

**NEW VIC THEATRE**



**appetite**

**APPETITE CREATIVE  
PRODUCER (MATERNITY COVER)**



**APPLICATION PACK**

photo credit: Andrew Billington

## WELCOME

Thank you for expressing your interest in the part-time post of **Appetite Creative Producer (Maternity Cover)** to join our Senior Management Team at New Vic Theatre.

This is an exciting and interesting period at New Vic Theatre as we continue to develop and deliver our ambitious Appetite programme for 2017 and beyond.

This is a fantastic opportunity to be part of Appetite as we maintain and build our strategic connections with various organisations and networks including the Stoke-on-Trent UK City of Culture 2021 bid.

This is a demanding yet highly rewarding role, working with a project team and a strong board to support the role. Details about the role and what to expect are covered in the job description and person specification.

## NEW VIC THEATRE INFORMATION

*Our mission is to make excellent theatre in the round and  
be a force for positive change in our region.*

Our vision is of a theatre which:

- Makes distinctive theatre in distinctive spaces
- Increases engagement with the arts, especially among young people
- Nurtures artists and the artform
- Showcases Staffordshire and Stoke-on-Trent as places where creativity and excellence thrive
- Inspires local pride, making this a better place to live, work and do business
- Works in partnership with Arts Council England and Local Authorities to make investment go further and achieve more

The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by an award-winning community programme, and education work which alone reaches around 25,000 people of all ages per year. Built in 1986 as Europe's first purpose-built theatre-in-the-round, the theatre has a special role to play in the architectural heritage of theatre development. We recognise our responsibility to provide tangible returns for the public investment we receive, and therefore seek through all our work to help make the local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions.

Theatre-in-the-round is a democratic ideology, it radiates through all our work ensuring that the local communities of Staffordshire and Stoke-on-Trent have a sense of ownership and engage with the theatre at every level. As one of only a few local arts organisations, our award-winning New Vic Borderlines, and New Vic Education ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent in the arts. We are committed to increasing aspirations, empowering communities to tackle complex social issues and making a real difference in an area that experiences serious deprivation.

Other recent achievements include becoming the first building based theatre company outside London to become a National Theatre Studio Affiliate and receiving critical acclaim for our productions of *Around the World in 80 Days* and *Dracula*.

“standing ovation for this beautifully-executed magnificently preposterous romp”

★★★★★ The Independent for *Around the World in 80 Days* 2014

“the first half is one of the most impressive hours I’ve spent in the theatre for months”

★★★★★ The Observer for *Dracula* 2015

The New Vic operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council

## APPETITE INFORMATION

### CREATIVE PEOPLE & PLACES PROGRAMME

Appetite is part of the Creative People and Places programme supported by funding from the National Lottery through Arts Council England.

Creative People and Places is an Arts Council England strategic programme that has people at its heart. It’s about more people taking the lead in choosing, creating and taking part in brilliant art experiences in the places where they live.

Creative People and Places takes place in areas where evidence shows that people are less involved in arts and cultural activities than elsewhere in England. As an action research programme, it’s experimenting with radically different approaches to inspire and excite people about the arts. The programme aims to take risks, reflect on what worked and what didn’t, gather evidence and share learning widely.

There are now 21 independent Creative People and Places projects in areas where people have traditionally had fewer opportunities to get involved with the arts. Local people are involved with Creative People and Places projects as participants, decision-makers, artists, volunteers and of course audiences.

### ABOUT APPETITE:

Appetite is a pioneering arts programme that gets more people from Stoke-on-Trent to experience and be inspired by the arts. Appetite is led by the New Vic Theatre in partnership with Partners in Creative Learning, Staffordshire University and 6Towns Radio. The consortium oversees the development and delivery of the programme.

