

the boundless theatre

Talent Development Producer

Fixed Term Contract (12 months), Part Time (3 days per week)

Start Date: from mid-October

Salary: £25,000 per annum pro rata (at 0.6)

Boundless Theatre

Boundless was established in 2001 and for over 20 years has been an innovator, disruptor and expert producer of new theatre that engages a global youth culture. Led creatively by Artistic Director & CEO Rob Drummer since 2016, the organisation works across the UK and internationally from a home base in South London. Strong leadership, successful fundraising and co-creating strategies with our community of 15-25 year olds to survive the global pandemic means that 2022-2023 is an action-packed and vibrant year for the company. With active projects across the country and Europe, 2 productions planned from September to spring 2023 and several artists under commission and the launch of several new long term strategic projects, there is a lot to engage with and help shape.

Your Role at a Glance

The Talent Development Producer will work closely with the Artistic Director & CEO and the Head of Community to ensure the successful strategic planning and delivery of all talent development work at Boundless. The Talent Development Producer will play a crucial role in the design and delivery of talent development programmes including Boundless Drama Club and the Boundless Accelerator Programme. You will also work closely with the Artistic Director on the development of Boundless' creative work by supporting commissioning as well as delivering all research and development activity. You will be excited by and have a track record of managing talent development programmes on a range of scales and in a variety of ways. You will also have a keen interest in developing new work with and for our target audience of 15-25 year olds.

Our Talent Development Producer could be a Producer, a Facilitator, an Artist; you will jump straight into this dynamic team and use your unique experiences to find radical ways of nurturing the talent of 15-25 year olds.

Boundless Values

Boundless has a strong set of values that guide all of our work. These were arrived at in collaboration with our community, including our board of trustees and crucially our 15-25 year old advisory group. We are an inclusive, creative and diverse organisation where individuals can thrive.

You can read more about our mission and values here:

boundlesstheatre.org.uk/about/our-mission/

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Job Description

Job Title:	Talent Development Producer
Reports to:	Artistic Director and CEO
Line Manager for:	Freelance Facilitators as appropriate
Works with:	Head of Community, Social Media Manager & Boundless Advisory Group
Purpose:	To lead on the origination, design and delivery of talent development work and content including but not exclusively Boundless Drama Club, Boundless Accelerator Programme as well as supporting the curation and development of all creative work.

Responsibilities:

- To lead on the design and strategic development of all talent development programmes including Boundless Drama Club and Boundless Accelerator.
- To lead on the project management of all programmes including budget management, contracting, scheduling and administration.
- To recruit, oversee and liaise with freelancers and practitioners contracted to facilitate talent development programmes.
- To work with the Social Media Manager and Marketing and Audience Development Associate on all associated strategy for talent development programme
- To work closely with the Head of Community and Artistic Director to ensure all programme strategy aligns and intersects with the organisation's wider strategy for engaging with and developing our community of 16-25 year olds.
- To originate content for the Boundless Drama Club and Boundless Accelerator including in-person activity relevant to the community of members.
- Work with the Artistic Director on the curation, planning and delivery of creative work at Boundless.
- Attend creative activities, including programming meetings, artistic development workshops and sharings, creative meetings with artists, rehearsals and other such activities as required.
- Build proposals for new future projects and initiatives and work with the Executive Team to seek funding.
- Build external relationships with creative peers and organisations across the UK and further afield.
- Support the collection of internal and external evaluation data, relevant to creative projects across the company.
- Support the collecting of equal opportunities monitoring information from artists, participants and audiences, relevant to creative projects.
- Deputise for the Artistic Director when required to attend industry events, networking opportunities, showcases and other events relevant to the creative work of the company.

General

- Support the vision and mission of Boundless Theatre both internally and externally. To network and represent Boundless Theatre at industry events. Attend meetings and contribute to the agenda as required including but not limited to; Company Meetings and Project Meetings.
- Share responsibility for maintaining the organisation's CRM and any other relevant data processes
- Undertake such other reasonable duties as may from time to time be required. ----

Person Specification

Essential

- An affinity to the mission, vision and work of Boundless Theatre and a passion to play a key role in the organisation's success.
- A flexible strategic thinker with a vision for how Boundless Talent Development can evolve
- Passionate about Diversity & Inclusion and a visible advocate for the area with an advanced knowledge of best practice and activities that create recognised shifts in both diversity and inclusion.
- An innovator who has provocative ideas and wants to change how talent development is experienced, accessed and perceived by 15-25 audiences
- Experience of planning and financial skills, with the ability to deliver projects and activities on time and within budget.
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines.
- Ability to solve complex problems and manage multiple projects concurrently.
- The ability to work collaboratively and form effective partnerships internally and externally.
- Ability to take responsibility for decision making when required.
- A positive attitude with a high level of self-motivation and ability to work on your initiative.

Desirable (but not essential) qualities, skills and experience:

- Experience of facilitation
- Experience of collaboration with 15-25 year olds
- An understanding of audience development.
- Experience of using a CRM.

Terms of Employment

Hours	21 hours per week, 10-6 (inclusive of lunch breaks). Additional hours may be required at evenings and weekends for which time off in lieu will be granted
Salary	£25,000 (pro rata 0.6)
Holidays	15 days per year, plus public holidays After two years' employment the holiday entitlement will be increased by one day per year to a maximum of 25 days per year
Probation	3 Months
Notice Period	2 Months
Contract Type	Permanent, Part Time

Overtime	Boundless operates a TOIL policy
Place of Work	London (Boundless HQ), Work from Home
Hybrid Working	Minimum 2 days a week in-person at the Boundless HQ
Benefits	Company MacBook, Training budget

Applications

Applications should be made online by submitting a letter explaining in no more than two sides of A4 what attracts you to the position and evidence of your ability to fulfil the role and meet the person specification. Please also submit a C.V. and a complete an Equal Opportunities Monitoring Form.

The application form can be found on our website here:

boundlesstheatre.org.uk/about/creative-job-opportunities/

Boundless Theatre is an inclusive employer and operates a policy to aid the further diversification of our team. Any disabled candidates or candidates who identify as from the global majority who meet the essential criteria listed in the person specification will be guaranteed a first-round interview. *If you feel that this applies to you, please tick the appropriate box on your application.*

Applications should be submitted by **5pm on Thursday 25th August 2022** and interviews will take place **w/c 29th August 2022**.

If you wish to have an informal conversation before making an application please contact Rob Drummer, Artistic Director & CEO by emailing rob@boundlesstheatre.org.uk