



## DREAMARTS JOB DESCRIPTION

<b>Job Title</b>	<b>Project Producer</b>
<b>Organisation</b>	DreamArts
<b>Responsible to:</b>	Chief Executive
<b>Contract Period</b>	18 September 2017- 20 June 2018, with an option to extend into September 2018-June 2019.
<b>Salary</b>	£25,000 pro rata
<b>Hours</b>	3 days per week for 26 weeks per year from 18 September 2017 to June 2018. This includes 20 Saturdays and Sundays whilst the Experiment Weekend Company is in term-time.
<b>Benefits</b>	25 days holiday pro rata. Pension available based on contributions of 4% employee and 4% employer.
<b>Primary Work Location</b>	<p>When Experiment is in term-time your work location will be split between DreamArts HQ (1 day between Monday and Thursday), Pimlico Academy (Saturday), and City of Westminster College (Sunday).</p> <p>Outside of term-time your primary work location will be DreamArts HQ (3 days, and scope for some home-working).</p> <p>Location addresses are as follows;</p> <p><u>DreamArts HQ</u>; Unit 122, Great Western Studios, 65 Alfred Road, London, W2 5EU <u>Saturdays</u>; Pimlico Academy, Lupus Street, SW1 <u>Sundays</u>; City of Westminster College, Paddington Green, W2 1NB</p>

### RECRUITMENT PROCESS

<b>Application Deadline</b>	12pm Wednesday 5 July (emailed applications accepted)
<b>Interviews</b>	Wednesday 19 and Thursday 20 July.
<b>Start Date</b>	Monday 18 September.

#### Send an email with the following

- put your name and the post you are applying for as the subject of the email
- complete the DreamArts Application Form and return to [graham@dreamarts.org.uk](mailto:graham@dreamarts.org.uk)

## BACKGROUND

***'DreamArts has a profound impact on the lives of young people and is a model of exemplary practice.'***

The Royal Central School of Speech & Drama, Impact Study, February 2017

DreamArts has a mission; **to use the arts to enable young people to realise their potential.** Our award-winning outreach projects engage three hundred 7-25 year olds each year, the majority from families on benefits and 65% from homes where English is a second language. We reach young people living in the most severely deprived areas of Westminster where the level of child poverty is the 4<sup>th</sup> highest in the UK.

DreamArts empowers members to explore who they are, build positive relationships and make positive life choices. We give those who have the heart of the UK's creative industries on their doorstep their only opportunity to engage with their creativity. In the process they develop as artists, build their teamwork skills, learn to express themselves clearly and effectively, and feel a sense of achievement which is all too often absent in their lives. The young people we work with are inspired and become empowered to form stronger connections with each other and their families, and develop a greater sense of community, and we are proud to have been awarded Outstanding Organisation of the Year Award at the Westminster Community Awards 2016.

## PURPOSE OF THE JOB

The Project Producer will be responsible for leading our acclaimed Experiment Weekend Programme. Every Saturday and Sunday 70 children and young people living in severely deprived areas unleash their talents working with leading professionals to develop creative and personal skills, express and enjoy themselves. A diverse weekly programme for Smalls aged 7-9 and Mediums aged 10-13 includes dance, acting, singing, and the chance to develop their own creative work which has included new musicals, short films, and stand-up comedy. Our Performance Company takes place on Sundays for ages 13-19.

From our snapshot survey of members we are proud that;

- ***100% said they developed their teamwork***
- ***100% said staff made everyone feel welcome and are friendly and approachable***
- ***100% said they made new friends***
- ***96% said they developed their communication skills and their confidence***

**Experiment Saturday** (Smalls and Mediums) is based at Pimlico Academy in Churchill and Millbank wards in South Westminster, while **Experiment Sunday** (Smalls and Mediums) serves the Church Street and Westbourne wards; these wards are in the top 20 most severely deprived wards in London. Our Performance Company targets young people from across the borough and takes place on Sundays. There are no other equivalent affordable performing arts programme in these areas of Westminster, despite their proximity to the heart of UK TheatreLand.

Your primary role will be to lead the Smalls and Mediums on both days and the Performance Company on Sundays as they develop their own musicals over the course of 2 terms (6 weeks in Nov-Dec and 11 weeks in Jan-March), and to lead a Special Project in the Summer Half Term (in the past this has included making a short film and developing comedy sketches and puppetry).