The Appetite programme was established in April 2013 and was awarded further funding in 2016 for a second three year phase of programming from April 2016 –March 2019. The programme is managed and delivered by the Appetite Project Team, employed by the New Vic. The Project Team consists of 2 full time (FT) posts and 2 part time (PT) posts, plus freelance artists and specialists who support the programme. The Project Team roles are: Project Director (FT), Programme Manager (FT), Creative Producer (PT) and Project Coordinator (PT)

### Appetite aims to:

- increase the number and range of Stoke-on-Trent residents engaging with and being inspired by the arts
- increase the high quality arts offer for Stoke-on-Trent
- empower residents to make arts events happen
- achieve a common understanding of which approaches are the most successful
- create a more active, networked and sustainable community of artists
- forge relationships between local and national organisations, producers, promoters and audiences

- enable businesses and service providers to see the benefit of artistic investment
- identify and diversify income streams for the programme to support the sustainability of activity.

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## KEY STAKEHOLDERS

Partnership working with local, national and international organisations is essential for Appetite's artistic and strategic development; attracting resources and investment to support the long-term vision of the programme.

We have key partnerships with various stakeholders including: Stoke-on-Trent City Council; Without Walls' Associate Touring Network; Newcastle BID; North Staffordshire Dance Development Partnership, Deda.

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## PROGRAMME

A key relationship for developing the artistic programme is the *Appetite Supper Club*. *The Appetite Supper Club* is a diverse network of local people from Stoke-on-Trent working together to help us make decisions on events that are ambitious and accessible to a wide range of people. The Creative Producer works closely with the Supper Club to:

- Co-curate the artistic programme, help develop plans, budgets, and evaluate our impact
- Visit national festivals and events to bring new learning into the programme and to establish programming ideas

**Our artistic programme** features high profile arts experiences in public and non-traditional spaces. Our programme celebrates spectacle, impact and presence and we develop projects that showcase the best of the national and international arts infrastructure.

Our current programme includes:

- The Big Feast Festival, Stoke-on-Trent's outdoor art festival developed by Appetite in 2014 (August 2017)
- A large outdoor spectacle that is currently being developed (August 2017)
- Roundabout by Paines Plough (October 2017)

## JOB DESCRIPTION AND ROLE INFORMATION

### JOB TITLE: APPETITE CREATIVE PRODUCER (MATERNITY COVER)

#### GENERAL ROLE INFORMATION

New Vic Theatre is looking for a Creative Producer for the Appetite programme with an excellent knowledge and understanding of the arts and outdoor arts sector to join our team. The role will be based in Newcastle-under-Lyme but will also require some regular UK travel to see events and to meet with partners and stakeholders. It will also require weekend and evening work, particularly during the summer festival season.

This is a part-time maternity cover post for 6 months, offering a fabulous opportunity to play a key role in the planning and delivery of our artistic programme and being part of a nationally recognised arts programme.

**Responsible to:** Appetite Project Director

**Key relationships (internal):** Artistic Director; Appetite Programme Manager; Appetite Project Coordinator; Appetite Supper Club (featuring a diverse range of local people from various community groups and organisations); Executive Director; Head of Communications and Marketing

**Key relationships (external):** Funders, Local Authorities across Stoke-on-Trent other regional & strategic bodies, our strategic & programme partners, venues, arts companies and practitioners

#### PRINCIPAL PURPOSE

To support the strategy and delivery of the Appetite programme to ensure it meets its artistic and strategic ambitions in line with the Appetite business plan. Ensuring great art is delivered and more people in Stoke-on-Trent are engaged as audiences and participants.

#### KEY RESPONSIBILITY AREAS

##### ARTISTIC PROGRAMME

- Reporting to the New Vic Artistic Director and Appetite Project Director, provide artistic curation and coordination across the Appetite programme, ensuring Appetite maintains and develops its role as producer, curator and presenter of high quality arts experiences
- Maintain and develop the necessary partnerships with artists and various stakeholders to help create inspiring and accessible programmes that showcase the quality and diversity of arts activity across the UK and beyond.
- Keep up-to-date on the wider arts and outdoor arts sector for the benefit of Appetite's programme of activities by going to see work at relevant events and festivals
- Working with the Appetite Project Coordinator and Programme Manager to support contracting and negotiating with artists and arts organisations
- Advocate and raise the profile of the arts in Stoke-on-Trent and the city as a whole
- Attend regular team meetings to encourage peer learning and shared vision across the programme

