

Job Description and Person Specification

Creative Facilitator (Stage Door)

Role title: Creative Facilitator - Stage Door Programme

Location: Hackney, London

Duration: 3-months (3 days/21 hours a week)

Responsible to: Artistic Director

About the Opportunity

Immediate Theatre will partner with Good Chance as part of their Stage Door programme, to offer a creative and supportive placement for someone with experience of forced displacement, to join our team for 3 days a week over three months. This role is part of our commitment to creating inclusive opportunities in the arts and the creative sector.

You will work closely with our Artistic Director, Pathways Manager and other Freelance Facilitators to support, co-facilitate and where appropriate lead creative sessions with adult participants. During this period the Theatre Exchange over 60's group will be producing a short local tour of their new production to community venues, you will be a key part of the production team, helping to create the work, supporting the participants and ensuring the smooth running of the show.

You will also be asked to get involved in outreach work, identifying new partners and participants to engage in our programmes and be expected to carry out administrative tasks to support the monitoring of the work.

During this period we are also planning to create a support network for creative practitioners working with older people and this will provide an opportunity for the postholder to meet other facilitators and receive training.

Please note this role will require an Enhanced DBS Certificate. Immediate Theatre will apply for one for you, should you not hold a valid one already.

About Stage Door

[Stage Door](#) is Good Chance Theatre's flagship programme dedicated to creating bespoke paid trainee opportunities for creatives from refugee and asylum-seeking backgrounds. The programme celebrates and nurtures creative industry professionals while addressing the imbalance of opportunities available to people who have been displaced.

Following the incredible success of Stage Door 10, this traineeship forms part of the development of a new cohort: Stage Door 11. This year, the programme will see 11 traineeships rolled out across the country. As part of Stage Door 11 the Creative Facilitator trainee role will receive a series of one-to-one wellbeing sessions with Good Chance's Deputy Artistic Director. They will also become part of a cohort of 11 trainees coming together to benefit from networking opportunities, skills development sessions, and masterclasses delivered by Good Chance. Towards the end of their placement, the trainee will also

receive three mentoring sessions from a member of the Immediate Theatre team, supporting them as they reflect on their experience and consider their next steps within the theatre industry.

About Immediate Theatre

For 30 years, Immediate Theatre has worked with communities in Hackney and East London to ensure access for all to arts activities that break down barriers and engage people in debate. Immediate Theatre's vision is for a society where questioning, articulate and motivated people create and collaborate to build thriving communities. Immediate Theatre's purpose is to use theatre and the arts to help people engage with issues and concerns and to imagine the process of change. The term "immediate" implying the "right here" on your doorstep and the "right now" of what is happening today. We believe that the arts have an intrinsic role to play in society and that it should not be banished to institutions but be happening everywhere.

About Good Chance

In a world of entrenching polarisation, Good Chance creates ground-breaking, heart-thumping 'theatre that shakes hands with the world' (Sunday Times).

Founded by playwrights Joe Murphy and Joe Robertson, Good Chance established its first temporary Theatre of Hope, an 11-metre geodesic dome, in the heart of the 'Jungle' refugee and migrant camp in Calais in 2015, promoting freedom of expression, creativity and dignity for everyone. Good Chance now creates powerful and provoking work including *The Jungle*, *Kyoto* and *A Grain of Sand*, and radical acts of solidarity like *The Walk* with Little Amal, *Fly With Me* and *From Here On*. Their work sparks new connections and conversations across divides, through surprise and spectacle. They connect communities through art and explore the big issues of our time, including migration and the climate crisis, to make real change possible. Central to all of this is the development of displaced artists, to become an integral part of the UK's creative ecosystem.

In just a decade, Good Chance has reached over 1.2 million in-person and 550 million digitally all around the world, and they've worked with over 2,000 artists from 52 countries in 904 events across the UK, USA, Europe, Turkey and Algeria.

Responsibilities

Project delivery

- To support the planning and delivery of creative workshops with adults (30-59) and older people (60+) including: ongoing weekly workshops/rehearsals on Monday evenings with the Theatre Exchange group; 6 x weekly creative workshops sessions in two health settings and supporting one off taster sessions in community venues.
- To support the production and tour of the Theatre Exchange annual show to local community centres including: acting as Assistant Director in rehearsals, organising costumes and props and setting up the space for performance, helping to coordinate the rehearsal and performance schedule and assisting participants with travel arrangements.
- To carry out outreach and development work to engage new partners and participants across our creative programmes for adults.
- To support the establishment of a network of creative facilitators working with older people in East London.
- To provide administrative support for the work ensuring participants are registered and helping with project monitoring & evaluation.

