



Theatre Royal Stratford East  
Gerry Raffles Square, London, E15 1BN

T 020 8534 7374

F 020 8534 8381

Box Office 020 8534 0310

E [theatreroyal@stratfordeast.com](mailto:theatreroyal@stratfordeast.com)

W [stratfordeast.com](http://stratfordeast.com)

Artistic Director Nadia Fall  
Executive Director Eleanor Lang

5 November 2020

Dear Applicant,

Thank you for your interest in the post of **Learning & Participation Manager**.

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](http://www.stratfordeast.com) for general information on the theatre's policies, current programme and past history.

To apply for the post, please:

- Complete an application form in type or black ink. 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
- Return the application form and equal opportunities monitoring form by email to [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com)
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **noon on Monday 30 November 2020**.

It is intended that initial interviews will take place on **7 December 2020** and second round interviews on **10 December 2020**.

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

With best wishes,

Eleanor Lang  
Executive Director

## Theatre Royal Stratford East

Stratford East makes theatre both for, and inspired by, our community in Newham, East London. We continue the political and revolutionary ethos of our founder Joan Littlewood as a leading London theatre and civic hub for East London. We are driven by our art, inclusive and bold. We tell stories that provoke discourse about the world we live in and our place within it.

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. The Company 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 Theatre Royal 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. Nadia’s first season included a revival of *Equus*, which received seven 5 star reviews and a West End transfer, Sir Lenny Henry starred in a critically acclaimed and powerful rendition of August Wilson’s *King Hedley II*, and we engaged over 300 young people in a large scale production of Benjamin Britten’s *Noyes Fludde* in collaboration with English National Opera.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. 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, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

### Our Mission

- We produce work of the highest artistic quality that is:
  - Popular: Theatre of the highest quality that seeks to move and entertain everyone
  - Political: Work that provokes discourse about the world we live in and our place within it
  - Inclusive: Stories that are representative of our East London home and speaks to a wider London audience and which strive for an expansive and imaginative portrayal of its diverse communities
- We ensure diversity and inclusion is central to everything we do
- We are investing in our Grade 2 listed building
- We work to be environmentally sustainable
- We nurture and develop our staff
- We create and champion opportunities for a diverse range of artists
- We develop an emerging generation of talent
- We present a year-round participation programme for people of all ages

- We engage with local partners and people in Newham and the East London area

## **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:** Learning & Participation Manager

**Reporting to:** Head of Learning & Participation

**Direct reports:** Learning & Participation Coordinator, freelancers

### **Department Information**

The Learning and Participation programme at Stratford East focuses on talent development in people of all ages, taking inspiration from the work of our artistic programme. The department will provide creative opportunities for people of all ages to participate in; from those who want to develop their creativity for enjoyment to those who wish to make a career of it.

### **Main purpose of the Role**

The L&P Manager will join the department at a key point in its development. Working closely with the Head of L&P, the L&P Manger will help design and manage a series of projects to advance the departments strategy and oversee their delivery to the highest standard.

### **Key Responsibilities**

#### **Management and planning**

- Work with the Head of L&P to develop an inspiring and eclectic L&P programme that reflects the TRSE's repertoire and desire to focus on developing talent and creativity of people of all ages
- Implement new L&P Programmes, putting robust processes in place to ensure projects are delivered to the highest standard within budget and working to agreed KPIs
- Manage the delivery of existing programmes, ensuring projects are delivered to the highest standard and working to agreed KPIs
- Manage the L&P Coordinator setting objectives, monitoring performance and providing support and guidance
- Work closely with artists, creative teams, production and technical departments to create content for workshops, course and projects

## **Delivery**

- To ensure effective management, documentation and evaluation of the L&P programmes, including setting objectives and targets, managing and projecting finances and budgets and contributing to the Departments strategy for research and development
- To take the lead in developing community and school programmes and partnerships, building on existing programmes and creating new offers within the L&P strategic framework
- To work with the Head of L&P and colleagues across TRSE to identify an exciting and diverse range of artists, creatives and academics to contribute to the L&P Programme
- With the Head of L&P develop and maintain strategic partnerships with the education and training sector and with other theatres and arts organisations
- Work closely with the Head of L&P to contribute to the development of programmes offering progression routes for young artists and young people new to the creative sector
- Work closely with the Head of Marketing and Sales to ensure effective communication of the programme to audiences, participants, schools and partners
- Ensure risk assessments are in place for all projects, and that effective safeguarding is in place
- Ensure effective documentation and evaluation of all projects Is this a repeat of point one in delivery

## **Other**

- To play an active role in fundraising, developing project proposals and overseeing reporting and evaluation of projects to funders
- To collaborate with the Marketing team on audience development strategies for young people and local participants
- To maintain up to date knowledge of the L&P sector, as well as key developments in secondary, further and higher education
- As a member of the L&P team, contribute to an open, creative and collaborative culture
- To deputise for the Head of L&P 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 work with the Agent for Change on all elements of the L&P Department's work
- 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

## **PERSON SPECIFICATION**

### **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
- Willingness to work flexibly, including evening and weekend working
- A passion for theatre education and the opportunities it offers to participants and partners

- Demonstrable alignment with Theatre Royal Stratford East's core culture and values and the understanding of working in a culturally diverse environment

### **Skills and Experience**

- Extensive experience of developing and delivering high-quality creative learning and participation projects and programmes in the performing arts sector, including producing programmes from a standing start.
- Excellent-communication skills across a variety of platforms including the ability to use digital technology and social media
- Strong interpersonal skills and the ability to build relationships with a wide range of partners, individuals and groups
- Demonstrably strong project management and administration and organisational skills with the ability to set and manage budgets and work to deadlines.
- Experience of managing employees and freelancers with the ability to guide, support and develop, leading by example and setting the highest standards of excellence
- Experience of working in partnership with schools, colleges and the Higher Education Sector
- Experience of working in partnership with community organisations/or work with harder to reach groups of young people and adults
- Experience of working on programmes that engage young people and young artists

### **Knowledge**

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

### **INFORMATION**

<b>Contract type:</b>	Full time and permanent
<b>Salary:</b>	£28,000 per annum
<b>Hours of Work:</b>	40 hours per 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.
<b>Holidays:</b>	22 days per annum plus bank holidays pro rata. This will increase by 1 day for each full holiday year of service completed to a maximum total of 25 days pro rata.
<b>Pension:</b>	Up to 5% matched pension contribution after qualifying period
<b>Other benefits:</b>	Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discounts
<b>Notice Period:</b>	2 months
<b>Probation Period:</b>	6 months

**TRSE 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.**