#### GOVERNANCE

- Prepare and present regular reports on programme delivery to the Appetite Consortium and New Vic Board Sub-Group
- Support the Appetite Project Director to manage Appetite's community decision-making process on the artistic programme by attending monthly Supper Club meetings
- Consulting with and reporting to the Consortium on the development of the artistic programme across the Appetite Programme

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## FINANCE

- Where appropriate, make regular reports to the Project Director, Executive Director and the Consortium on project finances
- Work with the Project Director to ensure that the programming budget and expenditure is carefully monitored and controlled.
- Manage the provision of written materials, budgets, evaluations and other information as necessary to support financial accounting, evaluation and reporting

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## GENERAL

- Undertake appropriate training as agreed with the Consortium
- Actively participate in evaluation and appraisals
- Work within the New Vic's established policies and practices including: equal opportunity, artistic and social policies.
- Carry out any other specific tasks as may be reasonably required by the Appetite Project Director, Artistic Director or Executive Director

## PERSON SPECIFICATION APPETITE CREATIVE PRODUCER (MATERNITY COVER)

The following represent the essential and desirable attributes for the post of Appetite Creative Producer (maternity cover)

Essential Criteria	Desirable Criteria
<p><b>Experience &amp; Qualifications</b></p> <ul style="list-style-type: none"> <li>• A strong track record of high quality outdoor arts and cross art-form programming and producing in a variety of settings</li> <li>• A track record of building effective partnerships within and outside the cultural sector with organisations at all scales</li> <li>• Ability to manage and develop relationships with artists (local, national and international), audiences and communities to empower the delivery of great art</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of targeting work to specific audiences and creating relevant programmes to suit these audiences</li> </ul>
<p><b>Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• A good and up-to-date knowledge of the local, national and international arts and outdoor arts industry</li> <li>• Ability to develop and sustain a range of partnerships and networks</li> <li>• Ability to manage multiple projects to a consistently high standard</li> <li>• Excellent communication skills with a range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with communities to co-produce events</li> </ul>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Ability to plan and organise own workload, meet deadlines and work under pressure on own initiative</li> <li>• Accessible and supportive to a wide range of production staff, artists and communities</li> <li>• An understanding of and commitment to diversity and inclusion</li> <li>• Willingness to work some evenings and weekends as required</li> <li>• Willingness to travel in the UK</li> </ul>	

## OUTLINE TERMS AND CONDITIONS INFORMATION

### CONTRACT

The post of Appetite Creative Producer (Maternity Cover) is offered on a temporary part time basis. We anticipate this contract to be from 15 May to 8 December 2017, however the end date may be subject to change and 4 weeks' notice will be given of your final working date.

### SALARY

The salary for the post is £31,686 pro rata (£12,674 based on 0.4 FTE/16 hours per week). The salary is paid monthly by credit transfer.

### HOURS OF WORK

The post's normal hours are 16 per week to be worked flexibly in agreement with your Manager.

Core hours are Monday to Friday 10am to 4pm. Hours are to be worked flexibly on the understanding that the delivery of projects will require evening and weekend working. All New Vic employees are expected to work some evenings and weekends if required. In certain circumstances, we may ask you to work on Bank Holidays.

Any hours in addition to your normal hours are to be agreed in advance with your manager.

Where the number of hours worked in any 4 week period exceeds the contractual hours then time off in lieu at single time will be given. Overtime is not applicable to this post.

Your meal break is unpaid and will normally be 30 minutes or one hour.

### HOLIDAY ENTITLEMENT

The holiday entitlement for this post is 90 hours per annum including bank holidays. This is based on the statutory equivalent of 4 weeks, plus 8 days bank holidays per annum (5.6 weeks).

