

# Talent Development Producer

## INFORMATION PACK FOR APPLICANTS



# the Rep

Photo by Hannah Kelly



# ABOUT THE REP

We're all about the live experience – whether you're coming to see a show, taking part in a workshop, or dropping in for a coffee. We work with partners across the UK and internationally on creating brand new productions and community projects.

You can find us performing live on our three stages here in Birmingham (The House, The Door and The Studio), in the West End, or touring globally. We might pop up on your doorstep in local streets, in schools and colleges, in shops, parks and city squares.

We nurture artistic talent through new writing, directing, technical and casting programmes with young professionals and up-and-coming names. While results can take years, we know it's worth the wait as we believe diversity to be a strength in our society, with art and culture belonging to all. We are a theatre for everyone.

Looking out over Centenary Square's fountains, extensive work on our building will soon be completed making us even more accessible. With our allies at the spectacular Library of Birmingham, our neighbours at Symphony Hall, our new friends at the University of Birmingham Exchange plus the vast social and commercial whirl of Paradise and Brindley Place, there's never been a better time to consider joining us.

# ABOUT THE ROLE

The Talent Development Producer is a brand-new role and will be pivotal in delivering a structured programme of opportunities and support for emerging artists, including the launch and management of the Foundry project – a significant programme of community-based co-creation for accessible theatre making across the city. You will be an ambassador for the programme and The REP.

## KEY RELATIONSHIPS

This role forms part of the Arts Team. You will be managed by the Associate Director

You will be responsible for managing:

- Freelance artists enrolled on Foundry Programme
- Supporting roles employed to deliver the Foundry Programme

### INTERNAL

- Senior Management Team
- Head of Departments
- Creative Teams

### EXTERNAL

- Emerging Artists across the region
- Experience Artists in support of learning opportunities
- Third sector organisations across the region
- Participants engaged on co-creation projects



# MAIN DUTIES & RESPONSIBILITIES

- Lead producing The REP's new Foundry co-creation programme, placing artists in community settings to develop participatory practice
- Collaborate with the Creative Learning and Artistic teams to shape a range of offers for Talent Development at various career stages
- Develop long-term sustainable relationships with emerging artists and companies across the region by attending a wide range of readings, sharings, R&D workshops and performances
- Artist relationship management & communications, being the first port of call for regional talent to connect with The Rep's offer
- Develop open access initiatives, including match-making events, access to rehearsal spaces & support surgeries
- Build relationships with other arts & community organisations, always thinking about the benefits of partnerships & co-creation
- Producing support for community projects providing opportunities for emerging artists
- Further producing & programming support for The Door programme, catering to emerging companies & artists
- Foster relationships with third sector organisations in need of cultural activity to engage their communities and match make with artists suited to their settings
- Curate a monthly programme of masterclass events, utilising Rep staff & resource as well as visiting artists & wider networks
- Provide progression routes for emerging artists, & devise ways for Associate/Affiliate artists to enrich opportunities for learning



# MAIN DUTIES & RESPONSIBILITIES

## CONTINUED

- Support emerging artists with funding applications to resource projects with support in kind & advice
- Identify funding opportunities & develop cases for support to further resource the Rep's talent development programmes
- Negotiate & agree contracts with relevant directors, theatre-makers, writers, performers, workshop leaders and stage managers required for the activities
- Prepare reports & account statements to trusts & foundations
- Liaise with the theatre's finance team to ensure that all expenditure on the Foundry programme is appropriately managed and recorded
- Be a member of both the Arts team and Creative Learning Team, engaging in programming meetings & helping facilitate open days like *Meet the Rep*



# THE FOUNDRY

The Foundry project is a two-year Esmée Fairbairn funded programme to explore a new approach to artist development. With the Arts Council's new "Let's Create" framework emphasising a co-creation agenda, this programme will equip emerging artists with the experience to deliver impactful and inclusive participatory projects with support and resources





## YOU MUST HAVE

- Some experience of Arts producing / artist development
- Some experience of community engagement / participatory projects
- Experience of promoting embedded accessibility for D/deaf and disabled artists / participants
- Excellent IT, budgeting & presentational skills
- Experience of managing contracts and working relationships with co-production teams

• If you do not demonstrate in your application that you meet all these criteria you may not be shortlisted.

