

HOME

**Talent Development
Producer: Theatre**

**Recruitment
Pack**





About HOME

Thank you for your interest in this role at Greater Manchester Arts Centre (HOME).

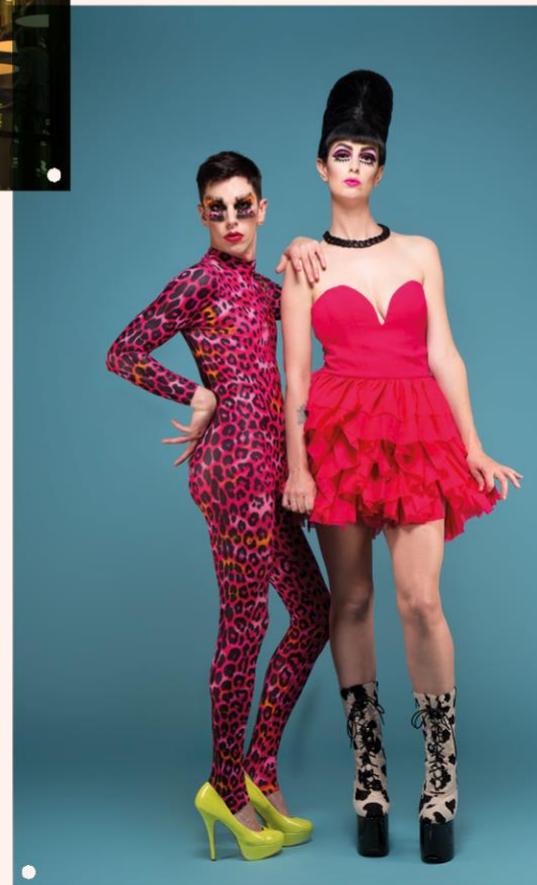
HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester operated by Greater Manchester Arts Centre (GMAC).

Since opening, we've achieved a lot. In the first three years, we welcomed over 2.3m visits to an international programme of over 20,000 events in our cinemas, theatres and galleries. We became one of the few UK organisations to produce new work across theatre, visual art and cinema. Our engagement team worked with over 55,000 participants, and we set up a dedicated Talent Development team to support and build the creative potential of artists in the region.

HOME is an open and social space 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 curates engaging, international, high-quality work, and serves to develop art and artists at of all stages in their careers. This is done across:

- Two theatres: c.500 proscenium arch theatre (T1),
- and a flexible c.130 seat Studio theatre(T2);
- 500m2 contemporary exhibition space;
- Five state-of-the-art cinema screens presenting one of the
- most celebrated independent film programmes in the UK;
- Rehearsal and development spaces.

HOME is also a thriving cultural business, with a highly successful bar and restaurant, growing events and hires business, a fine retail offer, and an international publishing arm (Cornerhouse Publications).



Home's Mission

HOME is an open and social space 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's 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'S VALUES

Creativity

Bringing imagination, resourcefulness and innovation to our work

Pioneering

Leading the way, breaking new ground, being ahead of the curve, taking risks

Collaborative

Seeking out opportunities for sharing and partnership

Engaged

With our city region and the wider world, with art and artists and with ideas and issues

Open

Welcoming and engaging with multiple voices, ideas and perspectives

Rigorous

Striving to do the best work, valuing quality.

31,264 PEOPLE INCLUDING **4,564** YOUNG PEOPLE
AGED **15-25** TAKING PART IN **713** TALKS, TOURS,
WORKSHOPS AND ENGAGEMENT EVENTS

