

Senior Producer | Recruitment Pack



Introduction

Hubbub is in an exciting phase of organisational development, facilitated in part by Arts Council England's Elevate funding, an endorsement of the company's success to date and future facing ambition.

The company exists to provide positive, dynamic and developmental theatre based opportunities for people with learning disabilities. Over the next three years, key strands of our work focus on community engagement, high quality vocational actor training and touring theatre productions which will raise profile and deliver our unique offer regionally and beyond.

We have recently been successful in obtaining Arts Council England funding for the creative development of a new project *The Drum*. The project will:

- 1) Model and promote the inclusion of people and artists with learning disabilities in audience facing theatre and will see us working alongside Gecko to 'R and D' content for a new touring project,
- 2) Effectively disseminate our methodology to the sector and beyond
- 3) And develop our organisation further, including the recruitment of the new Senior Producer role.

This is an exciting time for an experienced and passionate Senior Producer to join a progressive company with a strong reputation for excellent work in the East Midlands and a truly exciting opportunity for a creative professional looking for a new challenge with a company on the rise.

Background

In 2011, Artistic Director Jen Sumner led a Research and Development process to assess the need and desire for an inclusive theatre company working in Derby. The result was resoundingly positive and a plan was made.

In 2012, Jen was approached to make a one-off piece of work, *Village Green Antics*, to be part of the Paralympic closing ceremony in Derby. Jen had a clear vision; to create theatre integrating learning disabled and non-learning disabled actors of the highest possible quality. This platform became the launch pad for Hubbub Theatre Company and put the company on the map in the city and across the region.

Following this initial success, the company continued to develop with a base in Derby and began running the *Get Involved* programme from Déda (who has supported Hubbub since the initial R&D process). Continued support from the Arts Council England, Derby City Council and other funders and supporters has enabled the company to grow in scope and activity, as well as dreaming and realising plans for the future.

In a relatively short space of time, Hubbub Theatre Company has increased its visibility and credibility, working with learning disabled performers within an integrated devised physical theatre model. There are several key elements to Hubbub Theatre's work;

- at the core is the professional theatre company which produces and tours small scale physical theatre shows, street theatre and outreach;
- surrounding this, and feeding into the company is the professional actor training course;
- additionally, there is the *Get Involved* programme of participation and learning which engages learning disabled adults and young people to develop a range of personal and social skills through drama.

“Companies like Hubbub are really valuable to the arts at the moment”

Stephen Munn | Director, Déda Derby

“Great to see such an ambitious and truly inclusive company - an empowering collaborative ensemble”

Bethany Sheldon – Joint Artistic Director | Maison Foo Theatre Company



Hubbub serves both the physical theatre/arts sector and the health and social care sector. On the one hand aspiring to the scale and production quality of some key national touring companies and, on the other, requiring a local focus for those learning disabled adults within reasonable geographical reach.

Hubbub recognises its valued position in terms of reaching an audience that may not otherwise access such high-quality theatre provision and its developing expertise in creating theatre with learning disabled performers; an asset to be shared with other organisations. A key aim is to see more learning disabled performers engaged by mainstream theatre venues and producers. Our work has been recognised at a national level alongside Access All Areas, Hijinx and Darkhorse Theatre in the Separate Doors research project led by Vanessa Brooks. We are also part of the Creative Minds national network and a lead organisation in the Midlands Hub.

Our Vision

We aim to make people happier, healthier, friendlier, more connected, more inspired, more creative and more alive. To feel more and to feel better.

We want to help people with learning disabilities overcome the obstacles and barriers that prevent them from accessing theatre and achieving their goals. We want to change the way that artists and people with learning disabilities are seen and understood so that we can make a better, kinder world. We want to challenge, inspire and create without building walls of words and hierarchies of cognition, and all of those barriers to genuine communication. We are people in a space exploring light, sound, story, music and a universal experience, sharing a bit of what it means to be alive and connected to others. We work in all and any languages and none. We speak human.

Our Mission

We are inspired by the energy and imagination of different kinds of people coming together in the Hubbub of creativity, to explore fantastic stories, imagined worlds and extraordinary characters.

