

# FORCED ENTERTAINMENT

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## CALL FOR NEW PARTICIPATION PRODUCER



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



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## Introduction

**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 and conditions.**

Forced Entertainment is an equal opportunities and inclusive employer. We welcome applications from everyone, and are open to flexible working patterns so that the needs and objectives of both the organisation and the employee can be met. Please let us know if you wish to declare any disabilities and whether there are any reasonable adjustments we need to make for you 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:

- A letter limited to two sides of A4, which should clearly set out your suitability for the role in relation to the person and job specifications outlined in this pack, evidenced by examples of your past experience.
- Your CV (maximum two sides A4)
- A completed equality and diversity form, this will be kept separate from your application and helps us determine how well we have done to reach a diverse pool of candidates.
- The contact details of two referees.

## Application and interview dates

The closing date for applications is  
**10am on Monday 27<sup>th</sup> March 2023**

**Please note: Interviews will be held on Wednesday 19<sup>th</sup> April 2023 in Sheffield**

The role is available from  
**1<sup>st</sup> June 2023**

## Contact details

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)**



Forced Entertainment is a multi-award-winning, globally renowned, Sheffield-based ensemble of six artists which grows in creative collaboration with other artists, influencing the ecology and experience of theatre in England and beyond. Celebrated most recently in Paris (2021) in a Portrait season of six shows from 38 years, the longstanding group, skilled staff, and strong board, create and deliver high quality performance and participatory projects locally, nationally, internationally, and over digital platforms.

Our vision is that our work creates a space which allows people of all backgrounds to rethink the world, their place and potential in it. Our mission is to explore the possibilities of playful, complex, and provocative art, its power to ask questions, and to connect people.

We do these things through the original work of the artistic team and collaborators (from theatre shows to 24 hour live-streamed extravaganzas), inspiring participatory work with communities, especially Sheffield-based young people, and supporting the growth, creative work and organisational development of other artists.

Our interactions with colleagues, partners, audiences and participants are guided by our values which embrace generosity, rigour, and a commitment to collaboration. Our work is strengthened by our relationships with Associate Artist, Tyrone Huggins, and guest artists such as Seke Chimutengwende, Nicki Hobday and Jerry Killick.

We're ambitious in developing audiences and committed to listening to them – deepening and broadening engagement in the company's work on the global stage. The creative work of the artistic team informs and inspires our participatory programme, which we've grown and developed since 2016 with the participation producer becoming a core role.

In 2016 the group was awarded the *International Ibsen Award*, which honours an individual, institution or organisation that has brought new artistic dimensions to the world of theatre, joining distinguished previous winners Peter Brook, Heiner Goebbels, Jon Fosse, Ariane Mnouchkine and Peter Handke as recipients of this prestigious prize.





Our participation work aims to engage with people (particularly young people) who don't necessarily identify as artists or have limited access to creative opportunities. We want to pass on ways of working and thinking that come from our practice, which we believe help develop life-skills and creative thinking. The recent completion of our Paul Hamlyn Foundation Test and Explore project, entitled 'Subject To Change', has been pivotal in understanding how well this approach unlocks creative opportunity and self-expression in young people especially. It has enabled us to establish a clear set of principles to guide our work with participants.

Over the period 2023–26, we plan a programme of activity that aims to further broaden the reach and impact of our creative work, increase the diversity of our audiences, and promote inclusion, equality, and excellence, particularly in Sheffield and South Yorkshire. This evolving programme will be developed in collaboration with partnerships relevant to each project. The planned work makes a good contribution to the 'Creative People' outcome of Arts Council England's 'Let's Create' strategy.

Over 2023–2025 we plan the following projects:

- **Table Top Stories:** Young people develop their own stories using a table top and chosen objects. This participatory process accompanies our remount of *Complete Works: Table Top Shakespeare* in South Yorkshire.
- **Feast and Feedback:** a programme designed to support creative conversations and exchange between FE's Artistic team/board and partners/young people of the communities we engage with in South Yorkshire.
- **Going Forwards:** a three-year continuing professional development scheme (subject to funding via Paul Hamlyn Foundation) supporting progression routes and mentoring to increase the pool of diverse skilled, socially engaged arts workers based in South Yorkshire, in partnership with a range of local community groups.
- **Headlines:** to mark the 40<sup>th</sup> birthday in 2024 a creative project, presented live and online in collaboration with diverse Sheffield-based artists, musicians and communities.



