

We think teenagers should be able to tell their own stories and make their own change.

We are looking for a Producer/Project Manager to support our company of young people, deliver our projects and plays and help us change the way teenagers are listened to, understood and treated.



Introduction



Thank you for your interest in the role of Producer/Project Manager at Company Three.

We're looking for a highly organised, dynamic person who can combine producing and project management, supporting our young people on a day-to-day basis and organising projects, events and productions.

As the main point of contact for our 75 members aged 11-19, we're looking for someone who is a brilliant communicator, empathetic to the challenges that teenagers face and full of creative ways to keep them engaged and happy.

You will get to know our young people on a long-term basis, supporting and challenging them as they grow within the company.

You will also lead on the organisation of our projects and productions - contracting and managing professional artists, organising regular smaller events, trips and activities and helping produce our large-scale productions. Your experience in producing events can come in any field - youth work, the arts, theatre or commercial - if you have any questions about this, please get in touch.

You will join a confident, sustainable company with a clear vision for the change we want to make in the world.

You will work directly with a group of brilliant, inspiring young people in a long-term way, helping to create the conditions that will enable them to thrive.

You will help produce exceptional theatre by young people, and then share our practice, process and plays with other young companies and artists around the world.

Company Three: Overview

“Thank you for allowing me space to be happy, weird, sleepy, and sad. And for helping me grow, not by making me do it like everyone else, but by letting me do it by myself” - Jessica, 18

“Make no mistake: what Company Three is doing stands shoulder to shoulder with some of the most inventive and high-quality theatre currently being made in the UK” - The Guardian

Over the last few years, Company Three has established itself as one of the UK's leading companies making theatre with young people.

We work with a permanent company of young people, all of whom are nominated as members by teachers, youth workers and social workers in Islington, North London. Our members join us at the age of 11 and work with the company until they are 18 or 19.

At the heart of our work is this long-term commitment to our members, building trust, kindness, honest and artistic bravery. We create our work through a process in which young people have agency and ownership.

Our work has been seen at The National Theatre, The Yard Theatre, Battersea Arts Theatre, the Royal Albert Hall, The Park Theatre and on the BBC. In 2017 we won the Dan Crawford Innovation Award at the Peter Brook ... Empty Space Awards.

In January 2017 we published the script of our play *Brainstorm*, which includes a 'blueprint' that can be used by any other group of young people to make their own version. So far there have been more than 50 productions of the play worldwide, including in Australia, Kenya, Malta and the USA.

We share our creative process through regular in-house training courses and university-level teaching. In the last four years we have trained more than 200 artists in our approach.

We are currently working on a major new play for November 2020 that we hope will involve the participation of other groups of young people around the world.

Vision and Mission

We want teenagers to have the power to tell their own stories and make their own change; to be listened to, understood and celebrated.

We do this through three interconnected areas of activity:

In Islington

We provide long-term support for a company of local young people, training them as theatre-makers and providing a safe space in which to grow, explore and take risks.

In London

We make plays in which our members can express themselves and the change they want to make, performed to audiences of people who have the most influence over their lives.

In the World

We proactively share our practice, process and plays so that they can be used and adapted by organisations and artists working with teenagers everywhere.

The Social GRACES

Company Three is engaged in ongoing reflection and pro-active work related to the ways our members, staff and trustees are different to each other (also known as the Social GRACES: Gender, Geography, Race, Religion, Age, Ability & Disability, Appearance, Class, Culture, Ethnicity, Education, Employment, Sexuality, Sexual Orientation, Spirituality), how we talk about these things and how they are represented in our work.

This is an essential strand of strategic thinking and action as we build the company for the future, especially because of the personal nature of our work, the fact we work with such a diverse ensemble of young people and the impact of wider societal and global inequalities on our members and staff.

Job Description

Job Title	Projects Manager/Producer
Accountable to	Executive Director
Terms of Contract	52 weeks per year
Holiday allowance	28 days PA (including 8 days statutory holiday)
Salary	£28k
Probation period	3 months
Notice period	2 months
Location	Company Three office and other locations as required

Overview

The Producer/Project Manager is responsible for the recruitment, attendance, well-being and development of Company Three's members and for delivering our programme of activity through the year. They manage relationships with our local partners, including schools, and support the dissemination of our practice and plays both locally and internationally.

