



Candidate information pack

Welcome from the Chair of Trustees, Ian Pringle

Thank you for your interest in Hubbub Theatre company.

Hubbub is in an exciting phase of organisational development, facilitated in part by Arts Council 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.

Following recent Grants for the Arts success, Hubbub Theatre Company has just started 'LaunchPad', a 10 month, Foundation Level Actor Training programme for adults with moderate learning disabilities. This is a 2 day a week training programme which includes a Research and Development process for Hubbub's next show and collaboration with leading regional and national theatre companies. It will culminate in a Devised Integrated Physical Theatre one day event to be held in Derby in June 2018 in partnership with Deda and Derby Theatre.

We are looking for a creative, experienced and organised Project Producer to join our small, friendly team. The ideal candidate will be an excellent communicator and team player with experience of planning and managing events within budget and timeframe, ideally within the arts sector.

This is an exciting time for a progressive company with a strong reputation for excellent work in the East Midlands and a truly exciting opportunity for an 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 the region.

Following this initial success, the company continued to develop with a base at Deda in Derby, who have supported the work since the R&D process. Continued support from the Arts Council, Derby City Council and other funders and supporters enabled the company to grow in scope and activity, and dream plans for the future.

Engaging increasing numbers of artists and participants in the community year on year, and at the professional theatre end of the work, Hubbub produced 'KESSOKU-Tales of Togetherness' and toured highly successfully in the East Midlands in 2016. The work was original, physical and visual, embracing puppetry, mask, circus with an emphasis on human stories and the narratives which bring us together.

A thrilling work programme is scheduled for the next three years embracing events, community engagement, vocational actor training and new production development and touring. Hubbub Theatre Company have close working partnerships with Deda, Derby Theatre and Attenborough Arts, as well as ongoing support from other regional venues including Burton Brewhouse and Lincoln Drill Hall.

The vision remains the same; creating exceptional high quality integrated theatre; with a vibrant, high quality community offer at the foundation. The company is aiming to be able to apply for Arts Council National Portfolio Organisation status in 2019.



Governance and Staffing

Hubbub is constituted as a Charitable Incorporated organization. It is overseen by a non-executive board of Directors, who are also trustees, chaired by Ian Pringle. (The Chair is due to change in 2018). Day to day management is delegated to the Artistic Director and Director of Business Development. The current staff team includes three 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.

Job title	Freelance Project Producer
Reporting to	Chair & board of Directors of Hubbub/Artistic Direct
Hours of work	Freelance position, 10-15 days over 6 month period leading up to and including the Integrated Physical Theatre Event in June 2018.
Remuneration	£2000 total fee.
Place of work	Hubbub's Office is at King's Chambers, 34 Queen Street, Derby, DE1 3DS. As a freelancer, however, it is anticipated that you would not be office based.

Job outline

The freelance Project Producer will work to Hubbub's Artistic Director to plan, organise and facilitate a one day event in June 2018. The event is a Devised Integrated Physical Theatre day to be held at Deda, Derby. The focus for the event is about developing excellent integrated working practice with performers with learning disabilities. It will consist of speakers, masterclass workshops led by



Hubbub, Gecko and Told by an Idiot and there will be a scratch performance of a new piece by Hubbub, 'Love Me?', at research and development phase.

The Project Producer will be responsible for organising the programme for the day, overseeing the marketing of the event (supported by a Marketing and Communications Co-ordinator), liaising with the theatre companies/artists, booking rooms, accommodation and travel, liaising with technical and front of house teams at Deda and managing the logistics of the event on the day. They will also build evaluation methods into the event, gathering such evidence to provide a written report shortly after.

The fee is based on 10-15 days and the freelancer will be expected to produce an action plan with key milestones to be achieved. Supported by the Director of Business Development, they will be responsible for managing the event budget expenditure.

Criteria	Essential	Desirable	Interview or application?
1. Relevant skills and experience in planning, organising, delivering and evaluating events	X		Both
2. Experience of managing events in the arts/theatre sector		X	Both
3. Proven experience of working to a brief, within budget and to deadline	X		Interview
4. Enthusiastic, creative and a good team player	X		Interview
5. Flexible, adaptable and skilled at managing challenges and finding creative solutions	X		Both



6. Excellent communication skills, in both verbal and written form	X		Both
7. Excellent IT, admin and organisational skills	X		App
8. Some experience, or a keen interest in developing skills in working with actors with moderate learning disabilities		X	Interview
9. Experience of working for/with a small theatre company or creative team		X	Interview

Application process

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 the Director of Business Development; info@hubbubtheatre.org no later than midnight on Tuesday 5 December.

Interviews take place on: Tues 12th December 2017 in Derby.

Should you require a large print version of this pack or have other access needs, please contact Jo Kemp (jo@hubbubtheatre.org) and we will assist.