

# FORCED ENTERTAINMENT

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## **PARTICIPATION PRODUCER JOB PACK**

Thank you for your interest in the post of Participation Producer at Forced Entertainment. This application pack includes information about the company and the Participation Producer job opportunity, including terms & conditions.

Forced Entertainment is an equal opportunities and inclusive employer. We welcome applications from everyone, and will consider flexible working and job share applications. Applicants are requested to specify whether they wish to declare any disabilities, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants who meet the essential criteria for the job will be interviewed and considered on their merits.

### **How to apply**

Please send:

- Your CV (max two pages).
- A cover letter limited to two pages. The letter should clearly set out your suitability for the role in relation to the person and job specifications outlined in this pack, demonstrated by examples of your past experience.
- A completed equality and diversity form.
- The contact details of two referees.

**The closing date for applications is 10am on Friday 30<sup>th</sup> November 2018.**

**Please note: Interviews will be held on Friday 7<sup>th</sup> December 2018 in Sheffield.**

Email completed applications to [fe@forcedentertainment.com](mailto:fe@forcedentertainment.com)

If you have any questions about this job opportunity please contact Eileen Evans, Executive Director  
[eileen@forcedentertainment.com](mailto:eileen@forcedentertainment.com)

The role will start in February or March 2019.

### **About Forced Entertainment**

Forced Entertainment is a Sheffield-based theatre company founded in 1984. Touring and presenting their ground-breaking provocative performances across the UK, mainland Europe and further afield, the creative team of six people has sustained a unique collaborative practice for more than thirty years. Exciting, and challenging their audiences, Forced Entertainment has been a key player in the development of a truly contemporary theatre language that has inspired and influenced generations of theatre makers in the UK and internationally.

Each of the group's original projects is developed through a deeply collaborative process that combines writing, improvisation, discussion and rehearsal. Their focus on creating an innovative theatre which addresses contemporary experience, issues and questions has also grown organically to include gallery installations, site-specific pieces, books, photographic works and videos.

The group has also created a series of improvised long durational works, lasting between 6 and 24 hours, which have played a significant part in their oeuvre since the early 90s. Live streams of these marathon performances over the last 10 years has played an important role in disseminating the company's work and in building new approaches to dispersed, digital audiences.

### **About Participation**

Our participation work aims to open up access and opportunities for people outside the context of the regular company, develop new ideas and pass on the ways of working and thinking that come from our practice. Across all our activity and specifically through the programme outlined below, we aim to broaden the reach and impact of our creative work, increase the diversity of our audiences and promote inclusion, equality and excellence.

Broadly the participation work comes in two strands:

- Engaging with younger artists, artists-in-training and artists-to-be.

Extending access to approaches developed in our artistic work, this includes training, skill sharing, workshops and mentoring to develop the confidence, skills and methods of younger and emerging artists in creating, performing and delivering their own work.

- Engaging with people (particularly young people) who don't necessarily identify as artists, or have limited access to creative opportunities.

Here Forced Entertainment's processes and projects serve as a point of inspiration and departure to think, see and act in the world in new ways. In this strand of work we aim to offer some first steps on a journey to develop life-skills and unlock creative thinking.

Forced Entertainment's Participation Producer is pivotal in helping us to achieve these aims, and in further developing our highly successful track record in participation projects.

Participation projects are developed by the Participation Producer, in dialogue and collaboration with the Artistic Director and Executive Director, as well as with input from the Creative Team where appropriate, and from the partnerships relevant to each project.

Participation activity currently comes in a variety of modes:

- We have established 'Art Breakers' - a new regular arts club for young people aged 11-15 in Sheffield, in partnership with Theatre Deli. This inclusive group champions a cross-disciplinary and experimental approach in which young people encounter cutting-edge ideas from performance and elsewhere in practical sessions that lead to presentations, debate and discussion.
- We have developed an on-going programme of intensive projects that range from focused exploratory workshops over a number of days to longer devising-and-rehearsal processes, to create new work with young people for limited 'sharing' or for public performance. All of these initiatives draw on ideas and approaches from Forced Entertainment's practice and range from our own well-established workshop-to-performance models to bespoke activity designed to respond to thematics and questions arising from particular groups, partnerships or communities.
- Our participation work also involves us in a number of ongoing initiatives more explicitly framed as artist development. Chief amongst these is the Forced Entertainment Award (in memory of Huw Chadbourn) which recognises one artist (or company) a year for four years (2018 – 2021). The award comprises £10,000 and a substantial package of mentoring tailored to the needs and situation of the selected artist or group. Forced Entertainment is also a partner in the Eclipse Sustained Scheme SLATE, helping to support long-term career sustainability for Black artists and theatre makers in the North. We also respond to requests for development work with organisations and individual mentoring

where these meet our objectives and where we have the capacity to do so.

### **Forced Entertainment personnel**

#### **Creative Team**

Robin Arthur, Tim Etchells (Artistic Director), Richard Lowdon (Designer), Claire Marshall, Cathy Naden, Terry O'Connor.

