

Interim Producer Vacancy at KIT Theatre



KIT Theatre makes playful, immersive theatre for (and with) young people which develops their creativity, confidence and critical thinking while connecting them with their local creative community.

In 2023 KIT is launching a new way of working: Bridge Adventures, which erupt in schools but send young people on missions which require them to visit local cultural venues. Projects explore sentient AI androids in art galleries, undercover environmental activism in theatres and bewildered time travellers landing in libraries. See here for our Director's blogpost [<https://bit.ly/42qUpHz>] and here for our Bridge Project Brochure [<https://bit.ly/3LHjLec>]

We're looking for an Interim Producer to join the small and busy team to lead on the delivery of key projects for six months from May-November 2023.

Who are we looking for?

This role is for an Interim Producer experienced in delivering cultural projects with young people. Our work is delivered in schools, theatres, museums and other cultural spaces; we're keen to hear from people who have had experience in some or all of these sectors.

We recognise that many people experience barriers to working in the arts and it is important that the work we create reflects our diverse society and that our team is representative of the young people we reach. We actively encourage people from a variety of backgrounds with different experiences and skills to join us and continue to develop our working practice. We are particularly keen to hear from candidates from ethnically diverse backgrounds and candidates who self-identify as disabled and neurodiverse or from a lower socio economic background.



Who are we looking for?

Role: Interim Producer

Reporting to: Artistic Director

Key Relationships: Artistic Director, Administrator & Freelance Artists

Duration: 1st May - 1st November 2023, 6 months

Fee: £35,000 (Pro-Rata)

Hours: 2 or 3 days per week [TBC]

Contract type: Fixed Term, 6 Months

Location: KIT HQ operates from a shared work space in a primary school in Finsbury Park. One in-person HQ day per week is desirable and other work can take place remotely. Some travel to visit projects will be required (travel and accommodation outside of London paid for by the company).

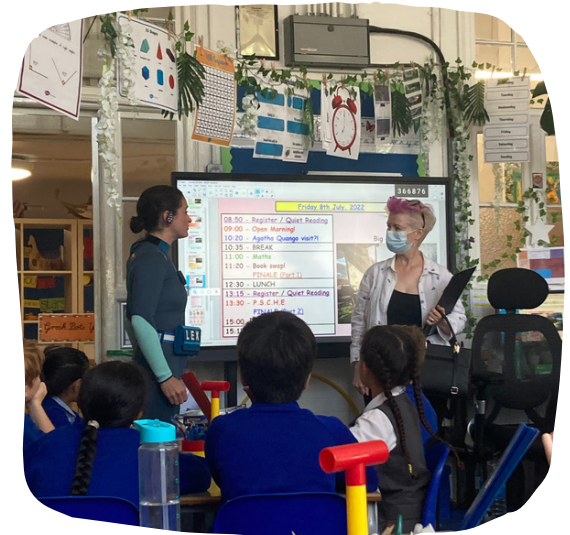
Roles and Responsibilities

Delivery

- Lead day-to-day delivery of KIT's core Adventures in Learning schools programme in line with KIT's vision, mission and high standards of artistic quality
- Produce KIT's productions on a project-by-project basis including the upcoming Musical Adventure in Essex in summer 2023 [if additional commissions received we will explore employing additional producers to support delivery.]
- Lead planning and management of venue-based productions including an immersive adventure taking place in Bridlington in the autumn
- Contribute to long term strategic planning for key projects including Classbot 450 in West London
- Work alongside Artistic Director to broker and nurture relationships with artists, teachers, venue partners and a wide range of stakeholders
- Managing KIT's freelance performers, creative & production teams.
- Draft, negotiate and manage contracts with the creative team, performers, rights holders, venues and schools in liaison with the Artistic Director
- Alongside the Artistic Director, support and manage artists, performers, facilitators & teams of stage management and technical personnel engaged for each Adventures in Learning production
- Support the Artistic Director to identify performers and creative teams
- Provide in-person support on projects
- Ensure all relevant permissions are in place from schools and parents and that all necessary health and safety, DBS and online safety checks are carried out.

Evaluation

- Support the delivery of the programme of evaluation in close liaison with the external evaluator team and Artistic Director
- Work with KIT's Administrator to ensure all mechanisms for the collection and monitoring of data are in place and working effectively in line with the evaluation framework



Financial

- Monitor project budgets, providing the Artistic Director with regular and accurate updates of budget and cash flow projections and other information as required
- Support to the Assistant Producer with bookkeeping and invoicing
- Other financial responsibilities as reasonably requested

Safeguarding

- Oversee safe recruitment procedures in line with KIT's Safeguarding Policy

Personal Specification

Essential Skills and Experience:

- At least 3 years' experience of producing / project management roles delivering cultural experiences with and for young people.
- Excellent planning and time management, with the ability to work across a range of projects, meeting targets and deadlines.
- Excellent financial management skills
- Excellent verbal, written and interpersonal communication skills.
- Excellent administrative skills and competence of Microsoft Word, Excel and Google Drive.
- An understanding of the realities of working within a small team, supporting colleagues where necessary.

Desirable Skills and Experience:

- Experience of working with teachers and schools.
- Experience of making work for/by/with young people.
- Knowledge of the arts education and/or museum and/or theatre sector.
- Knowledge and understanding of Safeguarding.

Requirements:

- Commitment to equal opportunities, promoting diversity within the arts and supporting emerging talent.
- 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.

Company Context

KIT was founded in 2015 and is a Community Interest Company. At the heart of our practice are Adventures in Learning (AiL), interactive stories which erupt unexpectedly in classrooms and cultural spaces and combine immersive theatre and game mechanics to make an impact.

Since 2015 KIT has delivered AiL to over 15,000 pupils and collaborated with teachers across 100 schools in London, Birmingham, Essex, Manchester 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 schools with a high proportion of disadvantaged pupils.

For more information about us check out our website: kittheatre.org



Application Process

To apply, please send us your CV (or 3 min film) and a personal statement (maximum 2 x A4 side or 3 minute film) describing your suitability for the position and specifically how your experience matches the essential and desirable skills and experience.

KIT is committed to developing positive policies to promote equal opportunities in employment and to prohibit unlawful or unfair discrimination on the grounds of an applicant's ethnic origin, age, or disability. In order to ensure that these policies are being carried out, and for no other purpose, all applicants are asked to complete the online monitoring form.

If you have any questions regarding this or any other aspect of this role, please email: elin@kittheatre.org.

Key Dates:

Please submit your application by email to KITtheatrerecruitment@gmail.com by 12 April 2023.

Application deadline: 5pm, 12 April 2023

Interviews: 17 April 2023

Start date: May/June 2023

Access:

We welcome applications from people of all backgrounds and walks of life, and we aim to be an inclusive and supportive team to work with.

Please let us know if you require any support to apply, for instance:

- If you prefer this document in an alternative format please email KITtheatrerecruitment@gmail.com.
- If you prefer to apply for the role in a different format (to that which is described above) please let us know by emailing KITtheatrerecruitment@gmail.com to let us know what works for you and we will do our best to accommodate this
- Interview questions will be provided in advance.

