***Young people are the life force of Pegasus.***

From our theatre base in the heart of east Oxford we provide the inspiration for journeys filled with creative opportunity, aspiration and imagination. Through listening and responding to the needs, ideas and energy of all those who find a home within it, Pegasus is a pioneering force creating the present, challenging and changing the future and making an enduring impact on the vitality of the performing arts locally, regionally and nationally.

Pegasus has an excellent track-record of creating inspiring and high-quality projects which engage children and young people from a diverse range of ethnic, social and economic backgrounds. We actively reach out, through our inclusion programme, to those who are most excluded and vulnerable within society. The depth of our approach means the impact of what we achieve through our work is far-reaching and long-lasting. Our programme of activity integrates our creative learning opportunities, with the work we produce and the work we bring to Pegasus for children and young people to experience.

We believe passionately that young people are the change-makers of the future and our planning process places their voice and decision making at the heart of the organisation.

Pegasus Theatre Trust is a company limited by guarantee and a registered charity, governed by a Board of Trustees. We are an Arts Council, England National Portfolio Organisation and receive funding from Oxford City Council. Income in the 20/21 financial year was just under £700,000 generated through a mix of grants, ticket sales, trading activity, donations and sponsorship.

**The application form and diversity monitoring form are included in this document (page 5 onwards)**

The application form is an important part of the selection process. To ensure fairness to all applicants any decision to short list you for interview will be based solely on the information you supply on your application form. Ensure you read the job description and selection criteria before you start to complete the form. It is important you give as much information as relevant regarding why you wish to apply and what makes you a suitable applicant. Applications in the form of CVs will not be considered: please do not attach CV, references or educational certificates to your application form.

If you have any difficulty completing this form, please do let us know and we will arrange an alternative means of application with you. Completed applications should be **emailed** to admin@pegasustheatre.org.uk or can be posted, with the recruitment monitoring form, to: Recruitment, Pegasus Theatre, Magdalen Road, Oxford, OX4 1RE. Please make sure your monitoring form is on a separate page/s from the rest of your application form (especially if you PDF it) before you email it so we can remove it before shortlisting.

Closing date for applications is: **Thursday 10 February 2022 - 12 noon**

Interviews will be held week commencing 21 February 2022

**Producer**

**Job Purpose**

The Producer is a key position reporting to the Executive Director responsible for the delivery of Pegasus’s in house produced programme and supporting the creative process for young people and artists. The role supports the development, implementation and monitoring of Pegasus’s artistic and audience development strategies to achieve our business objectives and artistic ambitions.

**Key Objectives:**

* Manage the production process for Pegasus Young Companies (2-3 per year), ensuring the delivery of quality productions that demonstrate our value and commitment to work for by and with young people.
* Undertake the production process for new/remount touring productions for schools (1-2 per year) ensuring quality productions and increasing engagement with young people.
* Support the creation of new work and artist development through our SPARK artist Programme (4 artists/companies biannually).
* Support the annually commissioned artists and production of *Moving with Times.*

**Employment Terms**

Remuneration £26,500-£27,300 per annum pro rata (starting salary dependant on experience)

Hours 22 hours a week (3 days)

Probationary period     6 months

Annual Leave               25 days holiday plus 8 designated bank holidays per annum (pro rata)

Pension  A workplace pension scheme is operated by Pegasus Theatre Trust through NEST with an employer contribution of 4% and an employee contribution of 4%

**Organisational Relationship and Accountability**

**Responsible to:** Executive Director

**Senior Management:** Member of Senior Management Team with Executive Director, Development Director, Creative learning Director, FOH Manager.

**Work closely with**: Pegasus has a small core staff team; the post-holder will need to work closely across all staff teams to undertake the duties required, and particularly with artists, creatives and production teams.

**Line management:** There are no line management responsibilities associated with this post.

**Job Description & Person Specification**

**Principle Duties**

**Implementation and delivery:**

Work with the projects directors and undertake the planning and delivery of Pegasus’s productions from conception to stage ensuring the effective realisation of the artistic vision and high production values are achieved within time frame and budget.

Work with the project director to identify the appropriate creative team required for the delivery of the project. Negotiate and contract creative teams ensuring contracts are prepared in a timely manner for the Executive Director to sign off.

Identify and negotiate appropriate contracts for all freelance production staff required for the delivery of the project ensuring contracts are prepared in a timely manner for the Executive Director to sign off.

Manage all freelance production and technical staff in line with their contracts.

Work with the Executive Director developing production budgets and ensure production expenditure is planned, monitored and controlled.

Manage the day to day administrative and communication functions and requirements of production preparations including obtaining the necessary rights, permissions and licences, arranging and leading production meetings, arranging rehearsal schedules and ensuring the project team are briefed and managed appropriately in order to ensure a smooth and effective production process.

