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**ECHO FOR EXTRA CHOICES IN HEREFORDSHIRE**

JOB DESCRIPTION

Production Development Officer for About Face Theatre Company

ECHO is a charity mainly working with people with moderate or severe learning difficulties. We also support people with mental health needs or who have physical or sensory impairments. ECHO runs 30 different activities each week in community settings across Herefordshire.

ECHO is committed to providing services that promote choice, rights and independence for people with disabilities in Herefordshire. We make sure that we involve and inform people with disabilities about the services we provide.

**Main purpose of post**

About Face Theatre Company is just one of a handful of professional UK theatre companies working with actors with learning disabilities. Established in 1995, About Face has a strong reputation for delivering high quality theatre to festivals, theatres, community and other venues. Their schools projects have successfully integrated performances and workshops enabling follow-up work in the classroom and support for delivery of the national curriculum.

As part of our long-term commitment to raising the profile of About Face, we are looking for a Production Development Officer to provide a range of support to the company. Working with the artistic director and other ECHO staff, the post holder will be responsible for several different duties which will vary throughout the year according to the company’s work schedule. The post holder will focus primarily on About Face Main Company, but also on developing About Face as a whole.

The lengthy and extensive list of duties which follows, details the wide range of skills that candidates may bring to this post; however, it is recognised that not every duty can be addressed every week in the time available thus planning and prioritising will be essential.

***MAIN DUTIES – working closely alongside the Artistic Director***

**1. DEVELOPMENT and PROMOTION:**

Promoting the work of About Face and generating new bookings:

* Through researching possible venues, festivals and events
* Making direct contact with potential bookers
* Producing promotional materials
* Building relationships with other theatre companies, funders etc
* Collaborating with ECHO fundraising team to produce bids and generate income
* Working closely with the Artistic Director to develop About Face into a thriving, sustainable theatre company with a shared vision across all days

**2. COMMUNICATIONS and DIGITAL**

In collaboration with ECHO’s Marketing Officer:

* Writing and sending regular press and other media releases
* Monitoring and updating the company’s website and social media
* Producing e-flyers, e-newsletters, and other promotional materials

**3. EVENT SUPPORT**

* Assisting with events organisation, including taking bookings and collating packs
* Assisting with practical arrangements for performances such as booking travel arrangements and ensuring all actors and their families have clear and timely information regarding the arrangements made
* Attending and organising recruitment events, project development, new initiatives

**4. OFFICE ADMINISTRATION**

* Being a clear and effective point of contact for all enquiries, correspondence and information distribution
* Undertaking all clerical tasks pertaining to the role, including report writing
* Working within the allocated budget and liaising with ECHO’s finance department
* Ensure that all activity is undertaken within ECHO’s health & safety guidelines and any applicable licensing regulations
* Attend and minute any meetings as requested by the Artistic Director

**5. OTHER DUTIES AS REQUIRED**

* Attending relevant training events/activities
* Attending regular staff meetings, AGM and other ECHO activities as required
* Working within all policies and procedures of ECHO
* Undertaking any other recording, reporting and evaluation required by ECHO
* Taking part in fundraising activities to support the project and ECHO as a whole
* Working with the participant representative group and trustees to ensure those who use our services are listened to and engaged
* Undertaking any other duties commensurate with the post, as requested by your line manager

**Project Specific Skills**

At About Face we aim to provide an opportunity for people with learning disabilities to explore theatre as a means of communication, expression and development. We set out to challenge preconceptions about what theatre created by people with learning disabilities can be. In promoting the company, we emphasise the exciting, theatrical nature of their work. By enabling our audiences to experience the talent of the actors rather than seeing their disabilities; our shows will help to change attitudes towards disability and deepen understanding of the lives of disabled people. We are therefore looking for a candidate with the following skills:

