

**STRATFORD
EAST**

**EDUCATION AND LEARNING PRODUCER
SEPTEMBER 2023**



STRATFORD
HERE FOR
GREAT THEATRE **EAST**





WELCOME

Thank you for your interest in the post of Education and Learning Producer.

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

The deadline for receipt of completed applications is Midday on Monday 16 October. Applications received after Midday on the deadline date will not be accepted.

It is intended that initial interviews will take place on Thursday 26 October.

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

If you have questions about the recruitment process, or need assistance, please contact recruitment@stratfordeast.com

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

HOW TO APPLY

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification
- Complete the optional equal opportunities monitoring form via this [link](#)
- Enter your details on our [online submission form](#) and upload the application form
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload
- Do not submit CVs, as these are not accepted

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

SAFER RECRUITMENT PRACTISES

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.





THEATRE ROYAL STRATFORD EAST

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company which received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Our current season includes a new production to celebrate the 30th Anniversary of Jonathan Harvey's coming-out and coming-of-age story *Beautiful Thing*, *Jack and the Beanstalk* as our annual pantomime, and a revival of the Stratford East hit musical *The Big Life*.

We run a Learning and Participation offer that is accessible and inclusive to all. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace; and
- provide opportunities to people of all ages to develop their creative talents and engage with the theatre's work, ensuring there is a creative outlet to the widest possible constituency.

GOVERNANCE AND FINANCES

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.





JOB DESCRIPTION

Job Title: Education and Learning Producer
Reporting to: Learning and Participation Director

MAIN PURPOSE OF THE ROLE

The Learning and Participation Department sits at the very heart of Stratford East. Focussing on talent development in people of all ages and taking inspiration from the work our artistic programme. The department provides creative opportunities for people of all ages to participant in; from those who want to develop their creativity for enjoyment to those who wish to make a career of it.

The Education and Learning Producer will join the department at a busy and exciting point in its development. The role is responsible for managing Stratford East's education and training programmes, including work with the Higher Education Sector, Secondary and Drama Schools. In addition, the role will produce the L&P department's innovative training courses including Stratford East Young Technicians and Young Producers. Working closely with internal teams including production and artistic departments, the Education and Learning Producer will design and manage a series of key projects to advance the L&P department's strategy and oversee their delivery to the highest standard.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Management and planning

- To plan and manage an inspiring relevant programme of activity for Newham secondary schools and colleges, including PRU's and SEND schools that reflects the work on our stage.
- To produce exciting, inspirational and relevant theatre training programmes that opens pathways into the industry including the Young Technician and Young Producer programmes.
- To build an effective and supported paid work experience programme for members of the Stratford East's L&P training programmes, including Young Technicians
- To plan and produce a schools work experience programme.
- To recruit for, and manage a Higher Education placement programme.
- Co-create and manage the school holiday programmes in conjunction with the L&P Co-ordinator
- Build excellent relationships with Newham secondary schools and stakeholders including headteachers and teachers and education representatives within Newham Council.
- Build and maintain excellent relationships with freelance creatives within the theatre industry
- To manage the education and Learning budget ensuring projects are planned, delivered, tracked monitored and evaluated as well as kept within budget.

Delivery

- To ensure effective management and documentation of the L&P schools and training, placement and holiday programmes including setting objectives and targets, managing and projecting finances and budgets and evaluation of projects.
- To work with the Learning and Participation Director and colleagues across Stratford East to identify an exciting and diverse range of artists, creatives and academics to contribute to the L&P Programme
- Further develop school networks within Newham and build strong partnerships to ensure the participation of a diverse group of schools



Delivery (Cont.)

- With the Learning and Participation Director maintain and develop strategic partnerships with the education and training sector and with other theatres and arts organisations
- In collaboration with the Learning and Participation Director further develop and build strong partnerships with HE and drama school institutions, widening the scope for progression routes for participants on L&P programmes.
- Work towards further developing and building active partnerships within industry, to support a paid work experience programme for Young People on our training programmes.
- Work closely with the Marketing team to ensure effective communication of the schools, training and holiday programmes to audiences, participants, schools and partners
- Ensure risk assessments are in place for all projects, and that effective safeguarding is in place

Other

- To play an active role in fundraising, supporting project proposals when required and overseeing reporting and evaluation of projects to funders
- To maintain up to date knowledge of the education sector and L&P sector As a member of the L&P team, contribute to an open, creative and collaborative culture
- To deputise for the L&P Manager when required

General

- To represent the theatre at some events, conferences and meetings etc
- To maximise income and minimize expenditure wherever possible, without jeopardising the quality of the work or the reputation of TRSE
- To be familiar with and abide by all TRSE Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
- To undertake any other duties as appropriate to the post





SHINING CITY Photograph by Marc Brenner

PERSON SPECIFICATION	Essential	Desirable
Personal Attributes		
Ability to work under pressure in a busy environment and to take a hands-on approach when necessary to get the job done	x	
Willingness to work flexibly, including evening and weekend working	x	
A passion for Learning and Participation within the creative sector and the opportunities it offers to participants and partners	x	
Demonstrable alignment with Stratford East's core culture and values and the understanding of working in a culturally diverse environment	x	
Skills and Experience		
Experience of developing and delivering high-quality creative learning and participation projects within the creative sector.	x	
An understanding of work experience and placement programmes within the creative sector.		x
Experience of managing programmes with schools, colleges and the higher education sector.	x	
Experience of managing and monitoring skills development programmes.		x
Excellent communication skills across a variety of platforms including the ability to use digital technology and social media to communicate with participants	x	
Strong interpersonal skills and the ability to build relationships with a wide range of partners, individuals and groups	x	
Demonstrably strong project management and administration and organisational skills with the ability to set and manage budgets and work to deadlines	x	
Confident in using Microsoft Office suite	x	
Experience of managing freelancers with the ability to guide, support and develop, leading by example and setting the highest standards of excellence	x	



PERSON SPECIFICATION	Essential	Desirable
Knowledge		
Knowledge of a range of theatre practice including technical theatre	x	
Knowledge of a diverse range of artists and practitioners including those working within a participatory context	x	
Good working knowledge of safeguarding procedures and best practice	x	
Knowledge of schools and the current education and cultural context including Arts Award		x

INFORMATION

- Contract type: Permanent, Full time
- Salary: £31,000
- Hours of Work: 40 hours a week. Usual office hours are Monday to Friday 10am to 6pm, with occasional evening/weekend work required for which an informal TOIL system is in operation.
- Holidays: 30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days.
- Probation: 6 months
- Notice Period: 2 months (after probation)
- Pension: Up to 5% matched pension contribution after qualifying period
- Other Benefits: Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)