289 VOLUNTEERS
ENGAGED, CONTRIBUTING:



11,608
volunteer hours



94 community
groups engaged



1,225 Inspire
£1 tickets used

**HOME SCHOOLS &
COLLEGES PROGRAMME:**



5,469 pupils
engaged from **114**
schools and colleges



16 RELAXED THEATRE
AND FILM EVENTS
ATTENDED BY **415** PEOPLE



3 BSL-led
exhibition tours



17 BSL-interpreted
film intros and events



3,700 Audio
Described and **284**
Caption Subtitled
film screenings

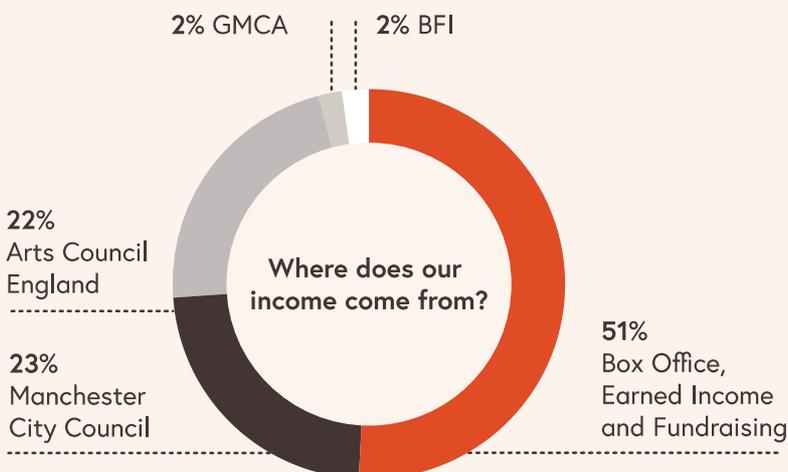
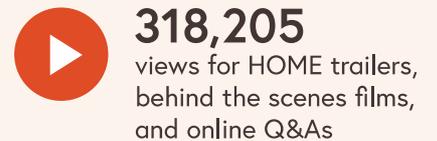


5 Audio Described,
5 Caption Subtitled
& **5** BSL-interpreted
theatre performances

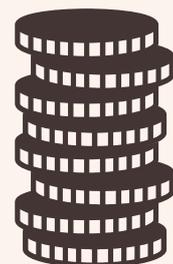


Between 1 Jan & 31 Dec 2016, HOME was the second most visited attraction in Greater Manchester

Source: Marketing Manchester Intelligence Factsheet: Tourism – its value to the local economy.



£6m
total income

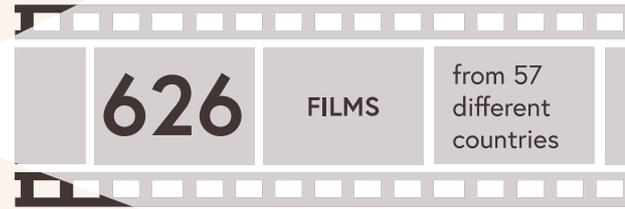




453 artists and performers from over 30 countries commissioned



6,843 screenings



626

FILMS

from 57 different countries



179 film events, intros, Q&As and panels with writers, directors, producers and actors



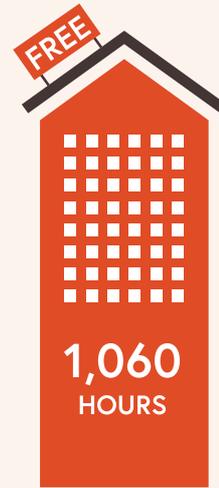
19

NEW

commissions across theatre, visual art, music and film (includes 2 books)



152 jobs created for technicians and creatives, **345** work experience attendances, 1 apprentice and 2 paid interns



1,060 HOURS

worth of free rehearsal space provided to **137** theatre creatives, worth **£53,000** at commercial hire rates

