

NEW VIC



Newcastle Common Project Manager Role Information Pack



The Prince & The Pauper (2019/20)

Thank you for your interest in the post of Newcastle Common Project Manager at New Vic Theatre.

We are looking for someone to act as Project Manager for Newcastle Common; delivering on all aspects of the developing programme across multiple shop-style sites. You will provide practical, administrative and development activities. You'll have excellent project management and communication skills. You'll be a problem solver with a 'can do' attitude and have experience in managing spaces (e.g. shop, community centre, venue)

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working for the New Vic, please do get in touch on 01782 381371 or by email to recruitment@newvictheatre.org.uk

*Deadline for applications: 7 May at 10am
Interviews: week commencing 24 May 2021*



The Appetite Project Team is involved in devising and developing a diverse annual programme of arts activity which includes: The Big Feast, Stoke-on-Trent's annual outdoor arts festival; trips to local and national arts organisations, and small and large-scale partnership projects. For Newcastle under Lyme we are developing a new artistic programme of activity in partnership with local people and partnership organisations. The team is responsible for all associated activity including artistic programming, marketing, production, audience development, volunteering and evaluation.

Appetite is funded through the National Lottery by Arts Council England as part of the Creative People and Places programme. This programme includes 30 programmes across England and we're actively involved in the Creative People and Places Peer Learning Network.

The team works with a network of local people called the Appetite Supper Club to help make decisions about the programme. This groups meets once a month. For Newcastle under Lyme the team is responsible for the development of new community decision-makers and a range of activities inspired by our model of working in Stoke-on-Trent by working with new people from the Borough of Newcastle under Lyme to make decisions about what arts activities they'd like to see in the area.

The team is involved in working with a range of artists and partners locally, nationally and internationally. As such, Appetite team members come into contact with a wide range of people from audience members, volunteers, staff, suppliers and freelance artists. No two days are the same and in a constantly changing environment, Appetite has a flexible approach to prioritising their day-to-day tasks.

As a programme which is supported by a consortium, some of the programme is delivered in partnership with consortium members. Partners in Creative Learning (PiCL) is a key delivery partner who manage financial transactions and contracting for the programme.



About Newcastle Common

As part of Appetite's expansion into the Borough of Newcastle-under-Lyme, Appetite is developing Newcastle Common, planned to be a three-year programme looking at the changing use of the town centre. We will be testing empty shops as sites of production of culture, rather than consumption, and as useful community spaces. We are looking to embed art and creativity in the town centre and reimagine what units could be used for in the future.

In 2021, we are kick-starting this work with a pilot phase taking on 2 empty units. We will explore a number of functions in these spaces, as COVID restrictions allow and ease:

- Artist residency space connected to the town centre
- A programmable and transformable space to run: performance, screenings, exhibitions...anything that could be an audience focused space.
- A library containing works by under-represented authors in partnership with Staffordshire County Council Library Service
- A community/partnership space for other arts/non-arts organisations, individuals, partners, to run short-term projects for participants and audiences.
- Space where we can be the landlord for fledgling projects, if they emerge.

Newcastle Common sits alongside our other projects in Newcastle-under-Lyme which currently are a Town Centre Map by Chloe Breeze Illustration; Familiar Faces by Adina Lawrence in partnership with GRAIN; and Every Other Seat with Dust Rising CIC.

A key partner in this work is Newcastle-under-Lyme BID. We work closely and are supported by our colleagues at Newcastle Borough Council.



Three Counties Exhibition (2021)

Newcastle Common Project Manager Role

Contract:

The post of Appetite **Newcastle Common Project Manager** is offered on a full-time one year fixed term contract basis (with potential to extend the length of the contract dependant on further funding).

Salary

The salary for the post is £22,548 per annum. The salary is paid on the last Friday of each month.

Hours of work

The normal hours are 40 per week to be worked flexibly across Tuesday to Saturday. Whilst flexibility is required regarding start and finish times these will normally be: start time between 9.30am - 11am and finish between 5.30pm - 7.30pm. It is anticipated that some later starts and finishes will be needed, dependent on project work.

As a member and advocate of the Appetite programme you will be working at Appetite events some of which are in the evenings and weekends. We will always give you reasonable notice of when these will be.

Any additional hours are agreed in advance with the Appetite Producer. 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.

