



Dear Applicant,

*Please find enclosed an information pack and application for the role of **Producer Learning and Participation** for BE FESTIVAL (Birmingham European Festival).*

BE FESTIVAL is a Birmingham-based arts organisation dedicated to bringing high quality European theatre and dance to audiences all around the UK, and offering valuable and innovative development opportunities to artists and young people. BE became an Arts Council National Portfolio Organisation (NPO) in 2015 and has secured NPO funding until March 2022.

BE believe in:

- crossing borders between countries, languages, cultures and disciplines;*
- creating meaningful, lasting connections between people of diverse backgrounds, through the medium of the performing arts and the framework of a festival.*

BE FESTIVAL 2018 takes places at The Birmingham Repertory Theatre between 3-7 July 2018

BE FESTIVAL is currently run by its two co-directors and founders, who are also theatre-makers. They are supported by a General Manager. We each work throughout the year, dividing equally the diverse responsibilities of planning, programming and producing our events and developing the organisation. We are currently seeking an experienced Learning and Participation producer to join the team in May to deliver our BE Next programme in July, October and Spring 2019.

This application pack includes:

- *Job Description and Person Specification*
- *Guidance Notes for Applicants*
- *Equal Opportunities Monitoring Form*

*We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please contact us at **sadie@befestival.org***

We look forward to receiving your application and thank you for your interest in BE FESTIVAL.

*Isla Aguilar and Miguel Oyarzun
Co-Directors*



JOB DESCRIPTION: PRODUCER LEARNING AND PARTICIPATION

Salary: £2970.00 set fee for delivery
Employer: BE FESTIVAL
Location of post: The Birmingham Repertory Theatre Ltd.
Centenary Square, Broad Street
Birmingham B1 2EP

Responsible to: Sadie Newman, General Manager, BE FESTIVAL

As Learning and Participation Producer, you will work between May 2018 and February 2019 to deliver BE FESTIVAL's BE Next programme.

BE Next is our year-round youth programme, which is specifically aimed at young people aged 14-19, who speak English as an additional language, particularly refugees, asylum seekers and those who are homeless or at risk of being homeless. Through theatre, BE Next helps young people build their confidence and self-esteem and gives participants a chance to work towards a nationally recognised Arts Award.

During the festival, the BE Next company perform on the same stage as the main festival artists and have the opportunity to see the festival shows, attend feedback café, workshops and talks.

Overall Objective:

To oversee the management and implementation of the BE Next programme throughout the year, including recruiting participants, working with the BE Next arts awards producer and supporting fundraising to support elements of the programme.

Specifically, you will work on a freelance basis over a 10 month period between May 2018 and February 2019. Over this period your main areas of responsibility will be to:

- To work with the Festival's Artistic Directors and General Manager in the production and planning process for BE Next and how it fits within the Festival and BE events throughout the year.
- Supported by the Arts Awards Coordinator, you will recruit up to 30 BE Next participants per round from various backgrounds, groups and schools, and oversee the management of the year-round programme that will take place during three periods to be confirmed with the Artistic Directors at the beginning of the contract period.
- To liaise with the Festival's funding bodies which support BE Next, prepare and supply all information required by them and ensure that BE Next is operating in a manner consistent with the terms and conditions of their funding as requested by the General Manager
- Support the fundraising for BE Next providing quantitative data to support reporting, text for applications and information as requested by the general manager, development producer

- Aid the joining up of the Learning and Participation programme with our audience development ideas and community participation.
- To assist the Artistic Directors in developing marketing and PR strategies for BE Next.
- Liaise with the relevant city councils regarding licensing for young people in performance for each period.
- You will aid the BE Next get-in and get-out at the festival site and support the festival team during the festival week
- Manage the relationship with the BE Next workshop leaders including contacting these for availability, all correspondence, and booking of flights and accommodation as required. Work with the General Manager with regards to the workshop leader's contracts and any financial transactions relating to BE Next. *(To note the workshop leaders for July are in place however we require support in arranging their travel and accommodation).*
- Manage the relationship with the BE Next partners including mac, The REP and develop new relationships.
- To line manage, supervise and work with the Arts Awards Facilitator for BE Next.
- To line manage and support interns who may support the programme
- Run taster workshops to support the recruitment process of the young people and the BE FESTIVAL marketing campaign with the support of the Arts Award Coordinator.
- Have a good understanding and approach to safeguarding when working with young people and their needs.
- You will aid the BE Next get-in and get-out at the festival site and support the festival team during the festival week

Your time will be structured as follows:

14 May – 10 July 2018 approx. 13 days
 1st September – 1 December 2018 approx. 12 days
 10 January – 1 March 2019 approx. 8 days

Based on up to 33 days delivery.

