

Bridge Adventures Producer

Reports to: Artistic Director

Contract: Part-time PAYE position. Fixed term contract running through to August 2026. If candidates would prefer to be employed as a freelancer but retain PAYE benefits, KIT is open to this. *(Extension beyond this point is possible pending funding outcomes).*

Location: Hybrid online/in person working with a minimum of one day per week in London (with occasional in-person days in Thurrock to be agreed in advance).

Days: 2 days per week initially, with the potential to extend to 3 days per week based on availability and funding outcomes.

Hours: KIT's working day is generally 9am-5pm but flexible working hours are available.

Salary: £34,500 per annum Pro Rata (0.4 FTE)

Holiday: 28 days Pro Rata equating to 11 days.

KIT Theatre has clear policies for sickness and health, maternity, parental and caring leave.

Pension: If PAYE you will be enrolled onto a Nest pension scheme at an initial 3% employer contribution.

Start date: October 2025 (ideally but with flexibility)

End date: August 2026

Deadline for Applications: Friday 5th September 6pm

Interviews: Monday 15th September

About KIT

KIT Theatre (www.KITtheatre.org) brings award-winning immersive theatre into schools, museums & libraries. Our work aims to develop young people's creativity, confidence and critical thinking while connecting them with their local creative community. KIT was founded in 2015 as a not-for-profit Community Interest Company. At the heart of our practice are Adventures in Learning (AiL), interactive stories which erupt unexpectedly and combine immersive theatre and game mechanics to make an impact on young people. Since 2015 KIT has delivered AiL to more than 20,000 young people and collaborated with over 300 teachers across 60 schools in London, Manchester, Birmingham, Essex and Scarborough.

KIT is committed to delivering work to young people in the UK where need is greatest. We know that for many young people, school represents their best opportunity for creative and cultural experiences, and so we focus our recruitment on state primary schools with a high proportion of disadvantaged pupils. This short film about Wardrobes gives a taste of KIT's Adventures in Learning:

<https://www.youtube.com/watch?v=xmloROvhdH8&feature=youtu.be>

Vision

KIT's vision is to use Adventures in Learning to support the emergence of a generation of resilient, questioning young people; inspired to learn through adventure.

Mission

Our mission is to make playful, immersive theatre for (and with) young people which develops their creativity, confidence and critical thinking while connecting them with their local creative community.

Destination

KIT Theatre will apply to join Arts Council England's National Portfolio in Spring 2026, with our Bridge Adventures at the heart of our prospective NPO programme.

Equality & Diversity

KIT Theatre is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. All staff (freelance and PAYE) will be respected and valued and able to give their best as a result.

We are committed to providing equality and fairness to all who work with KIT Theatre and to not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation.

We are opposed to all forms of unlawful and unfair discrimination. All freelance staff will be treated fairly and with respect. When KIT Theatre selects candidates for employment, it will be on the basis of their aptitude and ability.

Bridge Adventures Producer Role

KIT is looking for a producer with experience of working with young people to lead the delivery of our Bridge Adventures Programme.

Bridge Adventures are multi-episode, immersive Adventures in Learning that connect young people to their local, cultural venues. The projects have been designed to begin in school, where they support pupils' creative development and curriculum. The missions which drive each adventure then takes pupils out into their local creative community, where they share their creative work at a finale event in a local venue. KIT's Bridge Adventures are subsidised through funding from Arts Council England and John Lyon's Charity.

The Bridge Adventures Producer will be joining KIT's small HQ team of 3, and our wider family of 30 freelance artists who are at the heart of our delivery.

Job Description

Relationships/Partnerships

- Build and maintain relationships with existing and prospective creative & educational partners, venues and funders.
- Oversee the recruitment, booking and management of schools onto Bridge Adventures.

Management

- Book, manage and support KIT's freelance artistic team in their delivery of the Bridge Adventures Programme.
- Oversee any contractual and personnel management issues as they arise, in consultation with the Artistic Director (AD).
- Prepare and circulate rehearsal and delivery schedules.
- Work alongside AD & Schools Programme Producer (SPP) to recruit, audition and onboard new artists to the freelancer pool.
- Alongside AD & SPP to co-develop and co-manage the delivery of KIT's Trainee Programme.

Evaluation & Reporting

- Manage the evaluation and reporting of the Bridge Adventures Programme.
- Review evaluation methods & data regularly to ensure processes are working effectively in line with the evaluation framework; and that learnings are influencing delivery.
- Alongside the AD, prepare appropriate reports as required by funders or other stakeholders, as well as for KIT's Advisory Board who meet on a quarterly basis.
- Ensure KIT's compliance with the conditions of grant funding requirements; liaising with AD as needed.

