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Job Pack

King Lear: Image by Jonathan Keenan

Who we are

Talawa is the UK's leading Black theatre company

In September 2019 Talawa moved to its new offices and a 200 seat theatre space as part of the redevelopment of Fairfield Halls in Croydon's new Cultural Quarter where we are delighted to be a resident company.

Talawa has an established track record of producing quality work which shines a spotlight on Black talent, creating theatre for diverse audiences across the country. Mounting more than fifty productions over our 33-year history, we are the only Black British theatre company that presents the traditional canon of British theatre alongside international work and new plays. Recent productions include *King Lear* and *Guys & Dolls*, co-produced with the Royal Exchange Theatre, Manchester. *The Tide*, our co-production with Greenwich+Docklands International Festival and Breakin' Convention is the first ever show we created exclusively for outdoor performance which toured this summer.

Talawa is committed to supporting the development of emerging and established Black artists. Funded by the Esmée Fairbairn Foundation, MAKE is our year-round artist development programme which supports Black artists over four strands of work: 1. Providing artists with their first opportunities in theatre (Engage); 2. Developing their craft (Grow); 3. Enabling them to connect and take risks with peers (Collaborate), and 4. Building their career (Sustain). It includes the following projects:

- **Talawa Firsts:** an annual new writing festival
- **Studio Firsts:** a biannual research and development programme for experimental theatre makers
- **Creating Routes:** our facilitator training for Black and other underrepresented groups
- **London Voices:** a scheme that we co-run with the BBC Writersroom, to upskill writers for TV and audio
- **Script Reading Service:** a biannual opportunity for writers to send their plays and get feedback from our team of Talawa trained script readers
- **Attachment Artists:** 3 artists per year receive bespoke support
- **Talawa Writer's Programme:** our commissioning programme
- **TYPT:** our annual creative learning project for 18-25-year olds

Our artist development work has led to the recent productions and tours of '*Girls*' by Theresa Ikoko, '*Half Breed*' by Tash Marshall, '*Superhoe*' by Nicôle Lecky and '*Typical*' by Ryan Calais Cameron writers who came through our Script Reading Service, Talawa Firsts and Talawa Writer's Programme. We also have a wider impact on the industry by developing artists who go on to produce their work across the UK and we have become a crucial talent finding resource for the industry.

MAKE Online, launched in 2019 is an interactive, digital platform providing an online community for artists to:

- Find out about activities and opportunities with Talawa and other organisations
- Post jobs and advertise events
- Post and respond to questions/requests for help
- Engage in dialogue with other artists

We believe a strong community of Black artists is the key to changing the future of the theatre landscape.



New Work Producer

Job Description

Overview and main purpose

The New Work Producer is responsible for the development of the theatre makers Talawa works with and supports as well as finding and nurturing new and emerging artists. This includes writers as well as artists who use other forms to make theatre.

The New Work Producer is jointly responsible, for delivering MAKE, Talawa's artist development programme which supports Black artists over four strands of work. Evaluation is a core part of the role as you will need to analyse and report on the activities and integrate learning as a priority. The New Work Producer jointly line manages the Assistant Producer (MAKE).

Key duties and responsibilities

MAKE is delivered jointly with the Community Engagement Producer and includes the following projects for which the New Work Producer is directly responsible. A new role, Assistant Producer (MAKE), will provide administrative support to both roles and be line managed by the Community Engagement Producer who works four days a week or jointly between you both.

- **Talawa Firsts:** an annual new writing festival
- **Studio Firsts:** a biannual research and development programme for experimental theatre makers
- **Script Reading Service:** a biannual opportunity for writers to send their plays and get feedback. We have trained a team of script readers
- **London Voices** scheme, that we co-run with the BBC Writersroom, to upskill writers for TV and audio (TBC).

Artist development

- Support the Artistic Director with the Talawa Writer's Programme (TWP) and new commissions
- Programme and manage the Talawa Firsts festival in consultation with the Artistic Director
- Recruit and manage theatre makers for Studio Firsts
- Recruit and train new script readers for the Script Reading Service
- Edit scripts and offer dramaturgical support to writers and theatre makers
- Work with a Development Producer in the BBC Writers Room supporting the London Voices project (TBC)
- Co-manage the following MAKE activities with the Community Engagement Producer (please note Year 4 of MAKE in 2020 is subject to change):
 - Supporting the three Attachment Artists
 - Collaboration Workshops both regionally and locally
 - Regional Partnerships with theatre/theatre companies
 - Surgery Support for developing artists
 - Writing Workshops (to be established in Croydon)
- Providing input into identifying new partners for as well as reviewing and planning the strategy for future years of MAKE and its online platform MAKE online
- Devising and managing the delivery of new projects for future years of MAKE.

Continue ...