* A skilled communicator with a proven track record of building and maintaining professional relationships relevant to the post
* An industry understanding of the tasks associated with managing a theatre company and all aspects of touring work
* A qualification in Theatre combined with extensive knowledge of, and experience in the industry
* A passion for disability arts and in-depth knowledge of the sector
* Advanced knowledge and experience in the use of social media platforms and website creation software
* A working knowledge of arts/theatre and disability funding options together with experience in grant application procedures

**Terms and conditions**

**Hours:** This is a twelve-month fixed-term part time appointment of 7.5 hours per week with the possibility of an extension at the end of this period. Ideally you will work when the artistic director has non-contact time; this will be on Thursdays until Christmas 2024 and on Wednesdays from January 2025. Some unsocial hours may be required on occasion. You will be mostly based at The Forbury Workshop, Church Street, Leominster; however, you may be required to work elsewhere as deemed necessary.

**Salary:** The salary is ECHO scale point is 7 (currently £13.09/hr), annual salary £25,535.04 per annum (pro rata £5189.44PA/£432.45 PCM)

**Annual leave:** Entitlement is 6 weeks’ annual leave pro rata per annum (Jan to December). This includes pro rata bank holidays and a mandatory week at Christmas when all ECHO activities are closed. 

**Sickness entitlement:** All employees are entitled to up to 6 weeks on normal pay, including any Statutory Sick Pay (SSP) entitlement. Employees whose normal earnings are in excess of the Lower Earnings Limit for payment of National Insurance Contributions may also be entitled to SSP for up to 28 weeks in any period of incapacity. Any previous period of sickness absence in the 12 months preceding the first day of the new period of absence, will be counted against the absence. Trustees may make a discretionary decision to extend periods of full or half pay to individual members of staff in situations of specific need and within the available resources of ECHO. Any such decision would be at the request of the chief officer to a meeting to the full board of trustees.

**Accountability**

All staff are accountable to the Trustee Board of ECHO. The line manager for this post is the About Face Artistic Director who will provide day to day advice and management. All staff are required to undertake 6 weekly supervision sessions with their line manager and an annual appraisal.

**Equal Opportunities**

ECHO is committed to treating all people with equal respect and is determined that both in our provision of services and as an employer, we will ensure equality of opportunity for all.

**PERSON SPECIFICATION – Production Development Officer**

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| **Experience** | **Essential or Desirable** | |
| Experience of working with people with learning disabilities (either in a paid or voluntary role) | **D** | |
| Experience of managing a theatre company and all aspects of touring work | **D** | |
| Experience of building and maintaining professional relationships with external stakeholders relevant to the post (theatre companies, festivals, schools, arts organisations, disability organisations and funding bodies) | **D** | |
| **Qualifications and Training** | | |
| A good general level of education | **E** | |
| A current First Aid qualification. | **D** | |
| Attendance on any courses relating to working with disabled people | **D** | |
| Health & Safety training | **D** | |
| Qualification in project related subject (e.g. Theatre) | **D** | |
| **Skills & abilities** | | |
| Good administrative, organisational and time/business management skills | | **E** |
| Able to communicate with disabled people in a way that promotes respect & equality | | **E** |
| Able to work as part of a team and share skills and knowledge | | **E** |
| Able to set priorities and work under own direction | | **E** |
| Good working knowledge of using computers and ICT | | **E** |
| Excellent verbal communication skills | | **E** |
| Ability to find practical solutions to problems | | **E** |
| Car driver with access to a reliable vehicle for use during work and willingness to transport participants | | **D** |

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| **Project Specific Skills** | |
| Advanced competency in the use of social media platforms and website creation software (Wix) | **E** |
| A wordsmith capable of compiling and publishing narrative appropriate to a range of audiences and purposes | **E** |
| Experience of planning, running and evaluating large-scale multidisciplinary art/theatre events | **D** |
| **Personal Qualities** | |
| An understanding of and commitment to the principles of equality and diversity  Respect for people’s rights and dignity  A person-centred approach to working with individuals  Adaptable and willing to learn new skills  An understanding of the importance of confidentiality.  Self-motivation and enthusiasm  Sensitivity and diplomacy | **E** |