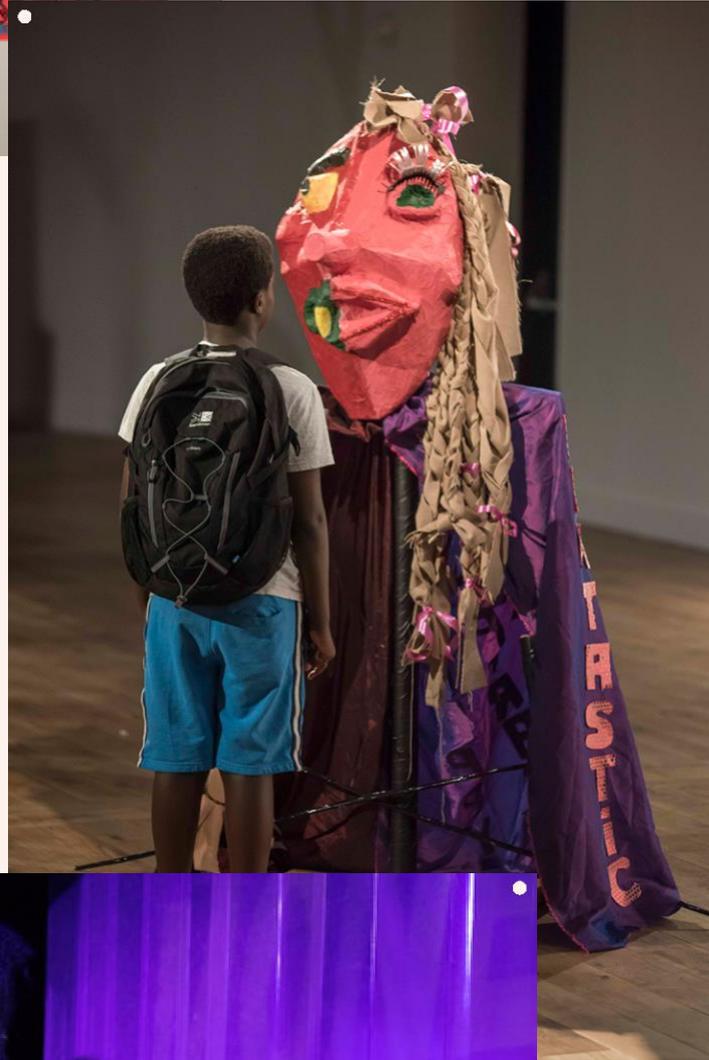


local creatives showcased



33 Manchester School of Theatre performances featuring **144** students, presented in HOME's Theatre 2 space





ABOUT THIS ROLE

HOME is an exciting forward-thinking organisation that works with a wide range of participants, audiences, artists, partners and stakeholders.

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 is discovered, nurtured and showcased, and where artists come together to create new experiences.

This post holder will report to the Head of Talent Development and will work closely with Engagement and Programming staff.

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 is a great and unique opportunity.

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.

This is an exciting and challenging role in a dynamic organisation.

TERMS & CONDITIONS

Salary

Grade 3 (£23,000-£26,000)

Contract

Permanent

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.

Flexibility to work regular evenings and weekends will be required.

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.

Holidays

25 days per annum plus statutory holidays.

Pension

GMAC Ltd operates a company pension scheme with a 3% company contribution that is available to all staff.

Other benefits

- Free tickets for theatre and cinema
- Discounts on food and drink at HOME's bar and restaurant
- Travel schemes including cycle to work and discount bus travel.

Probationary period

3 months

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 act as lead producer on projects, or to form part of the working groups, for cross-organisational projects as directed by Head of Talent Development.
3. To ensure that the Talent Development programme links directly to and is part of HOME's core programme by working closely with, Programme Managers and Producers across the organisation.
4. To act as a regular point of contact for emerging theatre practitioners and companies wishing to work with HOME including delivering regular Talent Development surgeries.
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 HOME's programmes.
7. To develop pathways for the career development of artists and creatives we work with, 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 the work with artists engaging in talent development programmes.
9. To support strategic partnerships and relationships with the theatre and arts sector in order to ensure HOME's Talent Development programme, and the theatre aspects of that, are relevant to artists and creative's professional and creative development needs.
10. 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.
11. To work with the 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.