Our Values

Our values are commitment, integrity, collaboration, creativity and kindness.

We believe that every human being has a place in the world and that every human being is equal. We want to encourage theatre, the people who make it and the people who watch it, to value the imagination and skills of artists with learning disabilities.

We love action, connection and movement; words aren't a big part of what we do. Our rehearsal process embodies empathy and kindness and communication is, as far as possible, without words.





What We Do

Hubbub Theatre Company is passionate about producing quality, innovative productions that integrate actors with learning disabilities into professional theatre, as well as offering high quality actor training and community participation workshops and opportunities. We create original, devised work that is physical and visual, developing our actors' skills in theatre, circus, dance, music, puppetry and mask.

Our street theatre show *Village Green Antics* premiered in 2012, having been commissioned to form part of the Paralympic Games closing celebrations in Derby. The show continues to tour with great success to festivals and events throughout the Midlands.

Hubbub's first theatre show *Kessoku – Tales of Togetherness* premiered in 2014. Meaning 'Unity' in Japanese, *Kessoku* is a collection of tales from Japan

told through movement, puppetry, shadow projections, mask and live music. The show has since evolved into a shorter 30-minute pop-up show, *Kessoku Remix*, which toured the East Midlands in 2016.

In November 2017 we established an actor training model for performers with learning disabilities to create original devised work for indoor and outdoor performance. In June the following year we led an event at Déda to celebrate the actor's progression and share our findings to date.

LaunchPad, was designed for theatre makers, producers, artists, writers, directors and creatives to give an insight into the process and experience of working in a devised physical theatre space with actors with and without learning disabilities. It was a day of doing, seeing, talking and reflecting on the unique creative potential inspired by a collaborative approach. The event offered practical exploration through workshops led by Told by an Idiot and Cant' Sit Still and the chance to participate in meaningful conversations.

The event was a huge success, with sixty performers, theatre makers, producers and creatives from across the country joining us for the day to learn about Hubbub, our technique and philosophy and celebrate the success of the first year of our actor training programme, as well as enjoying a scratch performance of *The (not so) Quiet Revolution of Kindness*.

The (not so) Quiet Revolution of Kindness was commissioned by Derby Festé and premiered at their 11th annual festival in September 2018. Inspired by the Random Act of Kindness (RAK) and Pay It Forward movements, *The (not so) Quiet Revolution of Kindness* makes a bold statement about how we can affect change in our own lives and others' lives through small gestures of kindness. In a society where many of us feel disempowered and unable to make change on a large scale, these small acts of accumulative kindness can offer a sense of making a difference which can uplift, inspire and change on an individual and collective level.

The (not so) Quiet Revolution of Kindness is a promenade show which sees Hubbub's RAKtivists delight audiences with a display of colour, physicality,

acrobalance and circus skills, as they empower and engage with uplifting and inspiring acts of kindness.

This year Hubbub is a joint partner in *Splash!*, a new participatory arts programme held around the waterways of the East Midlands. Led by The Mighty Creatives, Diverse City and working with the UK's professional integrated circus company Extraordinary Bodies, *Splash!* is an outdoor, sensory, visual performance, which combines storytelling, circus and music and is inspired by themes of water, buoyancy and discovery. It tours to five venues in the East Midlands from June to September 2019.

We're also currently delivering elements on 'This Is Derby' (a £1 million investment into Derby's Opportunity Area in partnership with Derby County Community Trust and the City's NPOs). We are working closely with Sinfonia Viva delivering workshops to all the Special Education Needs (SEND) schools in Derby to help build essential life skills within young people aged between 5 and 18 (such as confidence, motivation, resilience and communication) that are crucial to help them achieve their potential.

Our Artistic Director Jen Sumner, has also been commissioned to create a piece called *One Moon* for this year's Derby Festé. The event on Friday 27 September 2019 will follow the performance of *Splash!* on Cathedral Green and the *Museum of the Moon* in Derby Cathedral. Audiences will see a 'Human Link', choreographed by Jen and created by around 200 young people from the local SEND schools involved in the 'This is Derby' Project plus Hubbub Theatre Company members. The 'Human link' will run from the Cathedral to the banks of the River Derwent and will highlight the diversity of the city.