#### **Management Team**

Eileen Evans (Executive Director), Hester Chillingworth (Creative Producer, Participation – until March 1<sup>st</sup>, 2019), Jim Harrison (Production Manager), Natalie Simpson (Office Manager), Julia White (Marketing & Communications Manager)

#### **Board of Directors**

Frances Babbage, Deborah Chadbourn (Chair), Adrian Friedli, Martin Harvey and Annie Lloyd.

## **PARTICIPATION PRODUCER JOB DESCRIPTION**

We are seeking a highly motivated professional with at least three years' experience in producing and delivering creative participation projects in range of settings. You will demonstrate a significant understanding of the devising and creation processes in contemporary theatre and their application in participation settings. You will also demonstrate your ability to manage multiple projects involving a range of participants and partners.

### **Terms & Conditions**

<b>Job title</b>	Participation Producer.
<b>Responsible to:</b>	Executive Director.
<b>Salary:</b>	£27,000 - £29,000 (depending on experience).
<b>Probationary Period:</b>	6 months from date of contract. During the probationary period, should either party wish to terminate the employment, one month's notice will be required on either side, except for summary termination for gross misconduct.
<b>Period of Contract:</b>	Full-time, permanent.
<b>Leave:</b>	25 days annual leave plus statutory bank holidays.
<b>Location:</b>	The Participation Producer is based at Forced Entertainment's office in Sheffield (Workstation, 15 Paternoster Row, Sheffield S1 2BX). Our office base is fully accessible. <i>The post requires the practical delivery of projects in varying locations away from the company base, involving remote working, evening and weekend working and travel, including occasional international travel. Full touring conditions will apply when working away from the company base.</i>
<b>Hours:</b>	37.5 hours/week excluding breaks. Flexible working and weekend working will be required. If additional hours are worked no overtime will be paid, but time off in lieu can be taken by arrangement with the Executive Director.
<b>Notice Period</b>	Two months.
<b>Benefits:</b>	Following successful completion of the probationary period the Participation Producer will be entitled to join the company's healthcare benefit schemes.
<b>References:</b>	All offers of employment are subject to the receipt of satisfactory references. <b>As you are applying for a position that involves working with children and young people, a DBS check will be undertaken in line with our Safeguarding policy.</b>

### **JOB OVERVIEW**

The role of Participation Producer is pivotal in helping to achieve our aims to create access and opportunities for people outside the regular company, develop new ideas and pass on the ways of working and thinking that come from our practice. This is an exciting and evolving strand of our work involving:

- Responsibility for management and delivery of a range of participation projects for key target groups, including children and young people, with a focus in the UK and including strategic international initiatives.
- Working collaboratively with the Artistic Director, Executive Director, creative team and management team to deliver the planned participation programme.
- Strategic partnership and network development to support the programme of activity and outreach.

## **MAIN DUTIES INCLUDE:**

### **Planning**

- Develop the organisational participation strategy in agreement with Directors and Board.
- Devise and plan new participation projects in collaboration with the Artistic Director (and partners where appropriate).
- Develop and maintain relationships with all project partners, including in outreach, to ensure inclusivity and diversity in all participation projects.
- Ensure good practice in safeguarding, delivery and equal opportunities for all participation projects.
- Work with Executive Director to identify potential fundraising opportunities.

### **Delivery**

- Project manage participation projects including logistical planning, safeguarding, budgeting and documentation.
- Facilitate participation projects in the relevant settings.
- Manage and develop communications around the participation work, in collaboration with and supported by the Marketing & Communications Manager.
- Oversee technical, health & safety and logistical aspects of project delivery in liaison with and supported by the Production Manager.
- Co-ordinate and manage freelance artists and support staff where appropriate.

### **Evaluation**

- Effectively evaluate all projects with specific reference to participants.
- Apply feedback and learning into ongoing project planning and delivery.
- Report on participation programme to the Board and stakeholders.

The Participation Producer is the organisation's designated Safeguarding Officer (training provided).

## **PERSON SPECIFICATION**

It is **essential** that the Participation Producer has a minimum of three year's experience of working in participation settings, with artists and/or arts organisation/s, in ways which align with the responsibilities summarised above and the skill set outlined below. The successful candidate will demonstrate:

- Experience in developing and producing participation projects in a performing arts context.
- Understanding of the devising processes in the contemporary theatre context and its application in participation settings, including demonstrable experience in leading workshops and other practical facilitation work.
- Experience, commitment and enthusiasm for working with children and young people and a diverse range of participants.
- A commitment to inclusivity, equality and the development of the Arts Council's Creative Case for Diversity agenda for the arts and culture.
- Experience in identifying points of access via outreach and actively developing outreach relationships and partnerships.
- The ability to lead, manage and motivate a wide range of participants and stakeholders to achieve excellent results.
- Proven experience in project planning, budgeting and evaluation.
- The ability to be independent and self-motivated - taking initiative and ownership - as well as participate in a team with sensitivity and flexibility.
- The ability to manage multiple priorities and meet project timelines.
- A positive, confident and enthusiastic attitude, including a flexible approach to developing, delivering and learning on the job.