

PAPAtango

**JOB PACK:
CREATIVE LEARNING &
ENGAGEMENT PRODUCER**

Old Bridge by Igor Memic, Bush Theatre, photo credit: Marc Brenner

Papatango Theatre Company Ltd is a company limited by guarantee and a charity registered in England.

Charity registration number: 1152789
Company registration number: 7365398

About Papatango

“Remarkable unearthers of new talent.” *Evening Standard*

Papatango Theatre Company Ltd is an Olivier Award-winning new writing company and registered charity. We champion new playwrights, provide vulnerable or disadvantaged young people with creative outlets, and platform diverse new work which inspires audiences from communities under-represented in UK theatre.

Our motto is simple: all you need is a story. We empower everyone to tell theirs.

The pathways we create for artists and audiences otherwise without access to theatre include:

- Papatango New Writing Prize, the only annual UK scheme offering a new playwright a full production, publication, commission and royalties, plus feedback for all entrants;
- national tours of award-winning productions, with extensive free tickets and accessible performances for non-traditional audiences and vulnerable young people;
- GoWrite, a creative learning and CPD programme of workshops, courses, performances and online support for state schools, PRUs, SEND centres, refugee and carer charities, community groups and emerging theatre-makers (Arts Award/Artsmark accredited);
- An online Creative Resources Hub, providing accessible digital training programmes.

All these opportunities are offered at less than cost-price – and are usually completely free – open to all UK/Irish residents, and selected anonymously. We pride ourselves on supporting people excluded from other schemes.

Through these, we commit to giving grassroots writers a production, publication, dramaturgy and funding. We thereby support thousands of early-stage writers, helping them become produced/published playwrights, and share their stories with audiences at risk of cultural exclusion.

Our discoveries have won BAFTAs, Olivier, Critics' Circle, OffWestEnd, Alfred Fagon, Sky Arts and Royal National Theatre Foundation awards, premiering in 32 countries and the West End. Without Papatango, their talent might never have been recognised, their voices unheard.

Such impact is all the more significant because the people we reach and the stories we tell are drawn from communities facing barriers to theatre. Of the 40 debut writers we have produced and/or commissioned: 42% are under-30; 20% are from the global majority; 30% are LGBTQIA+; 85% are state-educated; and 23% have a disability.

This industry-leading impact is widely recognised. Our pioneering model has inspired important new initiatives, been awarded the Genesis Foundation Prize for championing new talent, and earned a place in The Stage 25.

We have achieved all this without core funding or any private industry connections or investors. Our success has been scrapped for, every step of the way. This is why our aim is and always will be to support other independent artists and audiences facing barriers to theatre.

The brand-new role of Creative Learning & Engagement Producer will grow our capacity and help take our work to the next level.

Please see www.papatango.co.uk for more information.

Role Description

This is a new role, with scope for the successful applicant(s) to shape it. The vision is for the Creative Learning & Engagement Producer to lead on all aspects of creative learning and public engagement across the company's varied programme, ensuring that all our projects and opportunities are effective, accessible and joined-up.

In practice, this means:

- Producing the GoWrite programme of free playwriting and producing courses or workshops, each year supporting 300-400 young people at 24-28 partner schools, PRUs, SEND centres, charities or community groups to develop their playwriting voices, as well as enabling emerging theatre-makers to access training/CPD projects in libraries or community hubs;
- Managing the Creative Resources Hub, maintaining and updating its programmes, ensuring the platform is accessible, and building the beneficiary pool through outreach and communications;
- Overseeing the literary participation programme, managing a large reading team to engage and support one of our key beneficiary cohorts, of approximately 1,600 writers per year;
- Contributing to the audience development and engagement strategy across the company's programme, ensuring this is holistic and links our GoWrite, Creative Resources Hub and literary beneficiaries to our public-facing productions, tours and call-outs;
- Leading public communications strategies including social media and marketing, to engage and cross-fertilise beneficiaries, participants and audiences in a coherent, joined-up strategy.

The post-holder(s) will thus play a key part in managing and developing the company's programme. There will be an emphasis on autonomous working and strategic and creative contributions.