Work with the Executive Director and Marketing Officer to assist the development of marketing campaigns for productions. Providing marketing content copy and images for all in house productions that develops the profile of Pegasus Productions within the city and delivers effective, timely information to both new and existing audiences.

Work with the technical and production team to ensure the safety of staff and audiences for all productions including undertaking and recording risk assessments, ensuring chaperone provision as appropriate for young company members

Undertake the booking for school tours, liaising with local authorities and schools to ensure maximum and effective touring reach across the county and beyond.

Develop and support of Pegasus’s annual SPARK artist programme including the selection process, coordination of research and development periods, and programming of public performances. Working to our artist vision and within the programme planning process

Develop as lead contact for all of our Spark Artists ongoing, sustainable and supportive relationships that are mutually beneficial, and activity encourage opportunities for young people to experience working with professional artists as they develop work.

Work in partnership with Dancin’ Oxford on the commissioning of 3 Dance Artists/Companies each year to generate performances for *Moving with Times* including call out, selection, supporting the R&D periods and programming of public performances. Working to our artist vision and within the programme planning process.

Ensure internal staff teams are briefed appropriately on Pegasus’s Production activity in order to promote an informed understanding across the organisation regarding in-house productions and artistic development goals.

**Monitoring:**

Work with the Front of House team to ensure the accurate and consistent sales and audience data is collated and available to inform future production decisions.

Obtain and collate useful feedback from companies, artists and audiences to ensure ongoing monitoring and evaluation of in-house productions and timely reporting to stakeholders and funders.

Maintain an up-to-date archive of all Pegasus productions.

**Development of artistic programming strategy:**

Maintain an extensive knowledge of current companies and artists working across the arts sector and foster new creative partnerships and networks (nationally regionally and locally) in line with the needs and objectives of Pegasus productions.

Broker new and develop existing relations with creatives, freelance production staff, producers, venues, companies and artists across the arts sector to ensure the continual development of Pegasus’s productions and activity in line with our artistic vision.

Contribute informed, imaginative ideas and solutions to ongoing strategy and business planning discussions in line with the theatre’s policy on inclusive and consultative practice.

**General**

Represent Pegasus at meetings, conferences and other public events as necessary.

Actively contribute to team meetings and undertake relevant development and training opportunities agreed with your line manager for your professional development.

To carry out the duties of this post in accordance with Pegasus Theatre’s policies including Equality and Diversity, Safeguarding Children from Harm, Environmental, Fire Management, Health and Safety.

To undertake any other duties relevant to this post as reasonably required.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder annually or at significant points for the organisation.

**Selection Criteria**

**Essential**

* + - Previous experience as a producer on the small scale.
    - Good understanding of the UK theatre sector with knowledge of current artists & companies producing on the small scale.
    - A passion for working with young people and supporting their creative development.
    - Demonstrable experience of contract negotiation for writers, creative teams and actors
    - Experience in partnership development and supporting young artists.
    - Ability to maintain professional discretion, and contribute to a productive network of professional relationships
    - Demonstrable experience of managing budgets
    - Excellent time management skills with detail-oriented approach
    - Candid and open manner, with a supportive approach to collaborative working
    - Capable of driving projects forward and working on own initiative
    - Excellent written & verbal communication skills
    - Ability to establish a rapport with a wide variety of individuals and organisations.
    - Ability to work under pressure and to tight time deadlines
    - Team player and good working as part of a small team

**Desirable**

* Previous experience of schools touring
* Passion for new work
* Experience of marketing and developing new audiences

**Pegasus Theatre – Application Form**

(Private & Confidential)

Application for the position of **Producer** (Feb 2022)

*Please read the job description and selection criteria before you complete this application form. Type to complete and ensure you check and are happy with the print format before you email it in. You can PDF the form but please make sure the diversity monitoring section is on separate pages to the application.*

**Personal Information**

|  |  |
| --- | --- |
| **First name:** | **Address:** |
| **Surname:** |  |
| **Email:** |  |
| **Contact Tel/Mobile:** |  |

**Employment history:**

*Please list, starting with your current or most recent employer. Insert rows as necessary.* ***Do not attach a CV*.**

|  |  |  |
| --- | --- | --- |
| **Employer:**  *name and address*  *dates of employment* | **Position held and main duties & responsibilities** | **Reason and salary on leaving** |
|  |  |  |

**Education**

*Please list formal education undertaken. Insert rows as necessary.*

|  |  |
| --- | --- |
| **School /College/University**  *name and address*  *dates attended* | **Qualifications obtained; exams passed (including grades)** |
|  |  |

**Vocational, professional or other relevant training & qualifications**

*Please include membership of professional bodies if relevant.*

**Reason for applying**

*Please take this opportunity to tell us why your skills, experience and knowledge fit this role with reference to the essential and desirable criteria. (No more than 2,500 words)*

