



SENIOR PRODUCER: KIT Theatre

About KIT:

KIT Theatre (www.KITtheatre.org) brings award-winning immersive theatre into schools, museums & libraries. We seek to improve pupils' engagement with learning and develop their creativity, resilience and critical thinking. KIT was founded in 2015 as a not-for-profit Community Interest Company. At the heart of our practice are Adventures in Learning (AiL), interactive stories which erupt unexpectedly and combine immersive theatre and game mechanics to make impact on young people. Since 2015 KIT has delivered AiL to more than 15,000 young people and collaborated with over 300 teachers across 50 schools in London, Manchester, Birmingham, Essex and Scarborough.

KIT is committed to delivering work to young people in the UK where need is greatest. We know that for many young people, school represents their best opportunity for creative and cultural experiences, and so we focus our recruitment on state schools with a high proportion of disadvantaged pupils. This short film about Wardrobes gives a taste of KIT's Adventures in Learning: <https://www.youtube.com/watch?v=xm1oROvhdH8&feature=youtu.be>

It was like reading a book for the first time, or going on holiday for the first time: I feel like I can do everything.

Year 3 pupil at Stanville School, discussing his Arabian Nights AiL experience

About You:

We recognise that many people experience barriers to working in the arts and it is important that the work we create reflects our diverse society and that our team is representative of the young people we reach. We actively encourage people from a variety of backgrounds with different experiences and skills to join us and continue to develop our working practice. We are particularly keen to hear from candidates from ethnically diverse backgrounds and candidates who self-identify as disabled and neurodiverse or from a lower socio economic background. If you are interested in working with us, but concerned you don't meet specific criteria, we strongly encourage you to apply!

Vision

KIT's vision is to use Adventures in Learning to support the emergence of a generation of resilient, questioning young people; inspired to learn through adventure.

Mission

Our mission is to make playful, immersive theatre for (and with) young people which improves their relationship to learning, triggers creative (r)evolution in their schools and develops their empathy, resilience and critical thinking.

Destination

KIT Theatre will apply to join Arts Council England's National Portfolio in Spring 2022, with the Senior Producer playing a key part in ensuring we are in the best possible place to be successful.

All children now feel like authors! Several children ask me if they can have 'author time' in class - even today I have been asked twice. The children also seem to have an elevated sense of their own place in the world, not in a boastful way, but getting such commendations from a 'real' Professor has given those with low self esteem a boost.

Sally Baxter, Year 2 teacher, discussing Wardrobes AiL



Key Details

Post title: Senior Producer, KIT Theatre

Contract: 3 or 4 days PAYE TBC. (There is the potential for additional days to be added by mutual agreement during busy times.)

Salary: £39,000 pro rata

Responsible to: KIT's Artistic Director – Tom Bowtell

Start Date: 01 December 2021 (we are open to discussion around notice periods if required.)

(The Senior Producer will be contracted for a year from December 2021-December 2022 initially with the expectation of extension at that point, dependent on funding success)

Directly responsible for:

Producing delivery of KIT's core programme

- Managing KIT's freelance performers, creative & production teams.
- Company Management, including financial management and Board liaison.
- Line Managing KIT's Administrator
- Supporting fundraising and strategic development of the company.
- Managing relationships with KIT's key partners.

The nature of this role will require the successful applicant to spend time working directly with KIT's partners outside of London. Expenses will be provided, paid in advance if required, and arranged with you around other commitments.

Hours: KIT's office hours are 10-6, Monday to Friday, with occasional work at evenings and weekends as required and some early morning starts when working in school. Time off is given in lieu. Working location is flexible, but the successful applicant will be expected to work in person alongside the Artistic Director in London for 1-2 days per week.

Probationary Period: 3 months from start date.

Overall responsibility: Alongside KIT's Artistic Directorship, the Senior Producer sits at the heart of a small, dynamic team, producing our core programme of Adventures in Learning and taking a lead on company management. We're looking for someone with strong collaborative skills, passion for making work for and with Young People and a natural ability for nurturing innovative cultural projects.

The Senior Producer will lead the delivery of KIT's Adventures in Learning in London, Manchester, Essex and Scarborough as the company delivers its established range of creative learning experiences that aim to demonstrate clear evidence of positive impact on young people in line with KIT's mission. A key part of this will be maintaining the relationships & partnerships which are vital to the successful delivery of KIT's work.

The Senior Producer will ensure that the impact of KIT's work is measured and work closely with independent evaluators and the Artistic Director to achieve this.

The Senior Producer will work with KIT's Artistic Director to input into regular reporting to the Advisory Board and funders and ensure the on-going planning and delivery of a programme of work in line with the company's vision and business plan. They will line-manage our administrator and manage freelance creative and production staff to ensure that day-to-day operations are carried out to a high standard.



Key Responsibilities

Note: This job description is a guide to the nature of the work required of the Senior Producer. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment. KIT will offer training, where needed, to support the successful candidate's development in the role.