## MAIN ACTIVITIES/RESPONSIBILITIES

- I. Management and development of Experiment Saturday Smalls and Mediums, a weekly provision in South Westminster; Experiment Sunday Smalls and Mediums, a weekly provision primarily serving the severely deprived Church Street ward; and the Westminster-wide Performance Company.
- II. Oversee the development and production of young people's own creative work, managing two teams (one for Saturday one for Sunday) that each includes a Director, Vocal/Music Facilitator, a Dance/Movement Facilitator, and two Support Workers. You will also manage the Performance Company Director.
- III. Ensure provisions are underpinned by empowerment, participation and equality of opportunity. This includes empowering young people's participation at every level of the programme, identifying and responding to their needs and interests, and positively challenging and expanding their knowledge and experience.
- IV. Create a safe environment that is integrative and inclusive and where the pastoral welfare of participants is paramount at all times. This will include making sure that you and the staff team and in particular Support Tutors are aware of the needs of participants and are enabled to provide the necessary support.
- V. Stage regular presentations and performances. This will include i) managing all aspects of the annual DreamArts Gala in March which brings all Experiment companies together to present their work, and ii) producing a sharing/presentation as appropriate for our Special Project in May/June.
- VI. Ensure that Experiment maintains a high standard of quality and are managed within the context of DreamArts Theory of Change.
- VII. Manage the Weekend team including arranging planning meetings, providing weekly debriefs, contributing to annual appraisals and where appropriate training development.
- VIII. Implement and review appropriate management systems for the team's work, which will include
  - Ensuring staff complete Schemes of Work and Session Plan and Review Forms, reviewing and contributing to each where appropriate.
  - Gathering monitoring and evaluation including Outcome Stars and our annual Snapshot Survey.
  - Producing narrative and termly reports
- IX. Be the first port of contact with parents/carers, highlight any significant information to parents/carers. e.g. rehearsal timings, term dates, costume etc
- X. Implement safeguarding and welfare at Experiment; this includes counter-signing and reporting all incidents and causes for concern to your Line Manager and ensuring the provision adheres to DreamArts Safeguarding Policy and meets statutory requirements as laid down in the Keeping Children Safe in Education Act 2016.

- XI. Manage the budget for Experiment in liaison with the Chief Executive. This will include collecting membership fees, being responsible for petty cash, and managing resources e.g. costume and prop budgets.
- XII. Take lead responsibility for Health and Safety, risk assessments, incident reporting and accident reporting at Experiment.
- XIII. Ensure venues are booked, rooms are all confirmed and to double check when entering the venue, and that spaces are set up ready for use.
- XIV. Develop and strengthen partnership relationships with host organisations (Pimlico Academy on Saturday, and City of Westminster College on Sunday) and core partners and referral agencies (e.g. Westminster's Early Help Team).
- XV. To manage Experiment's social media presence, including the Weekend blog, and prepare material for press and marketing needs.
- XVI. Work alongside the DreamArts Outreach Officer to lead promotional strategies and outreach and recruitment including referrals.
- XVII. Keep abreast of developments in the youth, arts and education sectors, identifying strategies, partnerships and key individuals. This includes initiating and responding to collaborative projects with other agencies.
- XVIII. Represent and advocate programmes at local, regional and national levels to promote DreamArts and Experiment as a leader in the field of youth arts.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- At least 2 years' experience of producing work created by young people
- At least 2 years proven track record of managing and developing staff
- Experience of working with, and an awareness of the needs of young learners.
- Experience in and/or a passion for musical theatre.
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Relevant Performing Arts/Arts Management training
- Experience in budget setting
- Experience of liaising with community groups, senior internal and external colleagues and organisations
- Experience working with vulnerable and hard-to-reach young people
- Working knowledge of current issues within youth arts and cultural sectors
- High level of initiative and leadership qualities
- Available to work at weekends and during unsociable hours.
- A team player with a high level of initiative and a willingness to 'muck-in'.

## DESIRABLE

- Specialist knowledge in one or more of the following areas: delivering programmes in severely deprived areas, devising programmes and building relationships with the youth sector and social services; audience development and diversity
- Experience in devising strategy and developing forward plans
- Giving presentations and preparing written and statistical reports
- Working knowledge of Arts Award qualifications as an Arts Advisor

**DreamArts is an Equal Opportunities employer. All staff are expected to adhere and advance our Equal Opportunities policy.**

### **Important information required**

Because the person appointed to this post has access to young people we follow strict procedures for checking our staff. This means that if you are invited for interview you will need to bring with you, a current passport or driving licence with a photo, and all documents that show any changes of name from birth to now (deed poll, marriage certificate, divorce certificate etc).

You will also have to complete a *"Disclosure of Criminal Background"* form. **Having a criminal background does not automatically discount you from being appointed**, but you are obliged to disclose **ALL** convictions, including those considered spent. However, failure to disclose convictions is considered gross misconduct and makes a person liable to dismissal. If you want to discuss whether you are eligible for employment, please phone for a confidential discussion with the Chief Executive, Graham Whitlock, on 020 3 176 6766

We will include a personal interview in the selection process where we will talk with you about your motivation, values and attitudes in relation to your work, in order to test the qualities outlined on the person specification.