It should be apparent that our primary goal is to embed creative learning across the company's work, and to forge a pipeline from participating in one strand (say GoWrite or the Creative Resources Hub) to contributing to another strand (such as the Prize or a touring production). Hence the role spans our whole programme, meaning a broad range of skills are required – project management and producing, literary administration, audience development, communications.

The post-holder(s) will therefore enjoy an ambitious, blended portfolio, with genuine scope to shape the company's entire output and processes. We recognise the right candidate(s) may not have equal experience in all of the role's areas and we are prepared to invest in training and CPD.



Shook by Samuel Bailey, Southwark Playhouse, photo credit: The Other Richard

Key Responsibilities & Tasks

- Developing, reviewing and updating creative learning materials, including facilitator and teacher toolkits, session plans and slides, and CPD resources for face-to-face and digital delivery via courses, workshops, and the Creative Resources Hub;
- Booking and briefing actors for GoWrite performances and showcases; coordinating the editing, production and distribution of GoWrite creative materials e.g. scripts, playtexts, video recordings of actor readings;
- Managing budgets, with effective control of expenditure;
- Recruiting, training and managing freelance facilitators;
- Coordinating DBS checks and safeguarding training for Board members, staff and facilitators and implementing/updating the facilitator safeguarding action plan;
- Proactively building and managing partnerships with state and SEND schools, PRUs, youth/community groups, Young Foundations, Local Cultural Education Partnerships, charities, venues, creative practitioners, and other relevant organisations/individuals;
- Managing Artsmark and Arts Award accreditation;
- Leading engagement and communications strategies for projects including the Papatango New Writing Prize, touring productions, commissions and any other public-facing work;
- Leading the company's social media campaigns, to maximise and diversify engagement;
- Recruiting and training readers, so they are equipped to support participating writers;
- Reviewing, editing and managing approximately 1,600 script feedback reports per year;
- Writing and submitting articles for partner newsletters/communications, updating online listings and updating relevant webpages;
- Ensuring targets, outcomes, and outputs are met in line with funder requirements;
- Maintaining relationships with key stakeholders including funders;
- Designing and implementing monitoring and evaluation frameworks;
- Writing reports for stakeholders, partners and funders, drawing on both qualitative and quantitative data;
- Designing new projects or offering strategic suggestions for growth or greater impact;
- Supporting the Artistic and Executive Directors to deliver a coherent annual programme;
- Monitoring and assessing industry trends, to identify opportunities to ensure Papatango continuously adapt and integrate innovative ideas.



Role Profile

Responsible to: Artistic Director and Executive Director.

Responsible for: freelance contractors delivering the GoWrite and Creative Resources Hub programmes, and a team of freelance script readers.

Commitment: 5 days per week, Monday - Friday. Very occasional weekend work may be required.

Hours: Generally 10am – 6pm, but a degree of flexibility is possible; we recognise the importance of family, caring or other commitments. Evening or weekend hours will occasionally be required; the company does not offer overtime but operates a TOIL scheme.

Salary: £31,500 per annum, reviewed annually.

Benefits: Enrolment on company pension scheme with employer matching contributions up to 6% of salary; annual leave allowance of 28 days plus bank holidays; a small training budget for professional development.

Term: 3-year fixed-term appointment from summer 2024, with the potential for renewal in summer 2027, depending on funding and performance. A 6-month probationary period will apply.

Base: Papatango runs a remote home-working model, so candidates can be based anywhere within England (the costs of relevant home overheads and utilities are factored into the calculation of salary level). Some travel, usually to London or South-West England but occasionally to other areas of the UK, may be required from time to time; travel, accommodation and subsistence will be provided by the company.

Job Share: We will consider job-share applications. Please indicate in your application if you are applying on this basis.



The Funeral Director by Iman Qureshi, Southwark Playhouse, photo credit: The Other Richard

Candidate Profile

Essential:

- A passion for and knowledge of theatre;
- Demonstrable producing or project management experience in the cultural sector, at a level requiring a significant degree of leadership and independent decision-making;
- Experience of and proven commitment to creative learning, participation and/or talent development programmes;
- Knowledge of audience development and engagement strategies;
- Ability to build and manage project budgets with multiple departments;
- Confidence using a variety of communications and social media platforms;
- Proven ability to work autonomously and remotely, and to self-motivate;
- Excellent administrative, time management and organisational skills;
- Strong written and communication skills;
- Familiarity with basic IT and office systems e.g. Word, Excel, PowerPoint, Dropbox etc;
- Appreciation of the importance of safeguarding;
- High standards of confidentiality, initiative and tact.

