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Open Clasp Theatre Company

Job Description

Assistant Producer

Thank you for your interest in the position of Assistant Producer at Open Clasp Theatre Company.

Please find below the application pack which contains the following documents:

How to apply, Job Summary, Job Description, Person Specification, About Open Clasp and the Application Form. Please also see **www.openclasp.org.uk** for further information about the company and our work.

**How to apply**

1. Read the Job Description and Person Specification.
2. Complete the application form – please note we do not accept CVs.
3. The first two pages of the application form, containing your personal details and monitoring information, will be removed prior to shortlisting to ensure the process is fair. Please do not add your name to any of the other sheets.
4. Use the Supporting Information section on the last page of the application form to tell us how you meet the skills set out in the Person Specification.
5. If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact Carly, our Creative Producer via the office on 0191 272 4063.
6. Once you have completed the application form please email it to **recruitment@openclasp.plus.com** putting the job title in the subject box or post a hard copy to Recruitment, Open Clasp Theatre Company, The Stephenson Building, 173 Elswick Road, Newcastle upon Tyne, NE4 6SQ. Please mark your envelope “Private & Confidential”
7. Applications must be received by the deadline of **12 noon on Wednesday 14th February 2018** to be included in the recruitment process.

We look forward to receiving your application and will reply to all applications. Interviews will be held on **Monday the 26th February 2018** in Newcastle upon Tyne.

The post is open to women only (exempt under the Equality Act 2010 Schedule 9, Part 1).

Please note that, as the role will involve financial responsibility and may involve working with vulnerable adults, the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check. Open Clasp operates a flexible working system.

**Job Summary**

The Assistant Producer will work with our Creative Producer and Artistic Director, supporting the planning, development and implementation of strategies to increase the artistic, social and financial value of the company.

A full induction will be given and training provided where needed. The position is offered part time and is based in our Newcastle office, Stephenson Building (West End Women and Girls Centre), Elswick. All applications will be considered on merit and in accordance with our equal opportunities policy.

**Outline terms and conditions:**

**Job Title:** Assistant Producer

**Reporting to:** Creative Producer and Board of Trustees

**Part Time:** 21 hours

**Salary:** The NJC banding for this post is Scale 6, SCPs 26 – 28 with a salary of £23,398- £24,964

**Key Responsibilities**

To support the Creative Producer in the delivery of the company’s programme of work.

1. Assistant in research to identify opportunities for the company to deliver its vision.
2. Support the Creative Producer to maintain the company’s profile regionally, nationally and internationally whilst ensuring connection with the grass root support from the local communities.
3. Assist the Creative Producer in the booking and management of tours, productions, digital strands and one-off projects.
4. Assist the Creative Producer in building and maintaining good relationships with wide ranging partners including mainstream and non-mainstream venues/programmers, co-producers, funders, project collaborators and audiences.
5. Support the Creative Producer in the development and implementation of a marketing, communications and audience development strategy.
6. Assist with data collection, monitoring and evaluation of projects
7. Assist in all PR and marketing areas
8. Attend Board Meetings and subcommittee meetings as required.
9. Support and assist in the development of the company ensuring it reflects its philosophy and ethos
10. Comply with all Open Clasp policies including Equal Opportunities, Child Protection and Health and Safety Policies.
11. Undertake any additional duties as may reasonably be required.

Person Specification

Essential Requirements

1. Commitment to the aims and ethos of Open Clasp Theatre Company.
2. Experience of working as an Assistant Producer within a theatre and/or arts organisation
3. Excellent interpersonal skills with the ability to relate effectively and appropriately to a wide range of partners and stakeholders.
4. Experience in assisting with the booking of tours
5. Experience of assisting with marketing and PR.
6. Experience of assisting with monitoring, evaluation and data management
7. Ability to work as part of a team and also to prioritise and direct own workload.
8. Good written and spoken communication skills.
9. Confidence to represent the company and promote its work at all levels.
10. A friendly, confident and positive manner and flexibility in approach to work.
11. Ability to maintain good humour under pressure.
12. **Desirable**
13. Competence in graphic design software e.g. Photoshop.
14. Experience of working with a Board of Trustees in a charitable organisation.
15. Knowledge of ITC/Equity Contracts.
16. Knowledge and experience of producing digital work e.g. live streaming and installations.
17. Ability to respond to the company’s mission and vision, and bring new ideas on how to realise it.
18. Experience of assisting in the managing of creative and production teams.
19. Ability to manage and prepare budgets.
20. Experience of updating and maintaining websites and other digital communication tools.
21. Experience of assisting the development of arts projects.

**About Open Clasp Theatre Company**

Open Clasp makes truthful, risk taking and award-winning theatre informed by the lived experiences of working class women, women disenfranchised in theatre and society, those from minority communities and women affected by the criminal justice system.