Financial

- Oversee & manage the Bridge Adventures budget; reporting to the AD on a regular basis with updates of budget and cash-flow projections.
- Work alongside the AD to apply for additional funding resources for Bridge Adventures.

Administrative

- Draft, negotiate and manage contracts with creatives, funders, rights holders, venues and schools, as appropriate.
- Organise & host regular production meetings to monitor needs, outcomes and risks across projects.
- Draft and review risk assessments for KIT's work.

Safeguarding

- Ensure all relevant permissions are in place from schools and parents (where relevant) under instruction from KIT's Safeguarding Lead.

General

- Where capacity allows, work alongside KIT's AD and SPP to support delivery of KIT's additional commissions on a project-to-project basis.

- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours linked to KIT's activities.
- When necessary, work alongside KIT's AD and SPP to recruit new members of full time KIT staff.

Expectations of all employees

- Uphold KIT's vision, mission and high standards of artistic quality.
 - At all times to carry out duties and responsibilities with regard to KIT's Equal Opportunities, Safeguarding and Health and Safety Policies.
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Person Specification

We recognise that creative careers are unique. With this in mind, you do not need to have experience in every one of the below criteria, but if you believe your career and lived experience has prepared you well for this role, we encourage you to apply, and demonstrate your transferable skills.

Knowledge and understanding of the sector

- At least 3 years' experience of producing / project managing theatre and/or community arts projects.
- Proven experience of producing work for young people.
- Experience of working with teachers and schools and an understanding of educational systems.
- Commitment to equal opportunities, promoting diversity within the arts and supporting emerging talent.
- *Desirable*: Experience of producing immersive or site-specific theatre.
- *Desirable*: Experience of creating work which relates to the National Curriculum.
- *Desirable*: Knowledge of the arts education and/or museum and/or theatre sector.
- *Desirable*: Knowledge and experience of safeguarding best practice, including understanding of policies and procedures to protect young people in arts or education settings.

Relationships & Management

- Demonstrable experience of managing freelance teams.
- Experience of forming and maintaining relationships with key stakeholders and partners.
- Able to communicate effectively with colleagues and stakeholders, adapting style and medium as appropriate.
- Proven experience of working closely and collaboratively within a small team.

Project management & coordination

- Demonstrable planning and time management skills and an ability to work across multiple projects, meeting targets and deadlines.
- Experience of project evaluation systems and reporting.
- Proven ability to problem solve and adapt to situations where necessary.
- Proven ability to work remotely and independently.

Financial & administrative

- Experience with drafting contracts and risk assessments.
- Confident financial management skills including: writing & managing budgets, financial forecasting and bookkeeping.
- Excellent administrative skills and competence of Google Drive.
- *Desirable: An understanding of Grantium and Arts Council England reporting systems.*
- *Desirable: Experience of bid writing and fundraising from different sources.*

Requirements (not scored on application form)

- If offered the role, an Enhanced Disclosure form will be required (paid for by the company).
 - Occasional travel across the UK, sometimes with overnight stays, paid for by the company.
 - Candidates must live within commutable distance from London.
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How to Apply

We are committed to being an equal opportunities employer and encourage people from a wide variety of backgrounds and lived experience to apply. We particularly encourage applications from Black people, people from the Global Majority, and candidates who self-identify as disabled.

All candidates who self-identify as disabled and who demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equality Act 2010.

To request this job pack in an alternative format, or if you have any questions, please email Company Producer, Eleanor, at Eleanor@kittheatre.org
If you would prefer to speak to someone on the phone, please include this request in your email.

To apply for this post please email KITtheatrerecruitment@gmail.com with the following:

- A completed application form (found on our website)
- Your CV

Please also complete our anonymous [equal opportunities & monitoring form](#).

We welcome applications in alternative formats including a voice or video recording answering the questions on our form.

Closing date for applications: Friday 5th of September 6pm.

Shortlisting process

After the deadline, we will review and shortlist applications:

- Forms will be anonymised, and CVs will not be considered until after shortlisting is completed.
- When applying, use the application form to show how you meet the personal specifications.
- If you submit a video or audio application, the shortlisting panel may hear your voice or see your face, your CV and name will not be available.

Interview details

If shortlisted you will be invited for an interview and asked about any reasonable adjustments you might require.

Interview questions will be sent out to all shortlisted candidates at least 5 days before the interviews.

First Interviews: Monday 15th September

Interview Location: Interviews will be in person in our co-working space in Peckham Rye with remote interview option upon request.

Second Interviews: Our aim is to host one round of interviews, but if necessary we will hold an additional interview round for a final shortlist of candidates.

Appointment

Once offered the role, we will ask the candidate to provide 2 referees.

We will request an Enhanced Level Check from the Disclosure and Barring Service (DBS) as part of any conditional offer employment, in line with our Safeguarding policy.