Desirable:

- A basic level of digital, coding and website maintenance/development skills;
- Experience of working on or supporting a number of projects simultaneously;
- Experience working within small teams and/or delivering training to colleagues;
- Experience working with writers or early-stage theatre-makers and insight into dramaturgy and creative development processes;
- Financial awareness, including the ability to control costs, respond to changes in circumstance, and find ways of adding value to an organisation/project.



After Independence by May Sumbwanyambe, Arcola Theatre, photo credit: Richard Lakos

Application Process

Competency Testing

We will assess applicants' suitability, potential and competency through a bespoke framework designed to measure the skills and experiences outlined in the Candidate Profile.

The framework will take into account the application (all candidates), an interview (shortlisted candidates only) and a task inviting responses to different scenarios (shortlisted candidates only). The interview questions and task will be communicated to shortlisted candidates in advance.

We recognise that the successful candidate(s) may not have all of the skills listed in the Candidate Profile. We will be alert to potential as well as experience; evidence of an aptitude to learn, knowledge of one's own strengths and weaknesses, and ambition for professional development are welcome. Nonetheless, this is a role with significant responsibility and a reasonable level of relevant experience and proven competency in key areas will be required.

How To Apply

You can apply in written, audio OR video formats.

Please email written applications to info@papatango.co.uk with the subject line: "[Your Name] CLEP Role". This application should comprise:

- a statement of up to 1,000 words about why you're interested in the role, and how you meet the candidate profile;
- a CV of no more than 2 sides of A4.

Please email audio or video applications to info@papatango.co.uk with the subject line: "[Your Name] CLEP Role", or share/link via WeTransfer, Office 365 or Google Drive. This application should comprise:

- a 4-5 minute clip, letting us know why you are interested in the role, and how you meet the candidate profile;
- A 2-3 minute clip outlining your CV.

Please note that you can combine written and audio/video applications if you wish e.g. a written statement may be accompanied by an audio/video clip outlining your CV, or an audio/video clip explaining your application can be accompanied by a written CV.

If you would prefer to make your application in another form, please contact us at info@papatango.co.uk to discuss this – we will endeavour to meet all such requests if possible. Please get in touch at least one week before the deadline, to allow us to respond with enough time for you to make an application.

Deadline To Apply

All applications must be received by 5pm on Monday 3 June.

We will be in touch with all applicants by the end of Wednesday 12 June.

Finding Out More

There will be an online Q&A session with Chris Foxon, Executive Director of Papatango, from 12.30pm – 1.30pm on Thursday 23 May. There's no need to register, and you can remain anonymous and invisible/muted throughout. Whether or not you join the session will not influence your application's chances of success. You can join via this link: <https://us02web.zoom.us/j/88051399686>

If you can't make this session but would like to find out more, please write to info@papatango.co.uk. Please allow at least one week before the deadline for us to process such inquiries and respond with enough time for you to make an application.

Interviews

Shortlisted candidates will be invited to interview on Tuesday 25 June (please let us know in your application if you cannot do this date, and we will do our best to find an alternative if possible).

Interviews will be on Zoom, reflecting the role's remote-working model. They will be with Papatango's joint CEOs, Chris Foxon and George Turvey, and Davina Moss, Literary Manager of the Sherman Theatre and a member of the board of trustees.

As part of our determination to make interviews accessible, we will share the questions you will be asked at least one week in advance. You will have the opportunity to ask questions during the interview, if you would like to.

Accessibility

We are committed to meeting access requirements including any reasonable adjustments and arrangements for interview.

Shortlisted applicants will have an opportunity to inform us of requirements before interview.

If you have access requirements relating to submitting an application or wish to discuss access requirements in advance, please contact us on info@papatango.co.uk.



Papatango at the Olivier Awards, photo credit: Jeff Spicer/Getty Images for SOLT