Founded in 1998, Open Clasp is part of the National Portfolio of Organisations funded by Arts Council England. We take a special interest in women and young women from the North, shining a light on their experiences through our work. We make space for debate, encouraging our audiences to walk in the shoes of the most disempowered women in society.

Our work is performed in theatres, prisons, village halls, schools, conferences and community centres and most recently, Edinburgh Fringe and off-Broadway to national and international acclaim. It resonates deep into the communities where it is created and outside ensures the under-represented are seen in a new light by both women and men, and those who can make a difference.

Our multi-disciplinary approach shapes the work of researchers and leading policy experts. We contribute to regional and national discourse, performing at the Houses of Parliament in 2016 contributing to the Prison Safety and Reform White Paper and informing a 2014 Government policy report on dementia and diversity by the North East Dementia Alliance.

**Our Values:**

* To collaborate with some of the country’s most marginalised women and young women, placing their lived experience at the centre of our creative processes
* Ensure the voices of those women are heard by audiences including policy makers
* Make space for discussion, debate and critical conversations
* Promote respect, equality and inclusion

**We are:**

Catrina McHugh - Artistic Director and Writer

Carly McConnell – Creative Producer

Rachel Errington – Administrator

Application Form

Please write or type in black ink.

**All personal details contained on this top sheet are removed before short-listing. Please do not add your name to any other sheets.**

Position applied for: **Creative Producer**

We ask that you include all relevant information on this form. **Please do not** send CVs or References.

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| **Personal Details:** | |
| Full Name | |
| Address | |
| Home telephone | Work telephone |
| Mobile telephone | Email Address |
| National Insurance Number | |
| In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made.  Are you entitled to work in the UK? **Y/N**  Do you require a work permit to work in the UK? **Y/N** | |
| **References:** | |
| Please give names, addresses, work telephone numbers and occupations of two people who can be contacted to verify the information contained within this application, one of whom should be your present (or most recent) employer. Referees will normally be contacted at the same time as candidates are called for interview.  May we approach your referees without further permission **Y/N** | |
| Telephone No. | Telephone No. |
| **Criminal Convictions** | |
| Open Clasp are committed to equality and diversity, and will treat all applications fairly. This position involves contact with vulnerable adults, and financial responsibility; therefore an enhanced CRB disclosure will be required. A criminal record will not necessarily be a bar to obtaining a position.  Have you ever been convicted or cautioned for any offence? **Y/N**  If Yes please include a separate piece of paper with more details. Please state your name and the post applied for at the top of this sheet. | |
| **Equal Opportunities Monitoring Form** | |
| Open Clasp Theatre Company is an equal opportunities employer. To assist us in monitoring the operation of our equal opportunities policy, and **for no other reason** please answer the following questions. (Tick box where appropriate). This information will be detached before your application is passed for short-listing. | |
| **DIVERSITY** | |
| Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnic category is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality. | |
| **White**   * British * Irish * Any other white background, please state: | **Asian or Asian British**   * Asian Bangladeshi * Asian Indian * Asian Pakistani * Any other Asian background, please state: |
| **Black or Black British**   * Black African * Black Caribbean * Any other Black background, please state: | **Chinese or other ethnic group**   * Chinese * Any other, please state: |
| **Dual Heritage**   * Dual Asian & White * Dual Black African and White * Dual Black Caribbean & White * Dual Chinese & White   Any other dual background, please state: | |
| **DISABILITY** | |
| Do you consider yourself to have a disability? **Y/N**  If yes please give details:  Do you need access support for the interview? **Y/N**  If yes please give details: | |
| **PERSONAL DETAILS** | |
| **Age Group** (please tick)  Under 21 22-30 31-40 41-50 51-60 Over 60 | |
| **Gender:** 🞎 Male 🞎 Female | |
| Where did you see this vacancy advertised? | |

**EDUCATION AND OTHER TRAINING/EXPERIENCE**

(Please start from last secondary school attended)

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| **Dates** | **School** | **Qualifications** |
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| **Dates** | **College/University** | **Qualifications** |
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| **Dates** | **Further Education or Formal Training** | **Qualifications** |
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| **Any other relevant courses attended** |
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| **Details of any professional membership** |
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| **Details of activities relevant to the post applied for (e.g. hobbies)** |
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**EMPLOYMENT HISTORY**

(Please duplicate this sheet if more space is required, and include paid and voluntary work, with most recent listed first.)

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| --- | --- | --- | --- |
| **Dates** | **Employers Details** | **Job Title** | **Main Duties in Brief** |
|  |  | Salary:  (include for most recent employment only) |  |
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| **INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | |
| With reference to the Job Description and Person Specification what do you think you can contribute to the company?  (Continue on a separate sheet if necessary) | | | |
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| **DECLARATION** |
| **I declare that the information on this form is true and complete. I understand that any wilful mis-statement or omission renders me liable to dismissal if engaged.**  Signature: Date:  Please note there is no need to have an original signature on the form if you are emailing it back to us. In emailing the form we accept that you are declaring that the information contained within the application is correct. |