



## **Workshop Leader Job Description and Person Specification**

### **JOB DESCRIPTION**

**WORKSHOP LEADER – 4 days a week – initial 11 months (September 2021 to July 2022) plus 2 days prep paid on a freelance basis in July 2021**

Responsible to: Artistic Director  
Works with: Executive Director, Operations and Programme Manager, Communications Manager, Freelance Artists, Theatres and Community Partners

#### **Scope of post:**

Working closely with the Artistic Director (AD) and the rest of the Brighton People's Theatre team, the Workshop Leader role is pivotal within the company at this time of change.

As a part-time post of 4 days per week; Monday - Thursday, the Workshop Leader role will focus primarily on co-designing (with BPT members and the AD) and delivering (with the Operations and Programme Manager and AD) the workshop programme for the company.

We are looking for a creative individual with outstanding people skills. You will be reliable, open and responsive. You will be confident in leading co-creative processes with people who may never have tried theatre before.

This role is of critical importance to the delivery of our Paul Hamlyn funded project to develop a People's Theatre for the city. The postholder will be responsible for running 5 workshops a week, along with devising and rehearsing end of term sharings (autumn and spring terms) and end of year show (summer term).

It is a mixed and varied role, with autonomy and responsibility, and a requirement to work flexibly as part of the team.

BPT actively seeks to recruit individuals from less well represented groups in the arts, this includes those from Working Class backgrounds, Black and Minority ethnic, Deaf & disabled and LGBTQI+ communities.

### **Salary and Conditions**

The post will be a short term salaried contract until the end of July 2022.

30 hours a week from Monday - Thursday, salary £28-30k (pro-rata) dependent on experience.

25 days annual leave pro rata plus subscription to NEST pension scheme.

Some evening work will be required as 1-2 of the workshops will take place early evening.

### **Location**

We are aiming to secure an office space in September 2021 where the postholder will be expected to be based when not running workshops. The rest of the time will be spent delivering theatre workshops in community venues across the city and online.

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## **KEY AREAS OF RESPONSIBILITY**

### **Artistic**

- Co-create the artistic programme with members of BPT and the Artistic Director
- Design and plan theatre workshops for 2 terms (autumn and spring) covering all aspects of theatre making; devising, performance skills, creative writing, voice, singing and movement
- Lead the delivery of 5 out of 6 of our weekly workshops (the other is led by our Artistic Director) in community centres across the city and online
- Work with the Artistic Director and members to identify specific areas of artistic interest that are arising for members and support the programming and delivery of guest artist workshops
- Lead the co-creation process (summer term) with members to develop ideas for new shows that emerge during the workshops for sharing at our city wide end of summer term performance
- Lead the rehearsal processes with members for the summer term performance, including running additional rehearsals, as needed
- Work with our Theatre Club Facilitator, Maddy Costa, to contribute ideas for shows our members could visit, and attend as needed
- Participate in regular supervision and reflect on practice to continually grow and develop as an artist

### **Operations**

- Document all workshop plans and store on shared company drive
- Reflect and capture what happened in each workshop on report form and store on shared company drive
- Work with Operations Manager to ensure that Covid 19 safety procedures are implemented at all times

## **Governance**

- Attending Trustees meetings as needed to report on progress of the workshop programme and future plans

## **Fundraising**

Supporting the Executive Director on the implementation of the company's Fundraising approach, to include:

- Involvement in co-designing and planning future programmes of artistic work for fundraising bids
- Able to act as an advocate for the organisation to funders and other partners, and actively supporting fundraising activities
- Comfortable sharing fundraising messages to members

## **Programme Management**

- Work with Operations Manager to follow detailed project plan for the Paul Hamlyn funded workshop and events programme
- Where project delivery is threatened, ensure ED and AD are informed and work collaboratively to resolve issues
- Participating in the implementation of evaluation and monitoring framework across project
- Develop relationships with key staff in community buildings, community development partners and theatre partners

## **Finance**

- Manage budget for end of year summer performance in collaboration with AD

## **Advocacy and Communications**

- Ensure Communications Manager has all relevant info to provide effective marketing support for workshops and events
- Capturing quotes from members about their experience at BPT for use in communications
- Liaison with members outside of workshops where necessary (the Operations Manager leads on communications with members but there may be queries that are specific to the workshop content)
- Representing the Company at public events, receptions etc where necessary

## **Joint Team Responsibilities**

- Actively contribute to the co-creation of a growing organisation sharing ideas and developing collaborative ways of working
- To attend weekly team meetings to update on workshop progress and emerging ideas for new shows
- To abide by the joint team responsibilities as outlined in the staff handbook (e.g. H&S and equal opportunities)
- Operating within the values of the organisation at all times

## **PERSON SPECIFICATION**

Brighton People's Theatre comprises a team of freelancers and contracted salary staff, all of whom are highly skilled and committed to their roles. All staff members are expected to co-create the organisation, contributing to the operational and strategic development of BPT along with members and the Board of Trustees.

Everyone plays an active part in co-creating the kind of organisational culture where you look forward to coming to work.

This post provides an ideal opportunity to develop your creative practice within a pivotal role in a growing organisation at a time of change.

### **Essential Skills, Knowledge and Attributes**

- At least three years' paid experience in an theatre workshop leader role with adults
- Knowledge of theatre and performance
- Knowledge of applied theatre and a grounded approach to working with a diverse range of people
- Co-creative skills: able to share power, devise and develop new work with people who may have never done theatre before
- Knowledge of workshop planning and reflective practice
- Excellent verbal and written communication skills and ability to establish rapport with a wide range of individuals and organisations
- Experience of managing budgets
- Experience and knowledge of inclusive ways of working, genuinely involving people
- Anti-racist, committed to equal opportunities and creating equity
- Commitment to working collaboratively within a small team
- Ability to work quickly and stay calm under pressure
- Strong leadership attributes:
  - Self-motivated
  - Self-aware
  - Creative
  - Active listener
  - Reflective
  - Kind and patient
  - Warm and open
  - Trust-worthy and reliable
  - Supportive and enabling
  - Humble and imperfect with a good sense of humour

### **Desirable Skills and Attributes**

- Knowledge of Brighton and surrounding communities and the people who live here
- Knowledge of theatre producing

## **Application Process and Timetable**

Job advertised: 2nd June 2021 - 23rd June 2021

Deadline for applications: 9am 23rd June

First round interviews: Wednesday 30th June (time tbc)

Second round workshop with members: Tuesday 6th July (time tbc)

Candidate appointed: Monday 12th July

Two days freelance work Monday 19th and Tuesday 20th July

Meet with Artistic Director and members to co-create the artistic plan for the year (Monday 19th July)

Meet with Artistic Director to agree parameters of first 6 weeks of workshops starting in September (morning of Tuesday 20th July)

Attend the film showcase to see member's work (evening of Tuesday 20th July)

Attend social with BPT team and board members to meet and get to know each other (evening of Tuesday 20th July)

Fixed Term Contract starts Tuesday 31st August 2021 until Friday 29th July 2022