



JOB DESCRIPTION

Job Title: Theatre and Performance Lead

Job Purpose: You will manage delivery of participatory skills and practice development programmes in theatre and production. This involves devising appropriate group or individual activities, overseeing the development and progression of our participants, managing Facilitator Artists in sessions and collaborating with our Lead Visual Arts Practitioner to ensure excellent participatory programmes are delivered for our people.

Hours: (0.6) PRO RATA. Average 19 hours per week.

Contract: Permanent, annualised hours.

Reporting to: Project Manager, Theatre

Line managing: Facilitator Artists

Salary: (FTE) £25000 - £27000

Pro Rata: £12,500 - £13,500

1. Main Tasks and Responsibilities:

You are responsible for managing Prism Arts core participatory theatre programmes for people with disabilities. (Including our Direct Payments funded programme). You will develop and deliver an annual programme that ensures delivery of a high-quality participatory programme of work that supports skills, progression, and artistic development. You will support progression and development of individuals and develop new work for selected productions and commissions.

You will support the creation of the Prism Art's Business and Creative Plan which sets the agenda for the delivery and participatory programme, developing new programmes of work in partnership with Project Managers and other Practice Leads. You will support funded projects and undertake internal and external reporting to funders, stakeholders, families, and individuals.

People/ Participants:

You will work very closely with the Visual Practice Lead and Communications Lead to support and broaden access to Prism Art's programmes and studio environment. You will work closely with our Participant Support Lead to develop individual development plans for our participants and adapt to their needs.

People/ Community:

You will work with the Communications Lead to explore opportunities to promote opportunities and engage communities with your programmes of work.

Programming:

You will develop and share an annual programme that sets out a plan for the year. The programme will include skills development, progression opportunities and trips and visits to see contemporary work. The emphasis is on excellence in practice and development of our people as artists and participants. Where necessary, you will commission bank freelance artists in support of your programme.

Commissioning/ Project Development:

You will engage participants in opportunities to share and develop new work, working alongside other artists both for one off projects but also as part of the ongoing programmes. You will work with Project Managers, Communications Lead and the Participant Support Lead to develop future projects, with time allocated outside of delivery for development.

Session Delivery and Facilitation:

You lead the delivery of the theatre programme and you will manage staff and artists in your sessions. Facilitator artists, Communications Lead and the Participant Support Lead will be available to support session delivery as required - being the lead doesn't mean you have to do everything yourself; you will be supported to delegate. You will oversee freelance or bank artists who are contracted to support the session.

Budget Responsibilities

You are responsible for managing budgets relating to your delivery programme. Budgets will be agreed in advance with the Operations and Finance Manager. Clear budget management guidance, processes and support will be provided.

Direct Payments: You will support recruitment and retention of participants using Direct Payments services offered by Prism Arts. This may involve responding to queries regarding your future programmes, supporting visits from potential participants or assisting the Pastoral Lead as required to best understand and respond to our participants needs.

Fundraising: You will work with the Visual Practice Lead, Project Managers and Creative Strategic Director to develop project proposals and assist with the development of funding applications. Supporting activity to raise funds. E.g. Working with the Community Connector to deliver 1 annual showcase event.

Data Collection and Management: You will lead collection of impact data and outputs relating to your delivery programmes with a focus on participation progression and the impact of our work.

Marketing and Communication: You will assist in production of publicity and marketing materials for your programme and projects, including working with the Community Connector to talk about your work on Social Media and our Website.

2. General

Governance. Produce data on your activity for board and annual reports on a quarterly basis. Attend meetings if required.

HR. You will adhere to all HR requirements. You will be trained to line Manage Facilitator Artists and undertake supervision and support.

Ops/Office: You will adhere to office procedures to ensure smooth running of the charity.

Digital Communication: You will adhere to Prism Arts digital communications requirements, using the system to share, store and manage all data relating to your work and the smooth running of the charity.

Office & Lunch Break Cover: All staff are required to support covering the office (phones, front of house role) and sessional time to enable delivery staff to always have a lunch break and adequate support. This will be managed by the Finance and Operations manager, and in this role it will take less than 10% of your week. You will be encouraged to always take a lunch break.

Administration: You will undertake your own admin work relating to key areas of your responsibility, ensuring digital and paper files are managed and updated. You must use prism e-mail for all work business and store all emails, written communications and letters appropriately. You are responsible for ensuring that your work calendar is updated at all times and shared.

Health and Safety Compliance/ Policies/ Safeguarding : Adhere to all policies and procedures. With particular reference to safeguarding and health and safety practices. You are the lead in relation to safeguarding and health and safety in sessions. You need to report and record all incidents and apply charity policies at all times, training and familiarisation is available.

Meetings:

- Team Meetings general: Whole Team Meetings x 6 meetings per annum
- Creative and People Team: This group oversees creative programme delivery, impact assessments and evaluation, development, project planning and progression. Currently this group is meeting weekly.

Conduct and Training

- To represent the charity in an appropriate manner at all times when dealing with partners, volunteers, suppliers, clients, customers and colleagues.
- Ensures effective communication is achieved at all levels and in particular at a team and individual level.
- Undergo any necessary on-the-job training required to develop the skills and knowledge needed to be able to perform to the standard required.
- Undertake any other task as may be reasonably required by the Company within your contracted capacity including ad-hoc project work.

Diversity

The post holder is required to abide by Prism Arts diversity policy and have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained equally for all.

Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder based on capacity.

Person Specification

		Essential or Desirable
Qualifications	Degree or equivalent in Performing Arts First Aid at work	Desirable Desirable
Experience	Experience of practicing as an artist Experience of delivering participatory programmes in theatre practice (all ages) Experience of working producing and developing work for production Experience of working with people with disabilities Experiencing a range of theatre delivery methods and practices.	Essential Essential Essential Essential Desirable
Knowledge	Participatory Theatre practice delivery and methods Participatory theatre practice nationally and regionally An understanding of Direct Payments/ Social services Knowledge of developing and monitoring individual development plans.	Essential Desirable Desirable Desirable
Skills	IT skills, digital communication skills Report writing skills Evaluation and impact skills	Desirable Desirable Desirable