

JOB DESCRIPTION

Participation Coordinator



Arcola Theatre is one of London's leading Off West End theatres. Now welcoming over 65,000 audience members a year to our two studio spaces, we stage a diverse programme of new works and reimaged classics. We create over 11,000 opportunities a year for emerging artists and our local community to make theatre. Our environmental initiatives are internationally renowned.

Arcola Participation is a key ingredient to the lifeblood of Arcola Theatre and provides genuinely radical opportunities for the people of Hackney and surrounding boroughs to participate in the arts. The theatre acts as a creative hub for our community, providing opportunities to learn, train and perform under the guidance of world-class artists. The work is innovative and inspirational, ensuring our community produces the highest quality work and providing them with the tools to achieve their aspirations. Arcola Participation engages and inspires all sections of the community, ensuring that world class theatre and training is available to everyone.

Arcola Participation – Range of ongoing projects and programmes

Youth Theatre

Arcola Participation provides young people with a variety of ways of getting involved with Arcola Theatre's work. Young people aged 9-16 have the opportunity to join one of Arcola weekly youth theatre classes or join one of our individual projects through the year

Children's and Young Peoples Professional Theatre

Arcola Participation produces some of the most exciting and dynamic Children and Young Peoples Theatre productions and engages with some of the most vital Theatre companies specialising in this field within the UK.

Arcola Academy

Arcola Academy is Arcola's semi-professional young person's company. Academy is aimed at young people aged 16-20 who already have some experience and are now ready to take their skills to the next level. Arcola Theatre accepts 15-20 members every year who form an ensemble company and work with a professional production team to create a full-scale production. Academy provides young people with a vital springboard towards further education, higher education, employment or a career in the creative industries.

Arcola Community

Arcola Community companies include Arcola 50+, Ala Turka, Arcola Queer Collective, Men's Mental Health and Arcola Women's Company. These targeted community groups stage full productions once a year as part of the Creative Disruption season. The companies work with professional production teams and provide opportunities to meet new people with a shared passion for theatre and develop skills and confidence. Community companies also participate in one off events and projects. Past work has been seen at the Tate Modern, Glastonbury, the British Museum and Wilderness Festival.

Schools

Arcola Participation offers a wide range of opportunities for pupils to learn in a creative environment. Whether a school is looking for workshops, performances or bespoke projects, we will develop and deliver work in schools or at Arcola theatre.

Talent Development

Arcola Consenting Adults offers weekly and weekend masterclasses across a wide range of theatrical skills and practices, including acting, directing, physical theatre, writing, improvisation, burlesque, stage combat and more. These subsidised classes offer our community an affordable way to develop skills and talent in a friendly environment and led by professional practitioners. **ArcolaLAB & Playwrought** offer other opportunities for ongoing development as well as one-off productions and projects.

Brief

This post will be responsible, with the support of the Participation Manager, for overseeing and delivering a number of Arcola Participation projects with young people, schools and community groups. They will work with diverse communities recruiting hard to reach young people and community members.

The Participation Coordinator will support the work of the Participation Manager in building relationships with key partners from the creative learning and participation sector and in widening the pool of freelance artists that the department engages.

There is also the opportunity to instigate and creatively lead on Participation projects and shows.

The Participation Coordinator will also manage any apprentices or interns, and some facilitators and freelancers, and will contribute to the writing of funding applications, evaluation reports and monitoring information.

Role outline

Reporting to: Participation Manager

Department: Participation

Responsible for: Freelance Workshop Leaders, Facilitators, Participation Interns

Please note, this role is approximately one-third delivery and two-thirds administration.

Main Responsibilities

To support the Participation Manager in delivering the following:

Programming and Production

- Support the ongoing development of a thriving participation, youth and community theatre programme in line with the artistic vision and community ethos of Arcola Theatre
- Deliver aspects of the programme (under the direction of the Participation Manager), in partnership with Arcola staff, volunteers and external providers including delivery of workshops, weekly classes and community projects
- Build and develop links with and recruit:
 - local schools and community groups
 - local families, developing and programming projects that engage with this audience demographic.
 - other arts organisations and theatres in London and beyond, especially organisations that support BAMER communities.
- Maintain detailed and accurate records of all relationships developed with schools, community groups and other bodies at all times
- Organise the planning and evaluation of each project

Strategic Development:

- Work closely with the Participation Manager on long term strategic development of Participation at Arcola, especially in regards to schools, families and young people's projects
- Explore entrepreneurial approaches to add value to new and existing work