The Drum

The Drum will see us creatively collaborate with Gecko (an NPO based in Ipswich) to develop a new touring production. This project will also allow us to actively disseminate our integrated methodology and develop and share our increasingly ambitious artistic opportunities in theatre for people with learning disabilities in the East Midlands.

Through this project, and with our ever-strengthening reputation for accessible and effective actor training for adults with learning disabilities, we also aim to increase our training and theatre touring profile, our administrative resilience and our sector influence by successfully joining ACE's National Portfolio in 2022. *The Drum* project spans a period of 11 months from September 2019 to August 2020 and has the following key deliverables:

- A production R & D process with Gecko, encompassing master class inputs with our integrated ensemble of actors with learning disabilities and /or neuro- divergencies, direct creative collaboration and mutual organisational learning.
- The articulation and dissemination of our devising process/ rehearsal room in collaboration with Gecko to form training and learning opportunities for venues, companies, Artistic Directors and theatre makers.
- Regional profile and partnership building with key collaborators.
- Organisational development; skills training and shadowing opportunities for the Artistic Director, creative team and trustees.
- Organisational development: a new Part time Senior Producer role, to develop touring opportunities and new audiences via participatory and community focused offers. The Senior Producer will also support recruitment to company activity and work both in project and across the organisation to deliver key general management/finance and strategic planning operations.

Governance and Staffing

Hubbub is constituted as a Charitable Incorporated Organisation. It is overseen by a non-executive Board of Directors, who are also trustees, chaired by Claire Limb. Day to day management is delegated to the Artistic Director and the current staff team includes four part time freelancers (rising in number around productions and events).

Equal Opportunities

Hubbub is committed to an equal opportunities policy in its employment practices with the aim of ensuring that everyone who applies to work with us receives fair treatment. To help us to achieve this we ask that you please complete the monitoring form enclosed with the application pack. This information will not be used as part of the recruitment process however we do ask on the application form if you have any access needs for interview.



Senior Producer Role | Job Description

We are looking for an ambitious, enthusiastic and organised individual to take on the role of Senior Producer. The successful candidate will help steer the company through an exciting period of growth and transformation and lead on THE DRUM project.

To note, it is also hoped that this role will continue beyond *The Drum* project (beyond August 2020) subject to funding.

Please find below a job description and a person specification below to help you with your application.

Purpose of the Role

Hubbub Theatre Company is looking to appoint an ambitious, enthusiastic and organised Senior Producer to work in partnership and close collaboration with the Artistic Director and Board, to create the organisation's strategic plan and lead on *The Drum*.

The Senior Producer will:

- Develop and deliver a recruitment drive, attracting and retaining talented adults with learning disabilities in the region to train and work with the company.
- Develop and deliver an audience development and participation strategy and plan for *The Drum*
- Work with the Artistic Director to deliver on the Business Plan and input into strategic planning.
- Work with the Artistic Director to develop partnerships and find new collaborations.
- With the Artistic Director, build and develop funding strategies and make applications as required.
- Manage and co-ordinate day-to-day financial and management operations cross company, scheduling and communications.

- Line manage freelance staff attached to projects.
- Administrate company outputs and manage office systems.
- Support, promote and develop company character, aims and ambitions, representing Hubbub at events and conferences and seeking to build on the company's excellent regional and national reputation.
- Report to the Board as required.
- Act at all times in furtherance of the aims and values of the company.

Key Responsibilities

Working with the Artistic Director the Senior Producer will:

Strategic Development

- Lead, manage and evaluate the implementation of the organisations' overall strategy and business plan, initially up to July 2020. Ensuring that it is discussed and approved by the Hubbub board and effectively communicated and understood by the organisations' staff and stakeholders.
- Lead on all fundraising research and operations including applications to trusts and foundations, sponsorship, Arts Council and other funding sources.