New Work Producer

Job Description

Administration and other New Work Activities

- Oversee performance management and development of your direct reports (Assistant Producer (MAKE)), ensuring excellence and a positive culture is consistently achieved
- Staying up to date with the literary landscape across theatre, film and television
- Control and manage the budgets for TWP (on behalf of the Artistic Director) and Talawa Firsts maintaining effective financial controls in consultation with the Finance Manager and Executive Director
- In collaboration with the Executive Director and Development and Marketing Coordinator prepare funding and partnership applications and help them identify new sources of funding
- Prepare, and present where necessary, quarterly management report on New Work Activities for Talawa's Board of Trustees
- Support the collation of statistical and evaluation data from creative activities, including artist, creative team and participant feedback, disseminating the information to Talawa and other stakeholders as required
- Contribute as required to stakeholder reports, such as ACE Annual Submission
- Be creative in the identification, evaluation, implementation and review of new ways of working (structure, systems, processes and methods) to increase efficiency and effectiveness within the New Work Department
- Attend theatre shows where new Black writers are staged to broaden Talawa's awareness of new talent and work
- Represent Talawa at performances, conferences and other events/external meetings where appropriate
- Maintain and assist in the development of a high profile for Talawa's MAKE strategy
- Promote and maintain productive relationships with external theatre makers, organisations, including other arts organisations and funding bodies that are actively involved with contemporary theatre practice
- Review and revise the new work/literary pages on Talawa's website.

New Work Producer

Job Description

Duties and Responsibilities of all staff members

- Maintain confidentiality in all areas relating to Talawa Theatre Company where appropriate
- Be aware of, and comply with, Health and Safety rules at work and to abide by the procedures as set out in the Health and Safety policy
- Work in accordance with the principles of Talawa's Equality and Diversity statement
- Be active in Talawa's commitment to Environmental Sustainability and reduce environmental impact
- Be aware of and comply with rules and legislation pertaining to Safeguarding and to abide by the procedures as set out in the Safeguarding policy
- Abide by other guidelines, procedures and policies provided by the Company
- Contribute towards Talawa's fundraising goals, this may include research, writing applications, advocacy and managing relationships
- Take part in such working groups as might from time to time be required for the fulfilment of organisational targets
- Participate in all training and development initiatives as required
- Undertaking such other duties as may be reasonably required.

New Work Producer

Person Specification



Essential skills and experience

1. A belief in Talawa's vision and mission
2. Extensive knowledge in new writers/writing and other theatre makers
3. Strong understanding of the new writing landscape, both nationally and internationally

Demonstrable experience of:

4. project management experience
5. implementing professional development projects
6. design and delivery of workshops, seminars and events
7. monitoring and evaluating projects
8. dramaturgy for writers and productions
9. fundraising
10. Confident, creative thinker who instigates projects
11. Proven ability to work to budget and meet deadlines
12. Highly organised with solid administrative skills, a flexible and innovative approach and attention to detail
13. Discreet and able to deal appropriately with confidential information
14. A team player and a motivated self-starter with the ability to build strong working relationships
15. Ability and willingness to work outside standard office hours when required
16. Strong communication skills, both written and verbal
17. Computer literate with a sound knowledge of the Microsoft office suite and database management.

New Work Producer

Main Terms and Conditions

Job title: New Work Producer

Responsible to: Artistic Director

Responsible for: Assistant Producer (MAKE) jointly line managed with Community Engagement Producer

Key working relationships: Executive Director, Community Engagement Producer

Contract type: Part-time, permanent

Hours: 24 hours per week including a lunch break of 1 hour, worked over 3 days (ideally Tuesday – Thursday). Additional hours may be necessary to fulfil the requirements of the post, including evenings and weekends, and travel out of London when required

Salary: £28,000 per annum pro rata

Holiday: 20 days per annum pro rata plus bank/public holidays

Pension and Benefits: Within 3 months you will be enrolled into The People's Pension in accordance with statutory deadlines and contributions. Discounts available at Fairfield Halls café and on shows and concerts. Talawa has an Employee Assistance Programme (EAP) 24/7 confidential helpline including face-to-face counselling.

Probationary period: Appointment is subject to satisfactory completion of a 3-month probation

Notice period: 4 weeks' notice by either party until successful completion of probation. On successful completion of probation period 2 months' notice by either party

Location: Fairfield Halls, Croydon



New Work Producer

Application Details

Closing date: 23:59 on Wednesday 11 December 2019

Interview: Wednesday 8 January all day or Friday 10 January morning

Start date: Ideally February 2020

To apply: Please complete our online application form, accessed on our website at: talawa.com/get-involved/opportunities

Talawa is an equal opportunities employer. We are committed to working towards a more diverse theatre and cultural industry. Please let us know if you require this Job Pack in a different format by calling us on 020 7251 6644 or by email to recruitment@talawa.com.



Guys & Dolls: Image by Manuel Harlan