Holiday Entitlement

The annual holiday entitlement is 20 days plus bank holidays per annum based on a five day working week.

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 the probationary period the notice period is 6 weeks.

General

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 and references.

Work Location

The role will be based at the Newcastle Common premises in Newcastle Under Lyme town centre and at the New Vic.



The Homecoming (2019)

Newcastle Common Project Manager Job Description

Responsible to: Appetite Producer



Project Management

- * Manage and deliver the developing schedule for the Newcastle Common spaces; including internal and external uses and ensuring requirements are met.
- * Contribute to the design of the programme with the Appetite team, Lead Artist and decision-making group developing around the project.
- * Collaborate with the Appetite team and Lead Artist on Newcastle Common to ensure the project delivers on its ambitions.
- * Responsibility to ensure all involved with the delivery of the Newcastle Common project deliver the appropriate “welcome” and levels of customer service for the project.
- * Oversee evaluation and monitoring for work that happens in Newcastle Common.
- * Be the liaison point with the landlord or agents for the buildings, if required.
- * Responsible for health and safety and maintenance of the spaces.
- * Responsible for the safe operation of the sites ensuring everyone that works in the space is operating in a safe way and that it is a safe environment for the public to visit.
- * Responsible for ensuring a risk assessment has been completed for all activities taking place in the space, is regularly reviewed and obtaining risk assessments from incoming artists and others.
- * Responsible for undertaking any relevant health and safety checks, e.g. legionella.
- * Responsible for ensuring activities are delivered in line with the current COVID-19 government guidance if relevant.
- * Manage the close down and relocation of Newcastle Common shop(s) if needed. Support Appetite Producer with securing of new spaces if needed.
- * Be a part of the New Vic and Appetite team.
- * Be the public face of Newcastle Common on the ground. Be a representative of Appetite programme.
- * Work in partnership for the delivery, marketing, and evaluation of the project with Newcastle BID and NUL BC amongst others.
- * Support the business and shop engagement to ensure Newcastle Common is a visible part of the town day to day.
- * Look for partnerships in the Town Centre of ways we can work together and [play an active role in the life of the Town Centre
- * Manage a designated budget for Newcastle Common.



The Homecoming (2019)

Newcastle Common Project Manager Job Description (cont)

Project Marketing

- * Implement posters and branding inside and outside the shops. Provide copy and ideas for any printed material needed.
- * Oversee/feed through content for social media. Keep the Newcastle Common web pages up to date.
- * Consider with the Appetite General Manager, Appetite Producer and Appetite Project and Marketing Assistant the implementation of any live streaming, video and photography documentation of projects, and obtain permissions relating to this whilst indoors and part of our activities.
- * Ensure that up to date marketing materials are briefed in appropriate time to our designers, and are signed off by the Appetite team.
- * Ensure that any listings in the Newcastle Common and more broadly in local places, and spaces are updated.
- * Oversee distribution of materials and information about the project and broader Appetite programme to town centre locations and businesses.
- * Ensure that the project is linked to the main programme and cross promote all activities.

Project Delivery

- * Be a key holder and delegate authority to others in a clear and accountable process.
- * Liaise with any Artists in Residence ensuring they have all they require for their residency.
- * Be the liaison point for any programmes coming into the spaces including any specific any requirements with our Production Manager and Producer.
- * Oversee installation and removal of exhibitions. Order exhibition items if required.
- * Oversee the library and shop (in terms of staffing, resources and cash-handling).
- * Be the onsite point of contact for Volunteers and supervise them when they are in, in accordance to process and policy led by Appetite's Community Participation Coordinator (e.g. organise the rota for Volunteer work at Newcastle Common).
- * Identify any additional capacity needed and manage other freelance support on the project e.g. Front of House staff.
- * Manage set up and takedown of space for all activities including prepare the activity space, put out tables, chairs, move screens etc
- * Maintain an inventory of assets
- * Ensure equipment and resources are present and in working order. And the shop(s) have adequate supplies.



Newcastle Common Project Manager Job Description (cont)

As a member of New Vic staff you will be required to,

- * Be part of the New Vic team and attend company meetings as required.
- Attend training as required
- Comply and contribute to all company policies and procedures including Health and Safety, Equal Opportunities, Safeguarding and Data Protection
- Be an advocate of the theatre and act always in the best interest of the New Vic
- Duties may involve having access to information of a confidential nature which may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times
- Any other duties as may reasonably be required that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.