**References**

*Please give details of two referees. If you are (or have recently been) employed one should normally be your current (or last) employer.*

**Referee One**

|  |  |
| --- | --- |
| Name: | Title: |
| Address: | |
| Email: | Contact/Mobile no: |
| Relationship: |  |
| May we contact this reference at any point in the recruitment process? Yes/No | |

**Referee Two**

|  |  |
| --- | --- |
| Name: | Title: |
| Address: | |
| Email: | Contact/Mobile no: |
| Relationship: |  |
| May we contact this reference at any point in the recruitment process? Yes/No | |

**Additional Information**

**Disclosure Checks**

All posts at Pegasus are subject to the regulations relating to persons with substantial access to young people and are subject to a Basic Disclosure check. This check will require you to declare any unspent convictions. Offers for roles working with vulnerable groups will be subject to a satisfactory Enhanced Disclosure and Barring Service check. Where this is required, it will be stated clearly in the job/role description. Where roles have been identified as requiring an Enhanced Disclosure, you will be asked to declare all convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013). Guidance on completing an Enhanced Disclosure and Barring Service check and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. If you would like further support and advice on completing an Enhanced Disclosure and Barring Service check, the following external organisations provide trusted information and advice services for people with convictions: NACRO (www.nacro.org.uk) and Unlock ([www.unlock.org.uk](http://www.unlock.org.uk))

**Legal right to work**

We are required to check that anyone working with us has the legal right to work in the UK. All successful applicants will be asked to provide us with documentary evidence that they are legally entitled to work in the UK Under the Immigration, Asylum and Nationality Act 2006, prior to commencing their new role.

**Data protection and privacy**

Personal information provided by you as part of your application will be used for the purposes of carrying out our recruitment and selection process. Information provided by you in the Diversity Monitoring Form will be used to monitor Pegasus’s diversity policies and practices. Any diversity data retained for monitoring purposes is completely anonymised, so no individual is identifiable.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of six months. The only exceptions to this is personal information relating to applications for positions where an appointment has been made from outside of the European Economic Area (EEA), where we may be required to retain your applicant information for a longer period to comply with UK Visa and Immigration regulations. If you are the successful candidate, your application will be retained and will form the basis of your personal staff record. This data will be retained in line with our staff data retention policy.

**Are you related to any member of the Pegasus staff team or trustees?**

Failure to disclose such a relationship will lead to disqualification, as will canvassing in connection with the appointment.

**If appointed, when could you start?**

Please give your period of notice in your present post if applicable

***I certify that the information I have provided on this application form is correct***

**Signed: Date**

**Diversity Monitoring Recruitment: PROD Feb 2022**

*We are required to collect and collate diversity information to monitor our own recruitment and employment policies and to meet reporting requirements of our key funders. This information is used for monitoring purposes only. Records are used to establish whether any group is over or underrepresented in certain areas.*

*Thank you for taking the time to complete and return this form*

*The easiest way to complete this form is to highlight the option you wish to select…..*

**Gender**

Man 🗆 Woman 🗆 Non-binary 🗆 Agender 🗆 Genderfluid 🗆

If you prefer to use your own term, please specify here:

Prefer not to say 🗆

Do you identify with the gender assigned to you at birth? Yes 🗆 No 🗆

Prefer not to say 🗆

**Age**

0-18 🗆 19-24 🗆 25-34 🗆 35-44 🗆 45-54 🗆 55-64 🗆 65-74 🗆

Prefer not to say 🗆

**Sexual orientation**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆

**Ethnic origin** is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

**White**

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆

Any other white background, please write in:

Prefer not to say 🗆

**Mixed/multiple ethnic groups**

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆

Any other mixed background, please write in:

Prefer not to say 🗆

**Asian/Asian British**

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆

Any other Asian background, please write in:

Prefer not to say 🗆

**Black/ African/ Caribbean/ Black British**

African 🗆 Caribbean 🗆

Any other Black/African/Caribbean background, please write in:

Prefer not to say 🗆

**Another ethnic group**

Arab 🗆

Any other ethnic group, please write in:

Prefer not to say 🗆

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆

Prefer not to say 🗆

**Please tick/or highlight the box below to indicate your socio-economic background. Please indicate the occupation of the main/highest income earner in your household when you were aged 14.**

|  |  |
| --- | --- |
| Modern Professional Occupations |  |
| Clerical and Intermediate Occupations |  |
| Senior Managers and Administrators |  |
| Technical and Craft Occupations |  |
| Semi-Routine Manual and Service Occupations |  |
| Routine Manual and Service Occupations |  |
| Middle or Junior Managers |  |
| Traditional Professional Occupations |  |
| Short Term Unemployed |  |
| Long Term Unemployed |  |
| Retired |  |
| Not applicable |  |
| Don’t know |  |
| Prefer not to say |  |
| Other – please specify |  |