## Artistic Team

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

## Associate Artist

Tyrone Huggins

## Management Team

Eileen Evans (Executive Director), Jim Harrison (Production Manager)

## Social Media Comms

Nicki Hobday

## Board of Directors

Frances Babbage, *Professor of Theatre and Performance Studies, University of Sheffield*

Deborah Chadbourn (Chair), *Freelance Arts Consultant/trainee Counsellor*

Adrian Friedli (resigning May 2023), *Director, Crescent Arts; freelance Arts Worker*

Inga Hirst, *Director of Relationships and Engagement, Royal Exchange Theatre*

Daniel Kok  
*International Producer, including Another Route*

Lauren Nicole Whitter  
*Artist and Artistic Director, Anansi Theatre Company*



## Participation Producer Job Description

We are seeking a highly motivated professional with proven experience in producing creative participation projects in range of settings. You will demonstrate a significant understanding of the processes involved in delivering and evaluating multiple projects to participants from a range of backgrounds and experiences, and in retaining and developing relationships with partners, funders, artists, and other stakeholders.

<b>Job title:</b>	Participation Producer
<b>Responsible to:</b>	Executive Director
<b>Salary:</b>	£28,000–£32,000 pro rata (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>	3 days/week, fixed term to March 2026.
<b>Leave:</b>	33 days annual leave <i>inclusive</i> of bank holidays, pro rata
<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. We operate a flexible working policy and a suitable working pattern will be agreed. On occasion the post may require travel and overnight stays away from the company base.
<b>Hours:</b>	22.5 hours/week excluding breaks. Evening and weekend working may 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 (after probation period)
<b>Benefits:</b>	Following successful completion of the probationary period the Participation Producer will be entitled to join the company's healthcare benefit scheme. There is a 5% pension contribution after qualifying period.
<b>References:</b>	All offers of employment are subject to the receipt of satisfactory references.

**As you are applying for a position that involves working with children and young people, an enhanced DBS check will be undertaken in line with our Safeguarding policy.**

## Participation Producer Job Overview

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

- Responsibility for producing a range of participation projects for key target groups, including children and young people, with a focus in the UK but also including strategic international initiatives.
- Working collaboratively with the Artistic Team, Management Team and freelancers to achieve the planned participation programme.

### Main duties include:

#### Producing

- Produce participation projects including all logistical planning, safeguarding, budgeting, financial record keeping and administration.
- Maintain relationships with all project partners and develop new partnerships where appropriate.
- Identify and prepare bids for potential fundraising opportunities, in collaboration with Executive Director.
- Support communications around the participation work.
- Recruit, retain and co-ordinate a pool of freelance workshop leaders and assistants and other freelance roles as required.
- As safeguarding lead, ensure good practice in implementation and updating of the company's safeguarding policy.
- Oversee technical, risk management and logistical aspects and needs of project delivery in liaison with and supported by the Production Manager.

#### Evaluation and documentation

- Effectively evaluate all projects including the ongoing collation of feedback and participant data and ensure all necessary project reporting is complete and up to date.
- Contribute to the development of evaluation frameworks for participation projects.
- Ensure that relevant projects are documented appropriately.
- Apply feedback and learning into ongoing project planning and delivery, and support the implementation of our plan to uphold Arts Council England's investment principles.
- Quarterly reporting on the participation programme to FE Board, and to funding bodies in a timely manner.

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

## Participation Producer Personal Specification

It is essential that the Participation Producer has relevant 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.
- Commitment to and enthusiasm for working with children and young people and a diverse range of participants.
- A commitment to inclusion, equality, and diversity.
- Developing relationships and partnerships with local communities.
- The ability to co-ordinate, manage and motivate the delivery team to achieve excellent results.
- Project planning, risk assessment, and budgeting.
- Project evaluation both qualitative and quantitative.
- The ability to work independently and be self-motivated as well as participate in a team.
- The ability to manage multiple priorities and meet project timelines.
- A flexible and adaptable approach to developing, delivering, and learning on the job.
- Excellent communication skills including the ability to produce clear, evidence-based reports for different stakeholders such as trustees, funders, and colleagues.

### Desirable

- Knowledge of the Arts Council's 'Let's Create' strategy.
- Understanding of the devising processes in the contemporary theatre context and its application in participation settings.
- A working knowledge of the South Yorkshire youth and community sector.
- A working knowledge of safeguarding policy and practice.