The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Person Specification

The following represent the essential and desirable qualities for the post of Newcastle Common Project Manager:

Essential

- Experience of managing projects for organisations in a paid or voluntary capacity
- Excellent communication skills and the ability to work with a wide variety of people
- Experience in managing spaces where you have key holder and budget responsibilities; created risk assessments and been an everyday contact for health and safety, volunteers and people (including customer service).
- Ability to lead and manage work on-site on behalf of Appetite
- Ability to maintain records (Health & Safety, monitoring)
- Experience of developing and delivering communications, in person, as part of a campaign and on website and social media

Desirable

- An understanding and experience of implementing processes and procedures of safeguarding within active projects
- Experience of changing displays, re-setting spaces and ensuring presentation of spaces is to a high standard.
- Experience of running a project in empty shops
- Experience working with artists across art forms and experiences
- Customer service and retail experience
- A valid driving licence

Personal Qualities

- A passion for the arts, working with people and shouting about good work.
- An understanding of the vision, mission, values of the New Vic and the Appetite programme, and community engagement in the arts.
- Exceptional organisational and time management skills.
- A can-do attitude and ability to solve problems
- Self-motivated and able to motivate, build confidence and support others.
- An ability to work calmly under pressure supported by a small team.
- Committed to diversity and inclusion.
- A willingness to undertake training and develop own skills and knowledge.
- The ability to be flexible and respond to changing situations.

NEW VIC THEATRE

‘Staffordshire’s New Vic proves what a regional theatre with ambition and imagination can do’. **The Guardian**

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

The New Vic is a 600 seat theatre. Built in 1986, it was the first purpose-built theatre-in-the-round in all of Europe. The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging over 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by award-winning community programmes and education work reaching around 25,000 people of all ages each year. We seek through all our work to help make our 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. We produce around 8 in-house or co-produced shows a year. We have in-house set, props and costume workshops with permanent staff teams. Our in-house programming includes our acclaimed Christmas show, drama and new writing.

See our website at www.newvictheatre.org.uk to learn more about our work.



Astley's Astounding Adventures (2018)

As one of only a few local arts organisations, our award-winning New Vic *Borderlines*, and New Vic Education departments 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 North Staffordshire in the arts.

Other achievements include a successful UK tour of *Around the World in 80 Days* (in partnership with Kenny Wax Family Entertainment) and a transfer to New York in 2019, winning the 2017 UK Theatre Award for Best Show for Children & Young People for our production of *The Snow Queen*, and we were awarded West Midlands' Most Welcoming Theatre 2018 at the UK Theatre Awards.

The New Vic is a registered charity with a turnover of £3.5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.



The Wind in the Willows (2018/19)



Around the World In 80 Days (2014)

“standing ovation for this beautifully-executed
magnificently preposterous romp”
««««« The Independent for *Around the World in
80 Days*

““A joyous family show...Stupidly ambitious and
gorgeously inventive ...””
««««« The Guardian for *Astley’s Astounding
Adventures*

“one of the most impressive hours I’ve spent
in the theatre”
««««« The Observer for *Dracula*

Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector. The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, particularly applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply:

Complete our application form and equal opportunities form (this is one document). You must fill in this form as CVs and covering letters are not accepted. **The Deadline for applications is Friday 7 May at 10am.**

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).

Email your application form to recruitment@newvictheatre.org.uk using the subject line Newcastle Common Project Manager or post the form to Administration, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

In your application, please answer the questions by telling us about your relevant skills and experience, letting us know how you match the person specification.

So you are aware, we separate section 1 of the application form and the equal opportunities monitoring form before short listing. The short listing panel will make their decisions based solely on Section 2, without access to any of your personal information. Further information on how we use and store the data provided in your application form is available on our website.



We appreciate the time and effort it takes to apply for a role, so we will contact you whether you are successful or not at every stage of the process.



New Vic , Etruria Road, New castle Under Lyme, Staffordshire, ST5 0JG

Stoke on Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242.

The New Vic operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council, Staffordshire County Council, and Stoke on Trent City Council.