

SELLADOOR

VENUES

JOB DESCRIPTION

Job Title:	<i>Speak Up Project Manager</i>
Responsible To:	Talent & Participation Manager
Responsible for:	Freelance Artists
Place of Work:	Queen's Theatre Barnstaple, the Landmark Ilfracombe & community locations as appropriate
Hours of Work:	16 hours per week
Salary:	£10,400 per annum
Contract:	3 Year Fixed Term Contract
Probation:	6 months
Start Date:	10 th October

About Selladoor Venues:

Selladoor Venues are a group of exceptional regional venues with a shared mission of developing local talent, presenting first class work, producing work of national and international importance – and being a theatre for everyone within their communities. The venue group comprises the Queen's Theatre, Barnstaple (650 seats), Landmark Theatre, Ilfracombe (450 seats), the New Theatre Peterborough (1,100 seats) and the Key Theatre Peterborough (112 & 360 seats). The group has ambitions of growing and federating more buildings with a similar approach and ethos – and is putting together a team of strong-minded leaders to build a business of excellence in venue management with a firm eye on growth and development.

The business will be transitioning to a charitable company (Landmark Theatres Ltd) and building on its foundations of presenting top quality theatre to its local audiences. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance.

About Speak Up:

The Speak Up Project Manager will lead on the detailed planning, project management and co-ordination of the North Devon area of Speak Up.

Speak Up is a new secondary school programme that aims to inspire a movement of young people, who want to speak up about the issues that matter to them – in their schools, their communities and nationally. Young people will work collaboratively with their teachers, artists, local arts organisations and the National Theatre to make local artworks and creative projects.

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This innovative programme has been developed with through the National Theatre's Theatre Nation Partnerships (TNP) network, for young people who have been most affected by the pandemic and whose voices are not always heard. Speak Up takes place in areas of low arts engagement where there is an inequality of access to opportunities for young people. The TNP network includes Cast in Doncaster, The Lowry in Salford, Queen's Theatre Hornchurch, Sunderland Empire and Sunderland Culture, Theatre Royal Wakefield, and the Wolverhampton Grand Theatre.

Speak Up is a co-created programme where young people, teachers and artists are equal partners. Young people will be supported and nurtured to become the leaders of the future, putting them at the heart of the creative process and decision making. Teachers will become opportunity seekers and actively find ways that Speak Up can shape the culture of their school. Artists will collaboratively and equitably make work without any predetermined outcomes. Arts organisations will use this programme to meaningfully shape how those with less power can have genuine agency within their organisations.

Over three years, Speak Up will engage with 140,000 young people in 55 selected secondary schools nationwide. Together, we will inspire each other to find new ways to think, see and bring about change individually and in the world.

Speak Up will aim to focus on five key areas of development for young people:

- Confidence
- Creativity
- Connection
- Voice and Agency
- Opportunity

The Five Phases

The Speak Up programme for each school/group of young people is divided in to five phases:

1. Explore - Getting to know each other facilitated by a Speak Up Rep
2. Discover - Building confidence, introducing artists and discovering new art forms
3. Develop – What do we want to talk about? Decide on an idea, research and develop
4. Make & Share – Make the idea happen and share it back
5. Reflect & Evaluate – How did we do? What can we learn?

Key Responsibilities:

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- To manage, plan and deliver the North Devon programme, as part of the National Theatre's Speak Up programme in 5 schools
- To establish positive relationships between schools, young people, artists, Selladoor Venues, the National Theatre and national project partners
- To work closely with the National Theatre Speak Up team contributing to the overall development of the Speak Up programme
- To plan, administrate and implement all aspects of the programme to a high standard, working to targets and KPIs in agreement with the Creative Learning Manager
- To support the recruitment and retention of schools taking part in the programme, liaising regularly with the National Theatre, Bridge organisations, Local Cultural Education Partnerships, Academy Trusts and a range of other partners and stakeholders
- To ensure high quality, creative experiences for all young people, teachers, artists & wider stakeholders participating in the project; with responsibility for some aspects of creative facilitation directly with young people in schools
- To advocate for the work of Selladoor Venues North Devon externally at local, regional and national networks and conferences as required
- To promote and comply with legislation and Selladoor Venues North Devon policies on Safeguarding, Security, Data protection, Equality, Diversity & Inclusion and Health and Safety both in the delivery of services and the treatment of others
- To lead on the recruitment, contracting, communication, support & management of freelance creative practitioners who are delivering aspects of the Speak Up programme in North Devon ensuring diverse representation to reflect participants and communities
- To be responsible for the regular and accurate capturing of monitoring and evaluation data which will contribute to a local and national evaluation for the National Theatre and Selladoor Venues North Devon
- To contribute to the planning of content and assist with the delivery of high-quality professional development events for teachers taking part in Speak Up
- To ensure regular, high quality digital communication and content is shared on the relevant social media and online channels via Selladoor Venues North Devon to contribute to the national profile of the Speak Up programme in collaboration with the National Theatre
- To be responsible for a project budget; ensuring effective use of resources with excellent administration & reporting of financial information on a regular basis to the Creative Learning Manager at Selladoor Venues North Devon and the National Theatre Speak Up team
- Undertake any other reasonable duties, commensurate with the level of the post to ensure the smooth running of the project

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Person Specification

Essential

- A passion for theatre and the performing arts
- Strong knowledge of school culture and the education system
- A good understanding of the Secondary curriculum; specifically arts subjects
- An understanding of approaches to working with Secondary schools and teachers in the arts sector
- Successful track record in working with and empowering young people through the arts
- Excellent project management and organisational skills with delivery to budget and deadlines
- Excellent communication skills with a wide range of stakeholders
- Thorough and practical working knowledge of safeguarding and child protection procedures
- Ability to travel to schools in the North Devon Area
- Ability to work flexibly
- Knowledge of a range of art forms
- Proven ability in delivering creative projects through co-created practice with young people & communities
- Knowledge of North Devon communities and geography
- Understanding of and commitment to equality and diversity
- Understanding of relevant and current safeguarding and child protection
- A good understanding of Co-created practice; through creativity
- Ability to bring persistence, enthusiasm, resilience and creativity to working with young people

Desirable

- An understanding of progression opportunities for young people into job opportunities in the theatre and arts
- An understanding of the pressures on teachers and current curriculum challenges regarding arts subjects
- Experience of working and supporting young people with a range of needs
- Understanding the needs of freelance artists
- Educated to degree level or equivalent 2-4 years practical experience in the arts at project manager level

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Selladoor Venues is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people of all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to Allison.jones@selladoorvenues.com.

Selladoor Venues is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

You may be required to obtain an Enhanced Disclosures and Barring Services (DBS) check.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.