Business Development

- Establish achievable income targets on a yearly basis working in collaboration with the Artistic Director and Finance Manager.
- Lead on the timely and appropriate recommendation and development of new business/income generation ideas and models and oversee their implementation and successful delivery.

Finance, Administration and Legal

- In collaboration with the Artistic Director and Finance Manager to ensure efficient and solvent financial management of the company including the preparation of annual budgets and financial plans and

the development and management of financial controls, systems and procedures.

- To manage the organisation's overall expenditure, ensuring it is in line with agreed budgets.
- To lead the review of monthly and quarterly management accounts in consultation with the Finance Manager.
- To lead the preparation and filing of the annual and management accounts, as required and manage the auditing process as needed.
- To liaise with funders and partners on monitoring and evaluation and financial reports as required.
- To lead on all major contractual arrangements including statutory agreements, partnership arrangements and contracting of staff and freelancers
- To ensure that all Hubbub policies are regularly updated and reviewed by the Board, to generate new policy for approval as needed and that procedures are followed and implemented at all times.
- To oversee and regularly update the Company Risk document.
- To ensure compliance with all relevant employment legislation, to maintain adequate insurance policies and to ensure that Hubbub upholds the highest standards of health and safety procedures.

Governance

- To assist the Board to develop its membership.
- To service the Board of Trustees through the provision of clear and accurate papers and documentation so Trustees are able to make informed decisions.
- To be responsible for the submission of all Charities Commission reporting documentation.
- To attend all Board meetings, to provide adequate reports to the Board in good time for meetings and prepare all information/logistics necessary.

Stakeholder Management and Advocacy

- To manage the relationship with all stakeholders sponsors and funding bodies, in particular Arts Council England and Derby City Council as principal funders and ensure all obligations of funding are fulfilled.
- To be a public advocate for Hubbub and the wider learning disability theatre sector including representing the organisation at sectoral-related events nationally and internationally as appropriate.

Leadership and HR

- To inspire and work with all staff to maintain and develop effective management and employment policies and practices encouraging and supporting high standards of work from actors, participants, creative associates and employees.
- To ensure that the best practice in terms of equal opportunities and the mainstreaming of diversity and inclusion is at the heart of the organisation .
- To undertake line management responsibilities including taking the lead role in all HR matters across the organisation including supporting the recruitment and development of volunteers

Marketing

- In collaboration with the Artistic Director and Marketing and Audience Development Co-Ordinator, support the development of the ongoing relevant organisational marketing and PR strategy.
- To ensure ongoing effective brand development for the organisation and its programme.
- To support the development of the organisation's digital capacity and presence.

General

- To carry out any other duties consistent with the role of Senior Producer, as and when agreed, with the Artistic Director and/or required by the Board of Trustees.

Accountability and Management

- The Senior Producer will be accountable to and will be managed by the Artistic Director and the Board of Trustees.

Person Specification

The Senior Producer will have an established track record of success in organisational and project management, with the capacity to represent the organisation at all levels in complex partnership environments. The appointed post-holder will also be expected to have significant financial and budget management experience and meticulous attention to detail.

The post requires a balance of realism and creativity in enabling Hubbub to fulfil its artistic aims and aspirations and the relationship between the appointed Senior Producer and Artistic Director, Jen Sumner, will be critical to ensuring the organisation's continuing success. The Senior Producer must also therefore have the interpersonal and communication skills necessary to ensure that this central working relationship is constructed effectively, collaboratively and positively.

Hubbub Theatre Company has the following values which all applicants must feel an affiliation with:

Commitment | to the company and its values and work. Commitment to your personal well-being and that of the team and our company to ensure safe and effective practice throughout the company.

Integrity | speaking honestly about successes and challenges personally and as a company. Having the courage to speak about challenges and seek support as needed. Kindly challenging others where needed.

Collaboration | working as a team – giving and receiving support as needed. Listening and valuing all the people we work with.

Creativity | an openness to new ideas, ways of working and the skills to put ideas effectively into practice.

Kindness | compassion for ourselves and others, care in how we communicate and work, an environmental awareness as an act of kindness to our planet.