Finance, Fundraising, Sponsorship and Grant Management:

- To work with the Participation Manager on writing funding applications for youth, community and participation projects
- To maintain records of participation and ensure that freelance practitioners report on their activities.
- To complete project monitoring and evaluation forms as required
- To engage with sponsors and donors, in collaboration with the Participation Manager

Audience Development:

- Work closely with the Marketing Manager and Participation Manager to develop and maintain a comprehensive schools contact database
- Work closely with the Participation Manager to develop and maintain a comprehensive local contacts database
- Work closely with the Production and Marketing teams to develop education materials in line with mainstage work
- In collaboration with the Marketing department and the Participation Manager, create invites to and material for basic programmes for Participation shows

Digital:

- Contribute to digital content on the website for young people
- Work with the Marketing Manager to manage content of the participation section of the website and social media platforms

General

- Monitor and evaluate all strategies developed under the remit of this post holder and report on findings to the Participation Manager.
- Represent Arcola Theatre at external meetings as requested
- Ensure that Arcola remains fully compliant with all legislation and best practice associated with working with young people or any individuals at risk, including responsibility for ensuring that all Arcola staff, volunteers and freelance staff have current DBS (formerly CRB) checks.
- Work closely with the Participation Manager to ensure solid financial management.
- Undertake any other duties as may be reasonably required from time to time.

Person specification**Essential:**

- Experience (2 years+) in a similar field within the arts, education or charitable sectors
- Flexible, inventive and risk-taking approach to participatory projects which connect to the community and respond to the ethos of Arcola
- Considerable experience in facilitation, workshop leading or directing for youth and community groups
- Understanding of the youth and community arts, education and wider performing arts sectors in the UK
- Passion and commitment to promoting diversity and inclusion within the arts
- Accomplished written and verbal skills with good proofreading
- Proficient IT, literacy and numeracy skills
- Ability to multi-task within a fast paced environment with excellent attention to detail
- Audience-focused (especially young people, schools and families)
- Perceptive and rigorous evaluation skills
- Flexibility and willingness to get involved at key times
- Confident communicator, able to remain calm under pressure
- Self-motivated and effective in planning own time, and able to think and work independently
- Ability to work within all Arcola policies, procedures and budgets, in particular child protection and disclosure, health and safety, equal opportunities, confidentiality and data protection
- Informed about, promote and support all of Arcola's work and be prepared to speak about the work of Arcola on a public platform

Desirable:

- Experience of working in a multi-faceted Arts venue
- Knowledge of the local community and demographics of Hackney
- Experience of working with schools, academies and universities
- Qualification in Community/Youth Arts or an Arts related subject
- A proven track record in of project management in an arts setting
- A proven track record in of writing successful applications to trusts and foundations
- Experience in managing interns/apprentices and freelancers
- Arts Award trained/knowledge of Arts Award

All staff at Arcola Theatre have a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work being at the heart of our Equality Policy. It is monitored through our Equality Action Plan.

Terms and conditions

Salary: £21,000 per annum.

Hours: 37.5 per week, excluding a daily lunch break.

This role is 5 days a week Monday-Friday; usual office hours are 9.30am-6pm. We also offer flexible working where possible, evening and weekend work may be required. All staff at Arcola Theatre are expected to attend performances and to be a part of the artistic life of the organisation.

Enhanced DBS: Recruitment to this post is subject to a satisfactory Disclosure and Barring Service (DBS) check – formerly CRB (Criminal Records Bureau)

Annual leave: 28 days per annum (includes bank/public holidays).

Overtime: No overtime payments; we operate a Time Off In Lieu (TOIL) system.

Pension: Arcola operates a pension scheme with the NEST Ethical Fund. You may opt to contribute 5% of basic pay and Arcola will make a matching contribution.

Other benefits: Complimentary tickets for performances. Staff discount at Arcola Bar and Café.

Contract type: Full-time

Probation period: 3 months.

Start: Immediate **Notice period:** 1 month.

Location: Arcola Theatre, 24 Ashwin Street, Dalston, London E8 3DL.

Access: The theatre is fully wheelchair accessible.

How to apply

Please complete an [application form](#). Then return it to jobs@arcolatheatre.com with Participation Coordinator Application in the subject line.

Alternatively you can return it via post to Recruitment, Arcola Theatre, 24 Ashwin Street, Dalston, London E8 3DL.

Deadline: 10am, Monday 11 June 2018

First Interviews: Wednesday 13 & Friday 15 June 2018

We reserve the right to close the recruitment for this role early if deemed necessary