

## INTERIM PRODUCER – KIT THEATRE

KIT makes 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.

We're looking for an Interim Producer to join the small and busy team to lead on the delivery of key projects.

### 1. Who we are looking for

This role is for a Producer experienced in delivering cultural projects with young people. Our work is delivered in schools, theatres, museums and other cultural spaces; we're keen to hear from people who have had experience in some or all of these sectors.

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.

### 2. The Job

**Role:** Interim Producer

**Reporting to:** Artistic Director

**Key Relationships:** Artistic Director, Administrator & Freelance Artists

**Duration:** July - October, 4 months

**Hours:** 3 days per week

**Fee:** £150-£200 per day

**Contract type:** Freelance

**Location:** KIT has communal work space at the Scratch Hub at Battersea Arts Centre, London. One in-person HQ day per week is desirable and other work can take place remotely. Some travel to visit projects will be required (travel and accommodation outside of London paid for by the company).

## **Role & Responsibilities:**

### **Delivery:**

- Support the Artistic Director to identify performers and creative teams.
- Manage artistic needs within the constraints of schedules and budgets.
- Be the key point of liaison for all freelancers.
- Oversee the contracting of all freelance staff and partners, in liaison with the Administrator.
- Where necessary, provide in-person support on projects.
- Observe projects for quality control.

### **Main projects you will work on:**

**Digital Ghost Hunt: July-August:** This adventure (<https://digitalghosthunt.com/>) is a collaboration with King's College Digital Lab & Manchester Royal Exchange Theatre. Families use augmented reality ghost detectors to hunt (and rescue) ghosts in historic buildings. (A production manager is in post in Manchester to steer the delivery of this project.)

**Text-based Adventures, September - October (London/Essex):** A character from a book makes unexpected contact with the class and sends weekly messages over 4-6 weeks, with a finale event taking place when the character visits the school.

**Save Our Stories Takeover, October (Essex):** A weeklong adventure that engages a whole school. Normal classes are suspended and all pupils are immersed in KIT's narrative for a week where pupils need to save stories from being banned.

**Classbot 450, November (London):** Preparation for a weeklong Takeover project taking place consecutively in 3 schools that combines immersive theatre and coding.

### **Financial:**

- Monitor project budgets, providing the Artistic Director with regular and accurate updates of budget and cash flow projections and other information as required
- Prepare quarterly management accounts for Board meetings.
- Monitor the annual company budget and monthly cashflow.

- Manage payroll and tracking invoices.
- Support the Administrator in issuing company invoices.

### **Safeguarding:**

- Oversee safe recruitment procedures in line with KIT's Safeguarding Policy.

### **General:**

- Line Manage the Administrator (1-2 days per week) & any other core team within HQ during your employment.
- Manage utilities including: insurance, storage, office space.

### **Marketing**

- In collaboration with the Administrator, manage social media output.

## **Personal Specification**

### **Essential Skills and Experience:**

- At least 3 years' experience of producing / project management roles delivering cultural experiences with and for young people.
- Excellent verbal, written and interpersonal communication skills.
- Excellent administrative skills and competence of Microsoft Word, Excel and Google Drive.
- Excellent planning and time management, with the ability to work across a range of projects, meeting targets and deadlines.
- An understanding of the realities of working within a small team, supporting colleagues where necessary.

### **Desirable Skills and Experience:**

- Experience of working with teachers and schools.
- Experience of making work for/by/with young people.
- Knowledge of the arts education and/or museum and/or theatre sector.
- Knowledge and understanding of Safeguarding.

### **Requirements:**

- Commitment to equal opportunities, promoting diversity within the arts and supporting emerging talent.
- If offered the role, an Enhanced Disclosure form will be required (paid for by the company).
- Occasional travel across the UK, sometimes with overnight stays, paid for by the company.

Please provide two professional referees and indicate whether you're happy for us to contact them in advance of offering the role. All offers will be subject to the receipt of satisfactory references.

### **3. Company Context**

KIT was founded in 2015 and is a Community Interest Company. At the heart of our practice are Adventures in Learning (AiL), interactive stories which erupt unexpectedly in classrooms and cultural spaces and combine immersive theatre and game mechanics to make an impact.

Since 2015 KIT has delivered AiL to over 6,000 pupils and collaborated with teachers across 30 schools in London, Birmingham, Essex, Manchester 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.

You can watch a film about our work [here](#).

For more information about us check out our website:

<https://www.kitttheatre.org/>

### **4. Application process**

To apply, please send us your CV (or 3 min film) and a personal statement (maximum 1 A4 side or 3 minute film) describing your suitability for the position and specifically how your experience matches the essential and desirable skills and experience.

Please also complete the [Equal Opportunity Monitoring form](#).

KIT is committed to developing positive policies to promote equal opportunities in employment and to prohibit unlawful or unfair discrimination on the grounds of an applicant's ethnic origin, age, or disability. In order to ensure that these policies are being carried out, and for no other purpose, all applicants are asked to complete the online monitoring form.

If you have any questions regarding this or any other aspect of this role, please email us **[info@kitttheatre.org](mailto:info@kitttheatre.org)**

## **Keys dates:**

Please submit your application by email to **info@kittheatre.org** by **18th June 2021**.

Candidates will be notified by 23rd June if their application will be taken further and they are invited to interview. Interviews will take place between 28th and 30th either in person or on zoom. Please notify us if you cannot attend the specified interview dates or can foresee any issue with starting on the specified date.

**Application deadline: 18th June**

**Interviews: 28th - 30th June**

**Start date: Mid-Late July (date to be agreed)**

## **5. Access**

We welcome applications from people of all backgrounds and walks of life, and we aim to be an inclusive and supportive team to work with.

Please let us know if you require any support to apply, for instance:

- If you prefer this document in an alternative format please email [anna@kittheatre.org](mailto:anna@kittheatre.org).
- If you prefer to apply for the role in a different format (to that which is described above) please let us know by emailing [anna@kittheatre.org](mailto:anna@kittheatre.org) to let us know what works for you and we will do our best to accommodate this

We will do our best to support any access requirements you might have to interview, and we will ask you to let us know what these are in the case you are offered an interview.