



## **Youth Arts Producer Strike A Light**

### **About the organisation**

Strike A Light is a dynamic, creative charity based in Gloucester. Our vision is that Gloucester is a city of vibrant culture for all. We aim to achieve this through three strands of work; programming, producing and participation. This includes programming contemporary theatre and dance, supporting artists and developing and producing new work which often tours, and a participation programme for young people in the city. We are a non-venue based organisation and present work and activities in spaces across the city, enabling us to reach new audiences in their own community.

Our participation work includes weekly sessions in dance and we are currently establishing a youth theatre and vocal group, in partnership with GL4 Festival in Matson. Our aim by the end of 2019 is to be delivering dance, theatre and vocal groups for both primary and secondary age children and young people. Alongside our weekly classes we work directly in schools through a project with Create Gloucestershire, and we work with Gloucester schools to offer young people audience experiences and workshops, either through schools attending our events or through taking shows into schools. From time to time we also deliver stand alone projects, for example this year we are once again hosting the Multi-Story Orchestra who will be working with school children, performing pop up concerts and then performing, alongside school pupils, as part of the Rooftop Festival 2019.

Our participation activity is a core strand of our work and our aim is that young people can be involved in the organisation in multiple ways. For example a young person may take part in a weekly class, come and see a show as an audience member and then be supported as an emerging artist in their own right as their skills develop.

Strike A Light as a whole- and therefore our participation work- has a focus on diversity and inclusion in its broadest sense.

## **About the role**

Strike A Light are seeking a creative, dynamic Youth Arts Producer.

We are looking for someone who is enthusiastic about working with children and young people to join our team. The Youth Arts Producer's role will be to coordinate and manage the delivery of our participation offer, including weekly classes, schools' engagement and work with young audiences.

We anticipate this will be a 2.5 day per week post with potential for a 3 day per week post combining the Youth Arts Producer role with our Youth Theatre practitioner role i.e. undertaking both planning and delivery.

You will be passionate about young people's access to the arts and supporting disadvantaged young people to engage. You will be motivated by creative ideas and have a healthy love of organisation. You will be confident working directly with young people, communicating with schools and managing freelance tutors.

The role is offered on a freelance basis with a fixed fee of £13,000. We anticipate that this role will equate to approximately 2.5 days per week. The post is offered on a one year contract in the first instance so we can review the role with you as our programme develops.

We are also currently recruiting a youth theatre practitioner and would be very keen to hear from candidates who would be interested in taking on a 3 day per week post combining the Youth Arts Producer role and Youth Theatre delivery.

The post holder will need to manage their time and split their responsibilities between office based work and being present at participation activities or direct engagement work with young people. Some evening and weekend working will be required.

This role is offered as a self employed contract and the post holder will be responsible for paying their own tax, NI and hold appropriate insurance.

In line with our Child Protection and Safeguarding Policy the successful candidate will be given a conditional offer, subject to references and a satisfactory DBS check.

We are committed to creating a team which is representative of the diverse communities we work with and to bringing together those with a variety of skills and experiences, to help shape what we do and how we work. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) candidates.

## Job Purpose and Responsibilities

To plan, coordinate and ensure the smooth delivery of our weekly sessions and schools workshops, develop youth audiences and manage additional youth projects as required. To work with the Strike A Light team to support the development of the participation programme.

Main Responsibilities include:

- To work with the Strike A Light team to plan and devise participation activity
- To recruit tutors and workshop leaders and ensure relevant administration e.g. contracts, DBS checks etc. is completed to a high standard
- To ensure all requirements for delivery are booked and sourced e.g. room hire, equipment etc.
- To recruit and engage with young people to encourage them to take part in activities, with a particular focus on young people from socio economically deprived backgrounds and Black, Asian and Minority Ethnic (BAME) backgrounds and harder to reach young people
- To work with the Strike A Light team to create marketing materials- print and online- for participation activity.
- To build mutually beneficial working relationships with schools, youth groups, community leaders and other partners
- To increase Strike A Light's profile in the community and amongst young people in our key areas of the city, in particular the Matson estate.
- To lead on engaging with schools and youth groups to generate ticket bookings for performances
- To ensure the smooth day-to-day running of activities, working to health and safety and child protection best practice including registers, media release, accident and incident reporting, staff briefings.
- To be the first point of contact for parents/ carers, young people, tutors and others regarding Strike A Light's participation activity.
- To facilitate a positive, professional and creative atmosphere for young people taking part in participation activities
- Where appropriate, to deliver sessions for young people as part of projects and classes.
- To ensure activities remain in budget and working with the Strike A Light team ensure that financial procedures are followed and income and expenditure recorded.
- To support the Strike A Light team to secure additional funding for existing and future participation projects.
- To update and report to the Strike A Light team, and funders where required, regarding the participation activity.
- To undertake robust, creative evaluation of participation projects and classes
- To observe and implement Strike A Light's policies and procedures including equal opportunities, health and safety and child protection and safeguarding.
- Any other responsibilities the role and participation programme reasonably requires.

## **Person Specification**

### **Essential**

- Experience of engaging and supporting young people taking part in activities
- An enthusiasm for contemporary performance
- Experience of coordinating workshops and an understanding of the requirements of participants and practitioners in this setting
- Experience of working in partnership with community and education organisations
- Ability to manage and prioritise own workload and work with efficiency and initiative
- Ability to build positive, empathetic relationships with young people whilst maintaining a professional and appropriate role.
- Understanding of arts and/or education activity in a community setting
- Proficient IT skills
- Numerate, with experience of the day to day monitoring and recording of expenditure.
- Understanding of best practice when working with children, young people and vulnerable adults
- A positive, creative, flexible, hands on and can-do approach
- A commitment to diversity and inclusion

### **Desirable**

- Knowledge of Gloucester community groups, organisations and potential partners
- A good working knowledge of the current UK contemporary dance and theatre scene, artists and practitioners
- Experience of working with young people growing up in challenging circumstances
- Experience of working with young people from Black, Asian and Minority Ethnic (BAME) backgrounds and an understanding of engaging with BAME communities
- A network of contacts across arts and education settings beyond Gloucestershire
- A practitioner specialism in theatre, dance or a related discipline
- Experience in devising and creating youth arts projects
- Experience of successful trust fundraising
- Experience of creating and managing project budgets
- Full clean driving license

As per our child protection policy and Disclosure and Barring Service guidelines, the post holder will undertake a DBS check.

Strike A Light encourages people from any background to apply for this post. We are committed to creating a team which is representative of the diverse communities we work with and to bringing together those with a variety of skills and experiences, to help shape what we do and how we work. We particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates.