



Assistant Producer Recruitment Information

THEATRE
Hullabaloo



WELCOME FROM OUR CHIEF EXECUTIVE & ARTISTIC PRODUCER



Theatre Hullabaloo is one of the UK's leading children's arts organisations. We make, produce, promote and programme world-class theatre for young audiences. In December 2017, we opened The Hullabaloo, a purpose-designed venue for children and families in Darlington, which is where we are based.

Theatre Hullabaloo is a small team fired with passion and commitment to impact the lives of our local audiences and to contribute to national and international conversations about the role of the arts and creativity in children's lives. We are now looking for an ambitious and capable Assistant Producer to support the delivery of the artistic programme.

The Assistant Producer will work closely with the Artistic Producer to support the development and commissioning of artists, the delivery of sector development events and conferencing linked to our research team and to support the development of original performance and play made by Theatre Hullabaloo. This post will work closely with commissioned artists and freelance creatives.

This application pack gives you an overview of Theatre Hullabaloo, the Job Description and Person Specification and details of how you can apply. Please note that deadline for applications is 12pm (noon) on Tuesday 21 March 2023.

If you would like to discuss the role prior to application, please contact Theatre Hullabaloo's office on 01325 405680 so that a phone call with Miranda Thain, Artistic Producer, can be arranged.

We look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Miranda Thain'.

Miranda Thain
Chief Executive & Artistic Producer



★ ★ ★ JOB SUMMARY



Title	Assistant Producer
Reporting to	Artistic Producer
Salary	£22,672 per annum pro rata
Hours	28 hours per week (can be worked flexibly)
Contract type	Part time, permanent
Annual leave	27 days per annum plus Bank Holidays pro rata
Notice period	1 month
Probationary period	3 months
Location	<p>We are proud to be a family friendly employer and operate a flexible working policy.</p> <p>Given the nature of this role, the expectation is that the majority of weekly hours are building based.</p>



ABOUT THEATRE HULLABALOO

Theatre Hullabaloo believes that creativity should be part of everyone's childhood.

We are a pioneering charity that makes, tours and promotes theatre for children because we believe that they are the most important audience of all.

Theatre Hullabaloo is a National Portfolio Organisation (NPO) of Arts Council England, a registered charity and one of the leading specialist children's theatre organisations in the UK.

We have a diverse portfolio of work that includes the commissioning, making and touring of original performance and creative play for children to theatres, schools and other spaces, programming of world-class family theatre and events, development of creative programmes to support children and families – with a particular emphasis on the early years - and support and development of artists making work for young audiences.

In December 2017, the company opened a purpose-built theatre for children and families in Darlington, The Hullabaloo. From this venue, the company presents a programme of world-class performances, creative play installations, family events and exhibitions. Theatre Hullabaloo has welcomed more than 70,000 children and adults to The Hullabaloo to date. The programme of work at The Hullabaloo has won numerous awards, including Fantastic for Families' Best Family Venue in 2019.

We have also been recognised as a Tees Valley based festival with high-growth potential, having been selected to be part of the Tees Valley Festival Scale Up Programme (supported by Tees Valley Combined Authority). Hullabaloo in the Park, a major new outdoor family arts festival will take place each July from 2023 following a successful pilot festival in 2021.

We commission and make all our work through a child-centred approach with children engaged as creative collaborators and we work closely with academic partners to understand our impact and contribute to the evidence base around the value of creativity in childhood.



MISSION, VISION & VALUES



Our Vision:

A world where art and creativity for children is as brilliant and inspiring as they are and is a fundamental part of everybody's childhood.



Our Mission:

Theatre Hullabaloo champions the rights of children to art and creativity as an irreducible part of child development.

We do this by making, presenting and advocating an inspiring and ambitious programme of theatre and play which is accessible to all children and families and speaks to all stakeholders in childhood.

Our Values: Theatre Hullabaloo is...



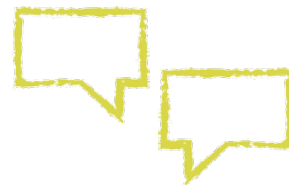
Bold

We are artistically ambitious for our audiences and take risks in the ideas, stories and forms that we use to make meaning of our world.



Imaginative

We celebrate the power of the imagination to make positive change. Imagination is magical, it stimulates creativity and innovation.



Collaborative

We believe that we can achieve more when we develop ideas collaboratively, engage with a broad range of voices and make space for everyone to contribute.



Accessible

We are passionate about the rights of all children and families to have the best possible experience of our work, to feel invited and able to participate and to be fully represented in that work.



Child-Centred

Children are at the heart of everything we do.

STRUCTURE & GOVERNANCE

Theatre Hullabaloo is the trading name of Cleveland Independent Theatre Company Ltd and is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association.

Theatre Hullabaloo is governed by a board of seven trustees which meets five times a year to administer the charity. Together, the Trustees bring a significant range of expertise including finance, legal, education, arts, higher education, project management, venue management, operations and regional networks.

The board operates a finance sub-group which meets quarterly, and other Task and Finish groups are formed where necessary to fulfil specific pieces of work or research. The board is also well supported by a network of external consultants.

Theatre Hullabaloo is at an important point in its development and is looking to become more impact driven and strategic by strengthening its leadership capacity. As such, the organisation has recently redeveloped its senior management structure and recruited Ben Dickenson in the new role of Chief Executive Officer.

The new role of Assistant Producer reports directly to the Artistic Producer who has overall responsibility for the organisation's artistic programme. The Assistant Producer will work closely with other members of the programme team, the research associates and creative freelancers.



*** FUNDING & FINANCE

In the year to 31 March 2022, turnover was £410,487.

Income came from a range of project funders and partners, our corporate supporters, volunteers and private donors and from our primary funder, Arts Council England.

We have secured further funding for the period 2023 - 2026 in Arts Council England's National Portfolio, including a 53% uplift on the previous period, which will enable us to grow the organisation and develop new strands of work.

Our budget forecast projects a steady growth in income over the next few years and an expansion of staffing. We have healthy reserves and a strong track-record of successful fundraising. We are proud to be a Living Wage employer.



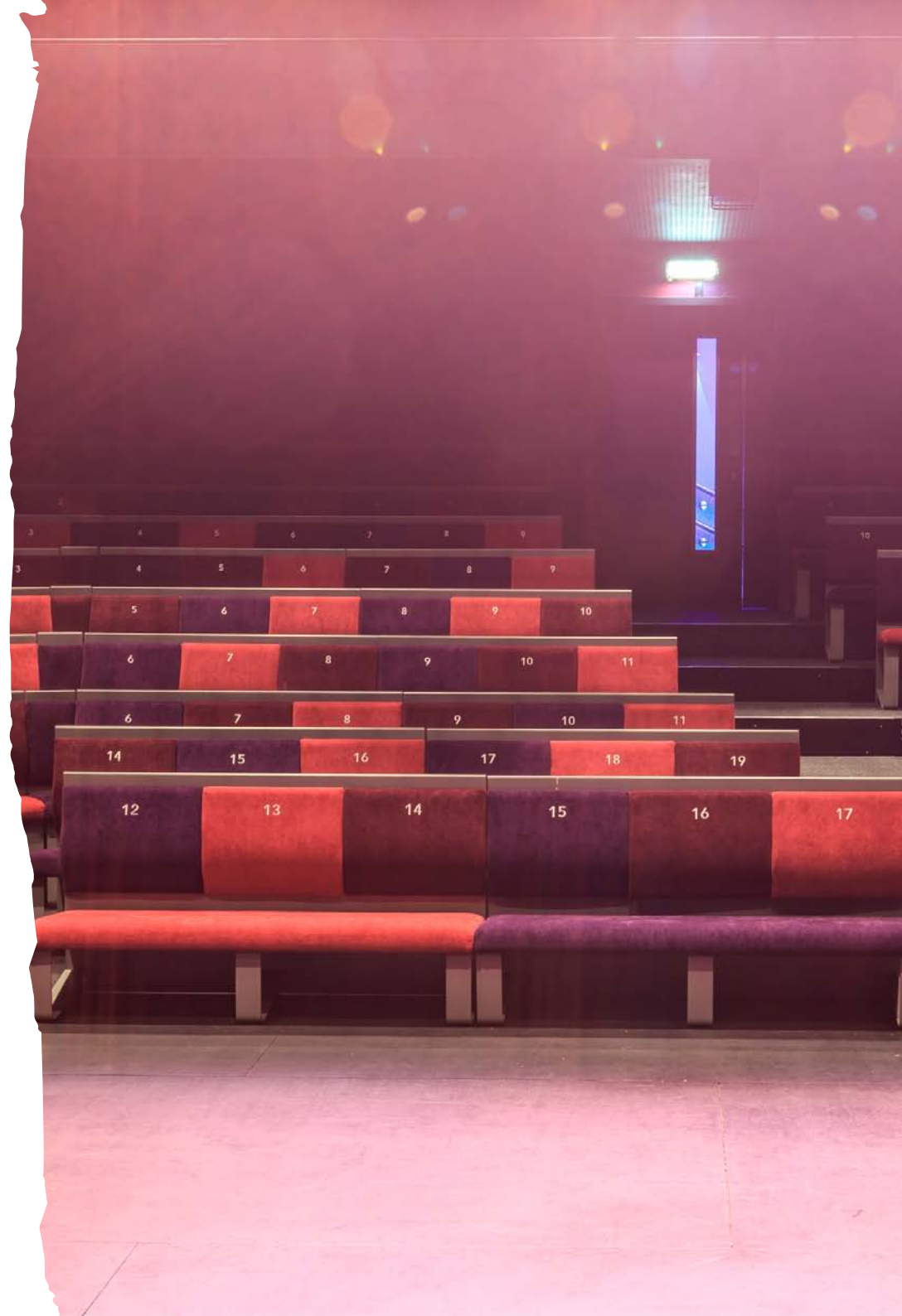
ASSISTANT PRODUCER

Overview


The Assistant Producer will play a key role in the expansion of the artistic programme, providing support for artists and managing the administration of the new Little Wonders commissioning strand.

The Assistant Producer will also support the delivery of socially-prescribed play programmes and work alongside the research team, providing administrative support for the dissemination of research outputs and conferencing.

This is an ideal role for a well-organised and ambitious early-career producer who is passionate about supporting artists and contributing to the wider children's arts sector.



*** KEY RESPONSIBILITIES



Artist Development & Commissioning

- Work with the Artistic Producer to structure and promote the Little Wonders commissioning opportunities (5 per year) to ensure they are as dynamic and inclusive as possible.
- Coordinate the selection processes for Little Wonders commissions in line with Theatre Hullabaloo's values.
- With the Artistic Producer, manage the briefing, contracting and support packages for commissioned artists.
- Support commissioned artists to network, fundraise and promote their work.
- Provide producing support for commissioned artists, including brokering partnerships with local schools etc. for artists to access groups with which to develop their work through child-centred co-creation (where appropriate).
- Network and promote Theatre Hullabaloo's practice and pedagogy, particularly with artists and partners in the region.

Producing & Touring

- Provide administrative support to the creative teams in the making of new work for Theatre Hullabaloo, including new productions and creative play installations.
- Support creative teams in the development of new work with children as creative collaborators, including brokering relationships with local families, nurseries, schools etc.
- Support tour booking and administration (booking of accommodation, travel etc) for the touring teams.
- Coordinate casting calls, schedule auditions, arrange rehearsal space and make travel arrangements for the creative team.
- With the Artistic Producer, create and manage contact lists and schedules and support rehearsal and development periods.
- Provide administrative support, including scheduling and bookings, for socially-prescribed play programmes and manage relationships with third party referrers.
- Work with the Artistic Producer, creative teams and research associates to design, capture and collate data which evidences the impacts of Theatre Hullabaloo's work.

*** KEY RESPONSIBILITIES (2) ***



Research & Conferencing

- Provide administrative support to the research team, including producing evaluation forms, reporting on data, coordinating participant interviews etc.
- Be responsible for collating information about the research activity which can be used for advocacy purposes across digital platforms, including blogs and social media.
- Support the curation and coordinate the delivery of events connected to the dissemination of research outputs and wider sector contributions.

Programme Administration

- Support the development of contracts for creatives and commissioned artists.
- Coordinate promotion of socially-prescribed programmes, including managing bookings, working with third sector referral bodies and supporting attendance at sessions.
- Support the sourcing and dissemination of Hullabaloo Baby Play Packs as required.
- Provide support for funding reports and returns linked to the programme strands as required.
- Contribute to wider evaluations and reflections on the artistic programme strands.
- Support the Artistic Producer and CEO in the scoping of new programme strands when required.
- Support the smooth running of the office and the wider work of Theatre Hullabaloo as required.
- Any other duties as reasonably requested by the Senior Leadership Team.

PERSON SPECIFICATION

Essential Criteria

Desirable Criteria

Administrative experience in a high impact organisation.	Experience of working within the cultural sector.
A commitment to - and passion for - theatre for young audiences.	Experience or degree level qualification in a field relevant to Theatre Hullabaloo's work.
Ability to communicate sensitively to a range of stakeholders.	Experience of working with artists to develop and produce new work.
Experience of managing budgets.	An interest in child-centered approaches to creating and evaluating work.
Experience of coordinating events.	Experience of fundraising.
Excellent organisational skills and a positive self-starter.	Experience of using box office and booking software (Theatre Hullabaloo uses Spektrix and Artifax).
Excellent written and oral communication skills.	An understanding of the North East cultural scene.
Great team player.	

*** SUMMARY OF MAIN TERMS & CONDITIONS ***

Job title	Assistant Producer
Hours	28 hours per week (0.7 FTE) including 30-minute paid lunch break each day.
Salary	£22,672 per annum pro rata
Contract	Permanent
Annual leave	27 days plus statutory holidays per annum pro rata
Reports to	The Artistic Producer
Pension	Theatre Hullabaloo operates a workplace pension scheme operated through Smart Pension
Probationary period	3 months
Notice period	1 months
Flexible working	We are proud to be a family-friendly employer and operate a flexible working policy, supporting employees to achieve a positive work-life balance. As this is a part-time role, we are very open to the hours being delivered flexibly across the working week
TOIL / overtime	No overtime payments but we do operate a TOIL system
Location	Office base is Darlington. Hours can be worked flexibly. Core office hours are Monday - Friday, 8.30am - 5.30pm This role will require some limited weekend and evening work

ABOUT DARLINGTON & TEES VALLEY

Theatre Hullabaloo is adjacent to Darlington Hippodrome, located on Borough Road, only a 5-minute walk to Darlington station, with direct links to Newcastle (35 mins), York (40 mins), Leeds (55 mins) and many other destinations. Teesside Airport serves a growing number of destinations including Aberdeen, Amsterdam, Dublin, London City Airport and Southampton.

Darlington is situated in the Tees Valley, within easy reach of spectacular coastline and countryside, and only an hour's drive from the Lake District.

Darlington, recently rated 11th out of 25 best places in the UK to work by the worldwide recruitment website Glassdoor, is an ambitious place with a diverse and resilient economy grown out of a tradition of technological and entrepreneurial innovation. It enjoys excellent transport links, highly qualified local workforce, high achieving schools, good quality residential areas, low rent and property prices and an excellent quality of life.

Leading companies based in Darlington include Amec Foster Wheeler, Whesoe Engineering, Cummins Emissions Solutions, Cleveland Bridge, Students Loan Company, Capita and Nobia AB. Over £500 million of public and private sector investment has been attracted into Darlington over recent years, delivering a wide range of transport, infrastructure and physical regeneration schemes designed to boost the economy.

The area has recently become a focus for statutory cultural investment. In October 2021, Arts Council England identified the Tees Valley as among its 54 'Priority Places' nationally and, in February 2022, Darlington was one of the 10 places in the North-East that was identified by the Culture Secretary as a priority location for cultural funding as part of the government's plan for Levelling Up.

In 2022, it was announced that Darlington would be the new location for a cross-government hub, comprising members from the following departments: Treasury; International Trade; Business, Energy and Industrial Strategy; Levelling Up, Housing and Communities; and Digital, Culture, Media and Sport. The hub will also be home for teams from the Office for National Statistics and the Competition and Markets Authority. The preferred location for this government hub is Brunswick, and it will be home to 1,100 employees by 2025.



*** EQUALITIES STATEMENT

Theatre Hullabaloo is committed to promoting equity and inclusion in all areas of our work; from the way we deliver our activities to the recruitment and support of the people we work with. We aim to treat people fairly and work hard to address and eliminate all forms of discrimination.

Our work reaches a wide range of children and families from diverse ethnic and socio-economic backgrounds, who are both disabled and non-disabled, and who have a range of lived experiences. We seek to reflect this diversity within our staff team.

We welcome applications from people from the widest possible diversity of background, culture and experience.

Potential applicants are welcome to contact us for an informal conversation regarding any access needs related to the application process.



HOW TO APPLY



To apply, please follow the steps below:

- Download an Application Form from our website www.theatrehullabaloo.org.uk/who-are-we/
- Complete the Application form and upload it to this portal via this link <https://airtable.com/shrTkKj5DxxtOQxKN>
- Complete the Equal Opportunities Monitoring Form using the link shown in the portal.

We want to help applicants to fully represent what they can offer the organisation, so if you feel our application form isn't the best format for you, please contact us so that we can give you access to what you need to apply or attend for an interview. Please get in touch with us if you have any issues with the process outlined above.

All applications must be submitted by 12pm (noon) on Tuesday 21 March 2023.
Successful shortlisted applicants will be invited to attend an interview in w/c 27 March.
Interviews will take place in person.

Reasonable travel expenses for attendance at interview will be reimbursed.

If you would like further information, support with access requirements or an informal chat about the post, please contact us by email info@theatrehullabaloo.org.uk or call 01325 405680.

Data Protection

Data collected will be processed and held in accordance with the General Data Protection Regulations 2018. Information contained within the application for employment is processed under the lawful basis of Contract in order to shortlist for the advertised post and monitor the efficiency of our recruitment and other employment procedures. All personal information will be held securely.



*** FIND OUT MORE ***

You can find out more about Theatre Hullabaloo
by visiting theatrehullabaloo.org.uk

Facebook: @TheatreHullabaloo / @HullabalooHome

Twitter: @HullabalooTweet / @HullabalooHome

Instagram: @TheatreHullabaloo

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