Hubbub is in the process of developing a Wellbeing and Environmental Policy and updating our Equality and Diversity policy. These are at the core of the company’s ethos and working practice.

In short listing and interviewing candidates, the panel will be looking for the following essential and desirable criteria:

Person Specification	Essential	Desirable	Determined via Interview and/or Application
A degree/higher level qualification in an arts subject or 3 years plus practical experience at senior management level in a theatre/arts organisation context	x		Application
Demonstrable experience of (arts based) project management	x		Application
Experience of working at senior level in a significant cultural organisation, staff management, contracting of staff and HR functions including team building experience and work with volunteers	x		Application & interview
Strong understanding, knowledge and experience of the public sector funding environment including working in partnership with local authorities and Arts Council England	x		Application
Demonstrable successful experience of fundraising and income generation	x		Application
Understanding of and desire to promote the ambitions and aims of		x	Application & interview

artists and people with learning disabilities			
Demonstrable experience of providing motivational support to staff	x		Interview
Experience of managing contracts, commercial and sponsorship agreements		x	Application & interview
Experience of business planning and other management tools and processes necessary for organisational efficiency	x		Application
An understanding and experience of diversity and equality policy and practice and a desire and ability to advocate for it		x	Interview
Knowledge of company and Charity Commission law and experience of working with Board members		x	Interview
Proven senior level experience of budgeting, budget management and financial reporting	x		Application
Experience of risk assessment, management and mitigation		x	Interview
Excellent networking and stakeholder management skills with a collaborative and partnership style of working	x		Interview
Knowledge of SAGE accounting systems		x	Interview
Proven capacity to generate financial reports to the Board and in various other funding contexts	x		Interview
Ability to manage effective internal and external communications	x		Interview

Experience and knowledge of audience development strategy and implementation	x		Application & interview
An understanding and awareness of arts marketing and PR		x	Interview
Demonstrable experience and effectiveness in social media strategy and implementation	x		Application & interview
Competent IT skills including Excel spreadsheets	x		Interview
Excellent verbal and written communication skills	x		Application & interview
Direct experience of general management, office management or consistent and objective drive project management		x	Application
Interest in learning and dissemination and generating means to promote learning in sector and beyond		x	Interview
The ability to self-start and self-manage	x		Application & interview
Excellent interpersonal skills and a good team player	x		Application & interview
Experience of working in inclusive contexts		x	Interview

Terms and Conditions

Job Title:	Senior Producer
Salary:	£30,000 P.A (pro rata). Fixed term, 12 month contract for a 0.8 post.
Responsible to:	Artistic Director/CEO and the Board of Trustees
Hours:	This is a part-time position (approximately 30 hours per week), with extra hours required during busy periods, with TOIL given in recompense. Normal office hours are 9.30am – 5.30pm with a lunchbreak. There may be a requirement to work occasional evenings (for Board Meetings etc).
Pension	Auto-enrolment via NEST with 3% employer and 5% employee contribution.
Location	This role will be based at the Hubbub Theatre Company's Office, Déda, 19 Chapel Street, Cathedral Quarter, Derby, DE1 3GU, with some opportunity to work remotely.
Probationary	A one-month probationary period.
Period:	during which seven days' notice is required on either side.
Notice Period:	Once past the six months probationary period a one month's notice period applies.

Application Process

Please read the Job Description and Person Specification carefully. Applications should be made by submitting the application form, explaining what attracts you to this position and in no more than two sides of A4, evidence of your ability to meet the criteria outlined above.

In addition, please include your CV and complete the equal opportunities form.

Please address your application to Jen Sumner Artistic Director;
info@hubbubtheatre.org no later than **midday** on **Thursday 27 June 2019**.

Should you require a large print version of this pack or have other access needs, please contact us on: info@hubbubtheatre.org and we will assist.

Dates:

Deadline for applications: Thursday 27 June 2019 at midday
Successful applicants will be notified about receiving an interview on Friday 28 June 2019

Interviews:

Thursday 4 July 2019
at Deda, Chapel Street, Derby.