**Producer – Voices of Change**

**JOB DESCRIPTION – January 2023**

**Role:** To lead the Voices of Change oral heritage project.

**Responsible to:** Artistic Director

Responsible for: Assistant Producer (Intern) Freelance staff

Works alongside: Projects Coordinator – Creative Connections

**RESPONSIBILITIES**

* To schedule the project including visits to community organisations, training, recording and broadcasting and events
* To contract and manage freelance specialists including heritage experts, professional feature makers & trainers.
* To support and where appropriate lead on training
* To ensure that all required permissions for use of material are obtained
* To liaise with archives and museum staff and ensure all audio heritage material is appropriately produced and logged
* To develop and manage the broadcasting platforms
* To develop the Voice of Change website and keep it updated
* To ensure that 15 minute heritage features are selected and scheduled to meet outcome targets
* To create additional heritage material contributing to monthly podcasts
* To produce monthly podcasts a year
* To coordinate the annual celebration during Black History Month
* To attend and where appropriate lead all project meetings including: volunteers meetings, staff meetings and support the Steering Committee
* To work with the Marketing Consultant and administration team to maintain project marketing and administration systems including a project data base.
* To oversee the project budget
* To keep accurate and up-to-date monitoring information as requested by funders and maintain appropriate filing systems reporting to trustees and funders quarterly and as required
* To contribute towards long-term planning and fundraising.
* To represent the company at conferences and meetings as required.
* To adhere to quality standards as set out in Immediate Theatre’s policies and procedures.
* To attend regular supervision sessions and training
* To undertake duties associated with the post as required.

**Equal Opportunities**

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 is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

**PERSON SPECIFICATION**

* At least 3 years’ experience of producing audio content.
* Experience of recording and editing to broadcast standard
* Experience of working with communities of the global majority
* Experience of managing staff
* Experience of recruiting and managing staff & freelancers
* Good listener, able to respond to the priorities of the audience
* Excellent organisational skills
* Excellent interpersonal and verbal communication skills, able to put people at ease
* Self-motivated, with the ability to work flexibly to meet deadlines
* IT literate, competent in Microsoft Office and other software
* Knowledge of East London communities

**DESIRABLE:**

* An understanding and enthusiasm for heritage work
* An understanding of and enthusiasm for community arts practice
* Knowledge of Hackney and Newham & Enfield

**QUALITIES:**

* Adaptable and flexible
* Well organized
* Enthusiastic about their work and willing to contribute to company activities
* Enjoys working with people
* Enjoys a challenge and can work under pressure
* Can work under own initiative and as part of a team

The successful candidate will need to provide evidence of their eligibility to work in the UK and undergo a DBS check for working with vulnerable adults.

**HOURS & SALARY**

**Hours:** This is a full-time post (35 hours per week not including lunch breaks). Working hours are flexible to meet the needs of the project but may include evenings and occasional weekends.

**Duration:** This is a fixed term contract terminating in May 2025 (two years)

**Salary:** £35,383 per annum

**Annual leave:** 25 days per annum plus Bank Holidays pro rata

**Office Base:** 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.

**ABOUT IMMEDIATE THEATRE**

For 27 years, Immediate Theatre has worked with young people and 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 that that it should not be banished to institutions but be happening everywhere.

Our Objectives:

* To provide inspiring participatory theatre programmes enabling people to reach their potential and prevent exclusion and social isolation
* To create performances which explore social issues, engage people in the process of change and influence decision making
* To improve health and wellbeing and increase life skills and employability through engagement in the arts.

**HOW TO APPLY & TIME FRAME**

* Please complete an application form (do not send us a CV) which can be downloaded alongside the job description. We generally receive applications by email, but please let us know if you’d like to submit your application in an alternative way.
* Please ensure that you have completed the equal opportunities monitoring form which can be accessed via the link on the Job Opportunities page.
* For email please insert **YOUR NAME: PRODUCER – VOICES OF CHANGE** as the subject.
* Email your completed applications to recruitment@immediate-theatre.com

**TIME FRAME**

**Application Deadline:** 9am on Tuesday 30th May 2023

**Shortlist Contacted by:** Friday 2nd June 2023

**Interviews:** Tuesday/Wednesday 6/7th June 2023

**Expected Start Date:** early July 2023

**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. Don’t just tell us you’ve got great organisational 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 online interview. If you are not shortlisted, we will notify you by email. Unfortunately, we do not have the capacity to give feedback to people who are not shortlisted for interview.

**INTERVIEW**

Interview panels vary but interviews are generally conducted by the Line Manager of the role together with one or two other persons from Immediate Theatre. We may ask you to prepare a task in advance of the interview.

**OFFERS OF EMPLOYMENT**

All offers of employment are made subject to contract, on receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.