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**Selladoor - Venues**

**Job description**

**Talent & Participation Manager**

**Talent & Participation Producer**

**Job description**

 **Job Title:** Talent and Participation Producer **Responsible to:** Head of Talent and Participation
**Place of Work:** Peterborough

**Hours of Work:** 40 hours a week, including some evening and weekends
**Salary:** from 26-30K according to exp.
**Contract:** Permanent Contract
**Pension:** Company Pension Scheme available
**Probation:** 3 months and 3 month’s notice

**Start Date:** As soon as possible

 **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 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. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies’ ambitions against their Let’s Create Strategy – and the business now has a strong need and argument for regular public subsidy.

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 like 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).

**About the Role**

The Talent and Participation Producer will work initially with the Creative Director and eventually with the Head of Talent and Participation on the implementation of the Talent and Participation Strategy in our four-year business plan:

The **LANDMARK Talent Strategy** **(LTS)** details a new vision for talent development within the organisation taking a collaborative, responsive approach supporting the people of Peterborough as they explore new ways of working creatively, generating employment opportunities, sharing knowledge and learning together.

Our **LANDMARK Participation Strategy (LPS)** will be a membership scheme for schools, colleges and universities working across all four venues, whilst our **LANDMARK Talent Strategy (LTS)** will offer a diverse group people the opportunity to develop their skills and make work for our stages, collectively including:

* Free/Reduced **Tickets** to cross-art-form productions on our stages
* Theme-related **Workshops**
* Production-related digital **Resources**

Festival-related **Performing** opportunities

This is an exciting opportunity for an individual committed to talent development and participation to join our organisation in Peterborough.

**Purpose & Responsibilities of the Role:**

The following section is intended to list the key competencies and responsibilities of the role but is not intended to be exhaustive. It is anticipated that additional responsibilities will develop over time, and that the scope of the role may be expanded by agreement with the Creative Director and the Head of Talent and Participation.

Key Responsibilities

The Talent & Participation Producer will work with the Creative Director, the Head of Talent and Participation and the team in Peterborough to plan the implementation of the LPS and LTS. This will involve developing excellent connections within the Peterborough education sector and the diverse of communities local to our Peterborough theatres.

LPS

* Take ownership of the participation programme.
* Work with National Partners on project planning and delivery.
* Work with regional and city partners whose values complement our organisation.
* Research and develop new approaches and ideas to develop our business, artistic and community objectives.
* Lead workshops as appropriate
* Develop and author theatre-related resources
* Work closely with partnering organisations providing Youth Theatre in our buildings.

LTS

* Taking an active part in the programme committee.
* Supporting the Head of Programme and the Creative Director in implementing the programme strategy.
* Liaising closely with the creative community in Peterborough.
* Identifying creatives whose values are in tune with the organisation and working with the Creative Director and the Head of Talent and Participation to train and empower them.
* Developing excellent links with the many communities that comprise Peterborough and particularly those underrepresented in our audience.
* Implementing the participation plan within our business plan.
* Supporting the Head of Talent and Participation in developing new facets to our plan.
* Taking ownership of community engagement interventions where appropriate.

General

* To attend Company events, previews, press nights and performances as required.
* To be an enthusiastic advocate of Selladoor Venuesand present the company at production events and conference, nationally and internationally – and develop the company’s reputation within the sector.
* Be willing to participate in all training, development and wellbeing initiatives as required.
* Be open and willing to embrace change, and the constant shifting demands of operating a business in live theatre.
* Work with the Head of Content and Marketing teams to: identify audiences and community connections, ensure marketing and press campaigns reflect the artistic vision for the show and support the needs of intended audiences.
* Champion and advocate for Landmark Theatre’s Vision and values.
* Actively ensure equality, diversity and inclusion is part of Landmark’s culture.

**Person Specification:**

Essential

* Proven experience in a similar role or a comparable role within the performance or education sectors.
* Valid Disclosure and Barring (DBS) certificate or willing to undergo and enhanced DBS check (At Landmark’s expense) if a job offer is made subject to this being obtained.
* An understanding of the cultural and community landscape of Peterborough.
* Exceptional attention to detail, with excellent organisational and time management skills.
* Strong ability to work well under pressure and critical decision-making.
* Excellent verbal and written communication skills, with high integrity and openness combined with commitment to good governance.
* The ability to work well in a team and to understand partnership.
* Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success.
* Self-motivated with the ability to work effectively independently and as part of team.
* Passionate / interested about theatrical, live and immersive experiences.
* A keen live events-goer with a passion for theatre
* Experience in managing a project from inception to post-project completion.
* Ability to successfully deliver a project through efficient management of deadlines, assets and project monitoring.
* A good understanding of MS Office package.
* A good understanding of video communications (Zoom/Teams etc.).
* A good understanding of social media, including knowledge of how to promote a campaign or project through it.
* A high level of motivation and the ability to work to a tight deadline.
* Excellent written and verbal communication skills and confidence in a creative environment, in particular with people of profile or at a senior level.
* Excellent planning and organisational skills.

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.

Applications should be submitted in the form of a CV and covering letter and sent to allison.jones@selladoorvenues,com The closing date for applications is 5pm on Monday 25 April 2022. Interviews will take place on Thursday 5 May 2022 at the New Theatre, Peterborough.