## ABOUT YOU





## IT'D BE GREAT IF YOU HAD

- Significant experience developing programmes to support emerging artists / inclusive participatory projects
- Lived experience of D/deaf and disabled access needs
- Ability to manage time effectively
- Ability to cope with demanding work
- Be a logical and effective problem solver and decision maker
- Ability to carry out work under pressure and maintain good humour and diplomacy

## ABOUT YOU

## THERE'S NO SUCH THING AS PERFECTION...

At Birmingham Rep we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for.



# Your Birmingham Rep

It's important to us that The Rep reflects the communities we serve in our city, and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented in our workforce as we want them to be. We want our theatre to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

We guarantee to interview anyone from these under-represented groups whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence (or could with reasonable support), as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

**To discuss any reasonable adjustments or access considerations to allow you to participate fully in an interview, please send us an email to [RepTalent@birmingham-rep.co.uk](mailto:RepTalent@birmingham-rep.co.uk)**



Photo by Johan Persson

# RAMPS ON THE MOON

Alongside New Wolsey Theatre, Ipswich; Theatre Royal Stratford East; Nottingham Playhouse; Leeds Playhouse; Sheffield Theatres and strategic partner Graeae Theatre, The Rep is part of Ramps on the Moon.



Photo by Robert Day

Ramps on the Moon enriches the stories we tell and the way we tell them by normalising the presence of D/deaf & disabled people both on and off stage. As a collective we share learnings between each venue and across the industry to enable theatre buildings and

Each organisation has committed to a programme of organisational change including:

- Embedding D/deaf and disabled people throughout their organisations.
- Putting access and inclusion on the agenda of all meetings.
- Creating long term employment and training opportunities for Deaf and disabled people.
- Committing core production expenditure to the project, alongside the specific additional project funding.
- Acting as a hub within its own region to disseminate experience, information and good practice.

More information can be found at **[rampsonthemoon.co.uk](http://rampsonthemoon.co.uk)**.



# FLEXIBLE WORKING

We know flexibility is everything and we foster a working environment which is focused on outcomes not hours or being present. We actively encourage applications for job shares and flexible working and will make every effort to accommodate these requests.

# NON-CONTRACTUAL BENEFITS

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The Rep food and drink outlets (when available)

We want all staff to see as many of our shows as they can and share in the excitement of being one of the first audiences to see a new production come to life on stage. To ensure everyone has a chance to attend shows, every staff member is invited to attend press night for all The Rep's own productions along with further complimentary tickets to most shows as well as competitive discounts throughout the year.



Photo by Pamela Raith

## **PERIOD OF WORK**

This is a fixed term contract to January 2024, with the potential for extension, subject to successful completion of a probationary period of 3 months

## **PAY**

£30,176 per annum; pro rata if part time

## **HOURS**

39 hours per week – Some evening and weekend work will be required

## **HOLIDAYS**

20 days per year plus public holidays. The holiday year runs from 1 September to 31 August each year

## **NOTICE PERIOD**

The notice period will be 3 months

# the Rep





# THAT'S IT FROM US, NOW WE'D LOVE TO HEAR FROM YOU



Photo by Tom Wren

Click '[Apply Here](#)' to be redirected to our application portal and then follow the instructions to enter your details and upload your CV. **We accept alternative forms of application such as audio or video. Please use the job description and application form on our website to provide up to 5 minutes of content as your supporting statement.**

The deadline for receipt of **applications** has been extended to **Friday 21st January 2022 at 5pm**

**Interviews** will be held at Birmingham Rep

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. For this recruitment, we strongly advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

## **DIVERSITY MONITORING**

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our progress, we kindly ask you to answer Equality and Diversity questions alongside your application. Your responses will not be shared with the recruiting managers.

# ANY QUESTIONS?

If you have any questions about the recruitment process or if you'd like to discuss the role further, please email us at [RepTalent@birmingham-rep.co.uk](mailto:RepTalent@birmingham-rep.co.uk)