JOB DESCRIPTION

12. 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.
13. To develop and implement an effective monitoring and evaluation strategy for the programme and to provide written reports when required.
14. To represent GMAC at relevant conferences and events and be an advocate for this programme of work internally, locally, regionally and nationally.
15. To ensure that all activity is planned and delivered according to HOME's Health and Safety, Child Protection and Safeguarding policies with particular attention paid to diversity and access.
16. To work collaboratively and supportively as a member of the Talent Development Team and wider HOME teams, playing a key role in developing and delivering an integrated, inclusive, vibrant and creative programme of work.
17. To carry out other duties as deemed appropriate by the Head of Talent Development and Director & CEO.
18. To work evenings and weekends as appropriate

This post requires regular evening and weekend work and the successful applicant will be required to undergo an enhanced DBS check due to the nature of the work.

This job description is a guide to the nature of the work required of the Talent Development Producer: Theatre. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>At least two years' experience in planning and delivering talent development activities or projects within the cultural sector</p> <p>Experience of managing or leading engagement or participatory projects</p>	<p>Experience of managing budgets</p> <p>Experience of monitoring and evaluating impact of projects/activities</p>
Knowledge/Interests	<p>Knowledge and understanding of contemporary theatre.</p> <p>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</p> <p>Up to date knowledge of best practice in talent development.</p>	<p>Familiar with cultural provision in Greater Manchester region.</p> <p>Undertaken disability awareness training.</p>
Practical & Intellectual Skills	<p>Ability to work on own initiative and prioritise and organise workload.</p> <p>Ability to work effectively with a range of internal and external stakeholders, partners and funders</p> <p>Excellent time management and organisational skills.</p> <p>Ability to manage multiple priorities and meet deadlines</p> <p>Excellent communications skills both written and verbal.</p> <p>Flexible and imaginative approach to communicating ideas and skills.</p> <p>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)</p>	<p>Undertaken Excel training.</p>

PERSON SPECIFICATION

	Essential	Desirable
Disposition & Attitudes	<p>Flexible, creative and innovative approach to working in a variety of contexts both formal and informal.</p> <p>Committed to creating great experiences and opportunities for diverse groups of people.</p> <p>A friendly and open personality with the ability to communicate with a diverse range of people.</p> <p>Understanding of and proven commitment to Equal Opportunities and social inclusion.</p>	<p>Creative approach to work and problem solving.</p> <p>An informed interest in the type of work presented by HOME</p>
Personal Circumstances	<p>An informed interest in HOME's programme.</p> <p>Able and willing to work flexible hours, including regular weekend and evening work.</p> <p>Ability to travel throughout Greater Manchester region.</p> <p>This post is based in Manchester.</p> <p>Willing to complete an Enhanced Disclosure criminal records check through the Disclosure and Barring Service if selected for this post.</p>	

HOW TO APPLY

Please complete the [HOME application form](#) telling us how you meet the Person Specification for this role and return it with the completed Equal Opportunities form.

Your completed application forms should be sent to marisa.draper@homemcr.org by **12 noon on Fri 29 November 2019**.

If you have not heard from us by 5pm on Thu 5 December, 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

Thank you for your interest in this post.

HOME (Greater Manchester Arts Centre Limited) collects personal information when you join us as an employee, apply for a job or work with us as a freelancer. We will use this information to manage the recruitment process, conform with employment or payroll legislation, report to funders on our workforce or to comply with other laws. HOME will not share your information with third parties for marketing purposes. For more information explaining how we use your information please see our privacy policy for Employees, Freelancers and Artists at <https://homemcr.org/about/policies/privacy/>

CLOSING DATE

Closing date for applications: **12 noon on Fri 29 November 2019**
Interviews will take place week commencing **Mon 9 December 2019**.

FUNDED BY



FOUNDING SUPPORTERS



HOME is a trading name of Greater Manchester Arts Centre Ltd, a company limited by guarantee, registered in England and Wales No: 1681278. Registered office 2 Tony Wilson Place, Manchester, M15 4FN Charity No: 514719.