General

- To attend and contribute to project and team meetings and take part in training, supervision and company development activities as required.
- To undertake other duties associated with this post as requested.
- To adhere to quality standards as set out in Immediate Theatre's policies and procedures.
- To integrate anti-discriminatory practice into all aspects of work with the company and promote equality of opportunity in both service delivery and all matters relating to staff and volunteers.

Safeguarding

- All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Person Specification

This position is offered as a professional development opportunity **open specifically to people from a refugee or asylum seeking background with lived experience of forced displacement**. We are looking for people who already have a strong foundation in creative practice and who are excited to continue developing these skills within a supportive professional environment.

Right to Work

We welcome applications from people who currently have the right to work in the UK including those seeking asylum who are permitted to work. If you're unsure about your current work eligibility, we encourage you to contact us for clarification

Essential Criteria

- Experience of participating in community/participatory arts
- Experience of working with and developing positive relationships with older people
- An interest in developing the skills to work with people with complex needs
- Ability to communicate clearly in English to engage with participants
- An understanding of and commitment to Equal Opportunities
- Able to work evenings and occasional weekends
- A flexible, positive approach
- Good teamworking skills
- Good listening and empathetic skills
- Good reliability and time keeping
- Basic IT skills

Desirable Criteria

- A skill in a particular art form which can be shared with participants – ie drama, dance, music or design/making
- Previous facilitating experience
- Competent Microsoft Office user – we will train you to use our databases and systems
- Experience of engaging adults with diverse needs (i.e. disabilities)
- Experience of event planning and coordination

Qualities

We are looking for an individual who:

- Is enthusiastic about their work and willing to contribute to company activities
- Enjoys working with older people
- Is adaptable and flexible
- Enjoys creative problem solving
- Enjoys a challenge and can work under pressure
- Can work under their own initiative and as part of a team.

Hours and Salary

Hours: This is a part time post of 21 hours a week. This post will involve attending regular evening sessions at least one day a week. Office hours are 10am-6pm.

Duration: This is a fixed-term post for 3 months part-funded by the Stage Door 11 programme with Good Chance.

Salary: London Living Wage £14.80 per hour - £26,936 pro rata. Approximate monthly salary before deductions is £1,347.

Location: The post holder will work from Immediate Theatre's office at Unit 1 The Sidings, 10 Andre Street, E8 2AA as well as other locations across Hackney and east London. There is potential for some home-based working hours.

Annual leave: 25 days per annum plus Bank Holidays Pro Rata (approximately 5 days for this contract)

Application Process

Application Deadline: September 4th, 12pm

Interviews: Week of September 14th

Expected start date: By end of September – 3 month contract

To apply, please submit the following materials to recruitment@immediate-theatre.com:

- A supporting statement - using the person specification as a guide, please outline why you are interested in the post and how your skills and experience meet the criteria for this role.
- Your CV or a list of your experience (maximum 2 pages)
- Confirmation that you fulfil the eligibility criteria with lived experience of forced displacement (i.e. have sought asylum or refuge in the UK)
- Confirmation that you have completed the equal opportunities monitoring form which can be accessed here: (<https://immediate-theatre.com/information/job-opportunities/>).

Applicants are welcome to submit their applications in a format that is most accessible to them (i.e. a written document, video recording or audio recording).

Please include **YOUR NAME: CREATIVE FACILIATOR** as the email subject.

Shortlisting And What We're Looking For

Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Please also confirm that you fulfil the eligibility criteria with lived experience of forced displacement (i.e. have sought asylum or refuge in the UK)

Don't just tell us you've got great creative skills; tell us about when and how you've used them (this can be an example from school, college/university or previous employment – tell us what you did and how you think that meets the criteria).

You might find it easier to use each of the essential criteria (and desirable criteria, if possible) for the PERSON SPECIFICATION as a heading and to write a short paragraph about each one. When writing your supporting statement, we recommend a maximum of two A4 pages.

Shortlisted candidates will be contacted by email and invited to an interview. If you are not shortlisted, we will notify you by e-mail. Unfortunately, we do not have capacity to give feedback to people who are not shortlisted for interview, but if you are interested in discussing your career in the arts you are welcome to email us again to arrange a chat.

Interview

The Interview Panel will include Immediate Theatre Artistic Director, another member of staff or a Board member as well as a member from the Good Chance team. The successful candidate will be informed soon after the submission deadline together with guidance for preparation.

Offers Of Employment

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK. We will require an Enhanced DBS Certificate and can apply for one for you, should you not hold a valid one already.

If you have any questions, or would like to discuss the role in more detail with one of the Immediate Theatre team, please email jo@immediate-theatre.com