



PERSON SPECIFICATION

JOB TITLE: Freelance Engagement Producer

REPORTS TO: Hat Fair Director

DIRECT REPORTS: Freelance Artists and Practitioners, Volunteers, Assistants

Venue: Theatre Royal Winchester

FREELANCE ROLE, MAY/JUNE 2017 (as soon as practicable for appointee) – 31st OCTOBER 2017

Fee: £6,000 fixed fee inclusive of VAT

Approximately 60 days pro rata during the time period.

As this is a freelance contract appointment, you will be responsible for your own tax and national insurance arrangements.

ROLE PURPOSE:

To manage and facilitate the delivery of specific artistic projects for Hat Fair 2017 and the immediate delivery phase of our Celebrating Age project. The role will support the Hat Fair Director in delivering the overall festival programme as required – with a particular lead focus on engagement: mentoring and supporting student interns including the Festival Fringe and Young Critics, the Schools' Parade, Hat Fair Out Theatre project, 'Lookout', and the Peoples Stage - ensuring the highest standards of safety and excellence are achieved at all times.

KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:

Essential

- Project management experience in outdoor theatre, site-responsive or street arts
- Experience of managing project budgets
- Experience of managing freelance artists
- Microsoft Office literate
- Facilitation experience with young people and adults in a performance setting.
- Experience of working in schools or colleges on performance based projects
- Administration and record keeping skills
- Willingness to work weekends and evenings
- Ability to work well under pressure
- Excellent attention to detail
- Experience in managing time effectively
- Problem Solving/Initiative
- Experience and understanding of child protection/safeguarding

Desirable

- Experience of small to medium-scale theatre touring
- Experience of cross-sector partnerships
- Experience of working with people with learning difficulties or disabilities in a performance setting
- Clean UK Driving licence and access to a vehicle

ROLE DESCRIPTION

PRINCIPAL ACCOUNTABILITIES

- To support the Hat Fair Director in delivering particular artistic projects for the Hat Fair 2017 festival and immediate delivery phase of our Celebrating Age project, which includes a small tour (already programmed) of local village halls and venues.
- To lead on overseeing Hat Fair 2017's engagement work with schools, colleges and community groups.
- To facilitate the lead artist to deliver skills workshops as part of Hat Fair 2017's engagement work for the Schools' Parade and to take a lead responsibility for the Parade on performance day.
- To support and mentor University of Winchester students in delivery of the Hat Fair Fringe and other student relationships.
- To support the Hat Fair Director on development of the Celebrating Age autumn tour (already programmed) of 'Four Score Years and Ten' and to coordinate participant engagement and launch of the 'Living Portraits' project which is part of Celebrating Age.
- To take responsibility for record keeping, logistics management, risk assessments, planning and communication for Hat Fair 2017's engagement projects and Celebrating Age.
- To manage freelance artists and volunteers on line-produced Hat Fair 2017 engagement projects and ensure compliance with LTWT policies.
- To support the Hat Fair Director in providing effective communication about Hat Fair 2017 projects to other members of the LTWT team, including marketing team and freelance marketing staff, and partner organisations.
- To represent Hat Fair 2017 and Celebrating Age at events, performances and meetings with outside agencies as required.
- To undertake any other relevant duties as may be required by the Management of Hat Fair.

TO APPLY:

Please send a letter outlining your interest in the role and relevant experience (2 sides of A4 maximum) plus a current CV by **2.00pm Friday 19th May 2017**.

Please address your letter to: Andrew Loretto, Hat Fair Director, at:
recruitment@theatroyalwinchester.co.uk

Please note that we plan to hold interviews on the morning of **Tuesday 23rd May 2017**.

Further information about Hat Fair, Schools' Parade, Fringe and Celebrating Age can be found on our website: hatfair.co.uk

If you would like an informal conversation about the role prior to applying, please contact Andrew Loretto, Hat Fair Director, at: recruitment@theatroyalwinchester.co.uk