The holiday year runs from 1 April to 31 March

### PROBATIONARY & NOTICE PERIOD

The probationary period for this post is 3 months.

The notice period during the probationary period is 2 weeks. Following successful completion of probationary period the notice period is 8 weeks.

### GENERAL

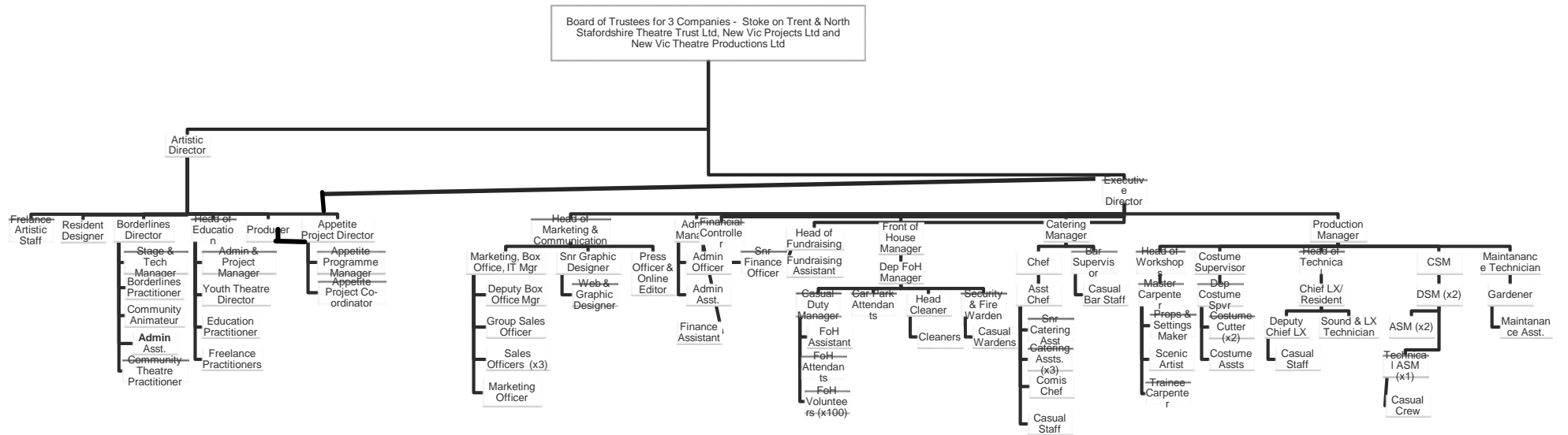
**Office base:** New Vic Theatre, Etruria Road, Newcastle-under-Lyme, ST5 0JG

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, references and medical declaration.



### New Vic Theatre Organisation Chart



## YOUR APPLICATION

Thank you for expressing an interest in the part-time position of **Appetite Creative Producer (Maternity Cover)** at the New Vic Theatre.

**Closing date for applications – 21 February 2017 at 12 noon.**

**First round interviews will be held on Monday 27 February and Wednesday 1 March 2017. Please let us know if you are not able to make either of these dates.**

Ensure that your application contains details of relevant experience and the qualities you believe you could bring to the position. Please do not submit a CV, pre-prepared references or covering letters as these will not be used during short listing.

We value diversity in the workplace and positively encourage applicants from all sections of the community. In accordance with good equal opportunities practice, section 1 and the equal opportunities monitoring form will be separated before shortlisting. Please ensure that all questions on the application and equal opportunities monitoring form are fully completed. The shortlisting panel will make their decisions based solely on Section 2, without access to any personal information.

Please return your application form and equal opportunities form by post to me at New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG or by email to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk). Shortlisted candidates that have emailed their application to us will be asked to sign their application form at their interview.

To find out more about the New Vic Theatre visit our website [www.newvictheatre.org.uk](http://www.newvictheatre.org.uk). If you have any queries regarding the vacancy please email [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk) or call 01782 381371.

With thanks once again for your interest.

Yours sincerely



**Tracey Wainwright**  
**Administration Manager**