You will be responsible for your own tax and national insurance.

Payments are made on submission of invoices.

Pre-agreed out of pocket expenses will be paid for.

As this is a freelance professional you will need to provide your own laptop and mobile phone.

PERSON SPECIFICATION

Essential Skills, Experience and Attributes:

- Excellent time management skills
- Experience of managing staff
- An ability to self-manage and self-motivate
- A collaborative attitude and the ability to work within a small, committed team with people from a variety of walks of life
- Flexibility, commitment and the ability to multitask

- Excellent written and oral communication skills
- Ability to work to a budget
- Attention to detail and ability to work under pressure
- Strong IT skills in office-based software
- Experience of theatre production, project management and working with young people
- Experience of fundraising
- A passion for the arts and theatre
- A passion in using art and culture in the development of children and young people
- Understanding of safeguarding processes and implementing these

Desirable Skills, Experience and Attributes:

- A knowledge of contemporary arts practice
- Experience of working in a festival environment
- Experience of reporting to funders and project evaluation
- Experience of raising funds
- Marketing skills, including management of media relations
- Excellent interpersonal and presentation skills
- An up to date DBS check
- Driving license.

Time frame

Application deadline: Friday 20 April 2018, 10am

Interviews: 1 May 2018

Ideal start date: mid-May 2018

Guidance Notes for Applicants

The closing date for receipt of completed applications is **10.00 am on Friday 20 April 2018**. We regret that applications received after that time cannot be considered. Please send your completed applications to **sadie@befestival.org**.

*Please insert **APPLICATION L&P PRODUCER** as the subject.*

Shortlisted candidates will be contacted by email or phone and invited to an interview at The REP in Birmingham.

Whilst we will work to accommodate every applicant, please do your best to ensure you can be available for interview dates.

YOUR APPLICATION

Please send your CV plus a separate statement answering the following questions:

1. Why do you want to work with BE FESTIVAL and take on the role of L&P Producer? (400 words max)

2. In your opinion, what makes you the right candidate for this role? (400 words max)

REFEREES

Please provide details of two people, not related to you, who will provide an employment reference for you.

One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

Please provide details of any special arrangements you would require to enable you to participate in our selection process effectively.

EQUAL OPPORTUNITIES MONITORING FORM

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential, and is not part of any selection procedure.

Post applied for:

Please state how you found out about the job:

PERSONAL DETAILS

Name:

Date of Birth:

Gender:

CULTURAL DIVERSITY

Please tick the ethnic category that best represents you.

Do you consider yourself to be:

<i>Black British</i>	<input type="checkbox"/>	<i>Asian British</i>	<input type="checkbox"/>
<i>Black African</i>	<input type="checkbox"/>	<i>Pakistani</i>	<input type="checkbox"/>
<i>Black Caribbean</i>	<input type="checkbox"/>	<i>Indian</i>	<input type="checkbox"/>
<i>Any other Black background</i>	<input type="checkbox"/>	<i>Bangladeshi</i>	<input type="checkbox"/>
<i>White British</i>	<input type="checkbox"/>	<i>Any other Asian background</i>	<input type="checkbox"/>
<i>White European (non British)</i>	<input type="checkbox"/>	<i>Chinese</i>	<input type="checkbox"/>
<i>Any other White Background</i>	<input type="checkbox"/>	<i>Any other Chinese Background</i>	<input type="checkbox"/>
<i>Any other or mixed background please specify)</i>	<input type="checkbox"/>		

Do you consider yourself to have a disability?

<input type="checkbox"/>	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>
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If yes, please state the nature of your disability:
