

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Location	The Marlowe Theatre
Job title	Learning and Participation Producer
Reports to	Director of Learning & Participation
Grade	K
DBS	Enhanced

JOB PURPOSE

To produce, from conception to delivery, the Marlowe's Learning & Participation performances and public facing events with young people and the communities of Kent

PRINCIPAL ACCOUNTABILITIES

- To produce, budget and project manage The Marlowe's Learning & Participation productions and projects, from conception to public performance
- To work with the Director of Learning & Participation and L&P Manager to develop, coordinate and deliver The Marlowe's Learning & Participation strategy
- To manage and coordinate operational relationships with key L&P partners including resident and associate companies and visiting companies
- To contract and manage freelance artists and theatre-makers involved in L&P productions and programmes
- To liaise with internal production teams, freelance artists and theatre-makers and national partners to coordinate all practical requirements of projects and performances, being a direct point of contact
- Ensure that the L&P programme is communicated effectively across the department, wider organisation and externally, firmly embedding the work within the operations of the Marlowe
- To plan and monitor relevant budgets
- To ensure that you and all L&P freelancers and contractors work in a safe and legal way to comply with Marlowe policy and procedures, regulatory and legislative requirements
- To review processes and continuously contribute to their development and improvement
- To drive your own career and skills development, making the most of the opportunities made available to you
- To live and represent the Marlowe's values

REQUIRED ATTRIBUTES	
Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Learning and Participation Producer needs to be:</p> <ul style="list-style-type: none"> • A collaborative and proactive team player • Great with young and vulnerable people • Rigorous and detail orientated • A creative thinker and problem solver • Passionate about the purpose and value of theatre
Knowledge	<ul style="list-style-type: none"> • Good knowledge of producing processes and procedures in a community and educational setting • Good knowledge of relevant legislation and regulations including health and safety and safeguarding • Some knowledge of community arts best practice • Some knowledge of contemporary theatre
Skills	<ul style="list-style-type: none"> • Excellent project management skills. • Excellent written and verbal communication skills • Good administration skills • Good people management skills • Excellent planning skills • Good IT skills • Good budget management skills. • Excellent interpersonal skills. • Good problem-solving skills.
Experience	<ul style="list-style-type: none"> • Good level of Experience of producing work involving young people and community participants • Some experience of learning and participation projects in an arts organisation • Some experience of being responsible for safeguarding young people and vulnerable adults • Good level of experience of budget management.
Qualifications	<ul style="list-style-type: none"> • We value education and GCSEs in Math's and English at Grade 4 or above are desirable for this role. We will, however, consider applications from suitably skilled and experienced candidates without a qualification. • The post holder will need to undergo an Enhanced DBS check.

JOB DIMENSIONS	
Annual budgetary amounts	Production budgets as applicable
Number of staff reporting to the job holder	Freelance artists
Any other relevant statistics/information	The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working

needs.

The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

ORGANISATION CHART

See attached
June 2022