engagement to implement and further develop the Talent Development Strategy and contribute to future business planning.

19. To ensure that all activity is planned and delivered according to HOME’s Health and Safety, Child Protection and Safeguarding policies.

20. To implement GMAC policies, in particular those around diversity and access.

21. To work collaboratively and supportively as a member of the Talent Development Team, playing a key role in developing and delivering an integrated, inclusive, vibrant and creative programme of work.

22. To contribute to the effective functioning of HOME as a whole.

23. To deputise for the Head of Talent Development.

24. To carry out other duties as deemed appropriate by the Head of Talent Development and Director & CEO.

25. To work evenings and weekends as appropriate

**PERSON SPECIFICATION FOR TALENT DEVELOPMENT PRODUCER: THEATRE**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| QUALIFICATIONS AND TRAINING | Educated to degree level OR with comparable life experience. | Evidence of professional development |
|  |  |  |
|  |  |  |
| SPECIALIST KNOWLEDGE | Knowledge and understanding of contemporary theatre.  Genuine interest in and enthusiasm for cross art-form practice, and its potential to reach out to new artists and those from non-traditional arts backgrounds | Familiar with cultural provision in Greater Manchester region.  Up to date knowledge of best practice in talent development. |
|  |  |  |
|  |  |  |
| EXPERIENCE | Experience in planning and delivering talent development activities or projects within the cultural sector  Experience of managing or leading engagement or participatory projects | Experience of managing budgets  Experience of monitoring and evaluating impact of projects/activities |
|  |  |  |
|  |  |  |
| PRACTICAL & INTELLECTUAL SKILLS | Ability to work on own initiative and prioritise and organise workload.    Ability to work effectively with a range of internal and external stakeholders, partners and funders  Excellent time management and organisational skills.  Ability to manage multiple priorities and meet deadlines  Excellent communications skills both written and verbal.  Flexible and imaginative approach to communicating ideas and skills.  IT skills including ability to use Excel and Word proficiently and to quickly learn how to use other IT systems appropriate to the organisation (including Artifax and SRO) |  |
|  |  |  |
| DISPOSITION & ATTITUDE  PERSONAL CIRCUMSTANCES | Flexible, creative and innovative approach to working in a variety of contexts both formal and informal.  Committed to creating great experiences and opportunities for diverse groups of people.  A friendly and open personality with the ability to communicate with a diverse range of people.  Ability to travel throughout Greater Manchester region.  Understanding of and proven commitment to Equal Opportunities and social inclusion.  Understanding of and proven commitment to Equal Opportunities and social inclusion.  Able and willing to work flexible hours, including a lot of weekend and evening work.  This post is based in Manchester. | Creative approach to work and problem solving.  An informed interest in the type of work presented by HOME |

**TERMS AND CONDITIONS OF SERVICE**

**TALENT DEVELOPMENT PRODUCER: THEATRE**

GMAC Ltd has a Staff Manual that provides full details of all terms and conditions of employment as well as staff benefits. The following are the main terms of employment.

**Salary** Grade 2 (£26,553)

**Hours of work** Full time.

GMAC Ltd has a standard working week of 40 hours inclusive of meal breaks.

Exact hours of work as required by demands of the post.

Overtime payments will not be made, however time off in lieu, with the agreement of the Head of Talent Development, will be available to cover any additional hours worked.

**Contract Period** This post is offered initially on a fixed term contract until 31 March 2021.

**Probationary period** 3 months

**Period of notice** 1 month will apply to both employer and employee

**Holidays** 25 days p.a. plus statutory holidays

**Pensions** GMAC Ltd operates a company pension scheme that is available to all staff

Appendix 1

**Further Information About HOME**

HOME Vision - HOME is central to making Greater Manchester a major city celebrated for its distinctive art, art that enriches the lives and life chances of its people, a magnet for artists and creatives with the highest engagement in the arts in the UK.

HOME Mission - HOME is an open and social place for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

HOME Values

1. Creativity – bringing imagination, resourcefulness and innovation to our work
2. Pioneering – leading the way, breaking new ground, being ahead of the curve, taking risks
3. Collaborative – seeking out opportunities for sharing and partnership
4. Engaged – with our city region and the wider world, with art and artists and with ideas and issues
5. Open – welcoming and engaging with multiple voices, ideas and perspectives
6. Rigorous – striving to do the best work, valuing quality.

Outcomes by 2022

By 2022 HOME will have achieved the following outcomes:

1. HOME has a more diverse multi-generational audience that reflects the population of Manchester
2. Our brand Is recognised in the UK for distinctive high quality diverse programming from outside the main stream engaging a broad range of audiences
3. HOME has made a positive impact on the careers of emerging artists
4. HOME makes a demonstrable positive social impact on Greater Manchester through our art and our responsible business model
5. HOME has a financially and environmentally sustainable business model that enables artistic risk and growth
6. Digital production and distribution is embedded into programming and our on-line audience will have doubled
7. The workforce and governance of HOME is engaged, diverse and highly skilled