Key Responsibilities

Support and co-ordinate our core company of 75 young people

- Be the main point of contact for all members and their parents/guardians/support workers, communicating schedules, news and opportunities.
- Find innovative ways to motivate, encourage and support our young people to ensure exceptional levels of engagement in our work.
- Manage attendance across the company and help to remove barriers that may prevent our young people coming to activities.
- Support our members individually, through conversations (both challenging and inspiring) and informal mentoring.
- Ensure that everyone feels comfortable to be themselves in all our activities by applying and developing our Social GRACES action plan.
- Ensure all our work is delivered in a way that upholds our safeguarding policy and code of conduct, including sign-posting young people to other organisations.
- Ensure the culture, interests and needs of our members are understood and reflected in our creative planning.

Produce our programme of projects, workshops and plays

- Manage, support and contract freelance artists, production staff and other visiting staff.
- Manage, support and contract our Facilitator Pool and project assistants.
- Manage project budgets.
- Manage relationships with local workshop and performance venues.
- Produce small-scale events, open mic nights, projects, residentials and 'first draft' productions.
- With the Executive Director, produce our major flagship work in professional venues.

Manage our relationships in our local community, including member nominations

- Manage relationships with 6-10 local secondary schools, including member recruitment and in-school workshops.
- Produce our annual recruitment event, Big Weekend.
- Develop and maintain a relationship with 3 other local nomination partners.

Co-ordinate the sharing of our practice, process and plays

- Promote our courses, online dissemination and play blueprints.
- Support the delivery of our training courses.
- Support the development of a wide community of practice - engaging young companies and youth theatres in an active discussion around our work.

Deliver key elements of our external communication

- Deliver our social media strategy through the creation of regular, engaging content across social media.
- Co-ordinate show marketing strategies.
- Update the company website.

Support the company's development

- Attend and contribute to programme planning sessions.
- Deliver evaluation and monitoring information to help the company better review its practice and understand how to create change.
- Abide by and contribute to the development of our Social GRACES action plan.
- Support fundraising by contributing to funding applications and activities.

Person Specification

	Cover letter	First Interview	Task	Second interview
Significant experience of motivating, supporting, encouraging and developing young people.	X	X		X
A strong understanding of the issues faced by young people, including those from working class and BAME backgrounds.		X		X
Experience of managing or co-ordinating multiple projects in a busy and diverse programme of work.	X	X	X	X
Ability to administrate and organise, with experience of creating systems (including budgets, schedules, project plans).	X	X	X	
Ability to delegate tasks, monitor progress and meet deadlines.				X
Experience of working with venues, local authorities and schools.	X			X
Ability to communicate clearly and engage people across different platforms, particularly social media.	X	X		X
Experience of managing expenditure budgets above £10k.	X	X		
An understanding of the importance of safeguarding when working with young people.	X	X		X
Can demonstrate an interest in youth theatre.	X			X
Willingness to fundraise and develop fundraising skills.	X			X

Company Three welcomes and encourages applications from people from all backgrounds however we particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates because it is important that our team reflects the backgrounds of the young people that we work with.

If you feel you do not meet the person specification but have experience that you feel may enable you to take on the role successfully (particularly project management in other sectors) please feel free to contact us to see if we would be interested in your application.

Applications

Deadline: 9am, Friday 11 October 2019

Interviews: Wednesday 16 October 2019 (first round)

Monday 28/Wednesday 30 October 2019 (second round)

Please let us know in your application if there are any reasons why you may not be able to attend interviews on these dates.

How to apply

To apply for this role you must submit a CV and cover letter (no longer than 2 pages) by email AND upload your contact details onto our website.

Please ensure that your cover letter addresses the person specification chart, setting out your skills, experience and knowledge and how they relate to the role.

Please save your cover letter and CV as a single PDF document with the following filename: **yoursurname-yourfirstname-producer (e.g. richards-pia-producer)**

Submitting your application

Step 1: Send your cover letter and CV to becky@companythree.co.uk

Step 2: Upload your contact details at www.companythree.co.uk/work

Questions and more information

If you would like to discuss any element of the role, or the application process, please feel free to contact us:

Becky Martin (Executive Director)

becky@companythree.co.uk

Ned Glasier (Artistic Director)

ned@companythree.co.uk

Phone: 020 7609 9651

Islington Safeguarding Children Board's Safer Recruitment

Company Three is committed to safeguarding young people and expects all staff and volunteers to share this commitment. We follow Islington Safeguarding Children Board's Safer Recruitment practices to best protect the young people work with.