Producing

- Lead delivery of KIT's core Adventures in Learning programme in line with KIT's vision, mission and high standards of artistic quality; liaising with both artistic and teacher teams
- Produce KIT's commissions on a project-by-project basis.
- Manage KIT's freelancer teams alongside Project Producers, building delivery teams in line with KIT's equal opportunities and anti-racism policies.
- Undertake the preparation and circulation of rehearsal schedules in liaison with KIT's Administrator.
- Oversee the recruitment, booking and management of KIT's Adventures in Learning in schools in the UK, with guidance and support where appropriate from KIT's co-producing partners around the UK, creative partners and Project Producers.
- Negotiate and secure financial deals with schools, venues and other relevant organisations, including the agreement of fees, licenses, royalty & per diem payments, travel & accommodation arrangements, technical & marketing contracts as appropriate, as well as any sponsorship and/or funding arrangements;
- Draft, negotiate and manage contracts with the creative team, performers, rights holders, venues and schools, as appropriate;
- Alongside the Administrator, work closely with KIT's stage managers and schools' onsite managers to ensure the necessary technical resources are put in place to adequately support delivery.
- Support and manage the artists, performers, facilitators & teams of stage management and technical personnel engaged for each Adventures in Learning production, dealing with any contractual and personnel management issues as they arise, in consultation with any appropriate parties;
- Manage and administer KIT's teacher network, maximising its role and benefit to the wider education sector and developing appropriate resources for teachers;
- Alongside KIT's Artistic Director, develop and manage the delivery of KIT's emerging performer training programme.
- Ensure all relevant permissions are in place from schools and parents and that all necessary health and safety, CRB and online safety checks are carried out.

Evaluation and reporting

- Manage the delivery of the programme of evaluation in close liaison with the external evaluator team and Artistic Director;
- Work with KIT's Administrator to ensure all mechanisms for the collection and monitoring of data are in place and working effectively in line with the evaluation framework;
- Ensure evaluation is used effectively to influence project delivery, feeding back any areas of learning to the Artistic Director and Advisory Board;
- Alongside the Administrator, oversee a schedule for documentation (film and photography) of rehearsals and delivery, ensuring no opportunities are missed;
- Prepare appropriate reports as required by funders or other stakeholders to ensure timely reporting. Advise on the format for final reporting to share learning with the sector;
- Ensure KIT's compliance with the conditions of grant funding requirements.



Marketing & PR

- Liaise with Artistic Director, administrator and any external marketing consultants to oversee company Marketing and PR strategy. Including preparing downloadable and print marketing materials, proof-reading online and print material and press releases as necessary.
- Liaise with Artistic Director and external web designer to overhaul KIT's Website.
- Work with KIT's Administrator to ensure the website is maintained and explore how to develop KIT's digital capability & social media presence;

General Management

- Draft & manage KIT's annual budget and cashflow forecasts and monitor and report on progress with regard to expenditure and income targets;
- Liaise with KIT's bookmakers & accountants to manage preparation of monthly and annual accounts. ;
- In liaison with KIT's Administrator, manage financial paperwork including expenses and receipt payments, raising invoices, overseeing contract settlements and updating budgets with details of actual spend;
- Facilitate the meetings of KIT's Advisory Board;
- Convene regular project production meetings to monitor needs, outcomes and risks across the project to ensure KIT's Inspiration Days are properly managed and resourced;
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours linked to KIT's activities;
- Undertake any other duties that may reasonably be required of the Senior Producer as deemed appropriate by the Artistic Director, particularly any new opportunities in line with business growth;
- At all times to carry out duties and responsibilities with regard to KIT's Equal Opportunities and Health and Safety Policies.

Strategic

- Maintain existing relationships with KIT's key cultural venue & educational partners and seek new school relationships in the UK as well as strategic partnerships with arts, education, and other organisations identified in KIT's Strategic Plan;
- Work with the Artistic Director to further develop and diversify KIT's Advisory Board, ensuring a suitable balance of expertise to support the company's long-term ambitions;
- Alongside Artistic Director, take part in a yearly review of KIT's business models to provide for long-term sustainability of the ethos and ambition.

Relationship Management

- Proactively engage with stakeholders and external bodies to ensure productive relationships with key contacts (e.g. funders schools, co-producing venues, suppliers, commissioners,)
- Oversee and manage opportunities for partnerships and networking.



Person Specification

Note - we are open to applicants who bring experience from other sectors. If you are interested in this role, but do not have direct experience of the arts or education sectors, please outline in your application how your skills and experience are equivalent to those outlined below.

We're looking for a driven self-starter with the experience and knowledge to take the company into its next phase of development, working in close partnership with the company's Artistic Director, Administrator and Board. We're looking for a candidate who is excited by KIT's vision and mission and can speak compellingly about work for your people.

The successful candidate will demonstrate substantial relevant experience in the performing arts and/or education sectors to include.

Desirable Criteria

- Project managing the delivery of events or productions, especially those in the performing arts and / or education sector.
- Experience of working with young people, ideally in a professional setting.
- Demonstrable passion for educational projects and work for young people.
- Experience of working with the education sector and delivering creative learning experiences within schools.
- Experience of writing successful funding applications and managing relationships with funding bodies.
- Excellent communication and interpersonal skills, ability to build long term relationships with organisations;
- Experience of working with teams spread across multiple locations.
- Experience of working with creative personalities;
- Experience of creating practical solutions to creative challenges;
- Experienced user of Excel, Word and/or equivalent word-processing/spreadsheet applications.
- Experience of business planning and working with creative entrepreneurs or start-ups;

To Apply

- Please email a CV and covering letter to Tom@KITtheatre.org
(We welcome video applications. If you would like to apply using another method, please contact us and we will work with you to make the process accessible.)
- The closing date for applications is 10am on Tuesday September 28th
- First Interviews will be held in the week of October 6th.