

# MANCHESTER PROGRAMME PRODUCER

## Background

Streetwise Opera is an opera company that enables people who've experienced homelessness to find inspiration and empowerment while they rebuild their lives and identities. We support participants to develop as creative people and, as we amplify their voices, change how society views homelessness.

We engage world-class artists, both established and emerging, to co-create bold new work and reimagine traditional repertoire. We create opera that is for everyone and, by bringing together diverse voices, change how society views opera.

People who experience homelessness very often suffer from a diminished sense of self-worth and low expectations about what they can achieve and what they can expect from life. Streetwise Opera performers reinvent themselves as creators who make the world more beautiful and have the power to bring audiences to their feet. This gives them the confidence and inspiration to rebuild their lives.

We have seven core values which underpin the way we work:

- Ambition
- Creativity
- Collaboration
- Generosity

Always learning

Fun

Staying true

You can read about our history [here](#).

## **The role**

As our Manchester Programme Producer, you will be a key member of our producing team working closely with the Head of Programme, Artistic Director and other regional programme producers. You will be part of and contribute to a wider team that is passionate about creating a working place culture that values colleague wellbeing and development.

The role will also involve limited out of hours working at evening and weekend events, for which time off in lieu is offered.

## **MAIN DUTIES**

### **Producing projects in arts-partner and homeless-partner settings**

- Work alongside the Artistic Director and Head of Programme to produce and implement creative projects and performances
- Manage project budgets
- Contract and support artists
- Develop relationships with a strong network of cross-genre artists in Manchester
- Liaise with artists throughout delivery of projects
- Build and manage relationships with partner venues in both arts and homeless sector settings
- Act as the daily point of contact for both arts and homeless sector settings
- Regularly attend sessions and projects in homeless settings

- Oversee and implement safeguarding, pastoral care for performers and manage/book a team of support workers
- Draw up risk assessment for all trips and performances
- Contribute to and support the planning of projects and productions

## **Participant recruitment**

- Develop relationships with partner centres, identify shared goals and put in place partnership agreements
- Work with the Head of Marketing & Communications to recruit and retain participants
- Ensure that participants are aware of the wider Streetwise Opera programme and signpost them to these workshops
- Work with the Head of Marketing and Comms to develop and implement strategies to generate awareness, interest and engagement in projects amongst partners and participant

## **Performances**

- Support the Head of Programme with all logistics relating to local performances
- Support artistic teams to deliver and produce performances
- Identify local performances and sharings and highlight to the Artistic Director

## **Theatre trips**

- Organise theatre trips in consultation with the Head of Programme and regional partners, and manage logistics relating to these trips (e.g. staffing; distributing information)
- Develop partnerships with theatres and concert halls for discounted and free tickets

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## **Monitoring and evaluation**

- Liaise with the Monitoring and Evaluation Manager, ensuring that all membership and monitoring forms are completed and returned to the London office, and that all online surveys are completed
- Manage and monitor the take-up of performing and other opportunities offered to participants
- Undertake any other necessary evaluation and monitoring
- Contribute to the Workshop Programme quarterly report

## **Volunteers**

- Manage volunteers who undertake specific tasks in workshops, attend performances, trips etc. in conjunction with the Arts Administrator and Head of Programme

## **General**

- To contribute to creative development of projects through initial Ideas Room sessions

## **General requirements for all Streetwise Opera staff**

- Uphold and promote the organisation's core values
- Contribute to the organisation's policy of including performers in decision-making
- Contribute to the organisation's strategic priority of diversity and to ensure that this informs all activities
- Contribute to the development of a professional working and learning environment within the organisation
- Ensure adherence to the organisation's policies and procedures
- Work in a flexible manner in line with the organisation's objectives and be willing to undertake other duties as reasonably requested
- Deputise for senior colleagues as appropriate

## Person specification

This is a varied and rewarding post at the heart of a small, hard-working team and an award-winning organisation. We are looking for an individual who has experience producing participatory creative arts projects/live performances and working with vulnerable adults.

The attributes we are looking for in our Manchester Programme Producer are:

- Demonstrable experience producing participatory creative arts projects and live performances
- Track record of working in an arts organisation and/or social sector setting
- Knowledge/understanding of the homeless sector and/or experience of working with vulnerable people
- Excellent administrative skills and knowledge of all major office software programmes
- Excellent networks (or capacity to build networks) within Manchester's artistic community, including arts organisations or homelessness sector
- A self-starter, with the ability to take the initiative and work independently, collaboratively, and autonomously
- Ability to work well in a fast-paced and varied environment
- Ability to multi-task and work to tight deadlines
- Approachable and well grounded, ability to maintain professional boundaries
- Confident and assured communicator in a group setting

## **Working at Streetwise Opera**

We are passionate about providing a workplace culture that values personal development and wellbeing. We anticipate the post-holder to be Manchester-based and work from home to facilitate attendance each Wednesday at the weekly session (currently at Whitworth Art Gallery) and other activities as required. We operate a hybrid model of in-person and remote working with team members based across the country with a Central London office.

As an equal opportunity employer, we are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender (including gender reassignment), sexuality, religion or beliefs, marital status, disability, age, pregnancy or trade union membership, or the fact that they are a part-time worker or a fixed-term employee.

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. To find out more, read our **Diversity and Equal Opportunities Policy**.



## **Terms and Conditions**

Contract: 3 days per week (0.6 FTE – Tuesday - Thursday)

Salary: £28,090 (pro-rata 0.6 FTE - £16,854)

Leave: 23 days per annum plus 8 days public holiday (pro-rata). Employees are also offered 6 days volunteering leave (pro-rata) to volunteer with a charity which works either in the homelessness sector or a field which relates to our performer's experiences (e.g. mental health)

Benefits: Statutory pension provision (auto-enrolment), sick pay, an employee assistance programme including access to counselling and regular human resource drop in sessions.

Location: Working from home with the ability to attend weekly workshops in Manchester

Notice period: Following the successful completion of a three-month probationary period, two-months' notice is required. During the probationary period, one month's notice is required

Access: We are always happy to consider requests for reasonable adjustments to meet access requirements, and will support team members in any applications to Access to Work to cover relevant costs

## How to apply

To apply for the position of Manchester Programme Producer, please **apply online**, answering the following questions:

- Why do you want to work for Streetwise Opera? (max 300 words)
- Tell us about your experience of producing arts participation projects and live performances. (max 300 words)
- Tell us about your knowledge of the cultural landscape of Manchester, and how you might draw on this to build partnerships with homeless partners and arts venues. (max 300 words)
- Tell us about your commitment to, and knowledge of, working with vulnerable adults and how you might draw on this to work with, and support, Streetwise Opera performers. (max 300 words)

You can send your response in written format, as a video file (no more than 5 minutes) or as an audio file (no more than 5 minutes).

Please make sure to fill out the equal opportunities monitoring section of the form (this information will be held anonymously and will not be used as part of your application).

All applications will be considered anonymously, using only the answers to the questions you have provided. We will request your CV if you are invited to interview.

We will guarantee first round interviews to candidates who have lived experience of homelessness and meet the essential criteria in 'Person specification' above. If you regard yourself as someone who has this lived experience, please also indicate this on the application form where indicated. Please state if you require any reasonable adjustments to be made with regards to an interview on this on the application form where indicated.

We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place. If you have any access needs, or barriers to access that you would like to discuss, please do not hesitate to let us know either before applying or as part of your application.

Closing date for applications: Monday 24 April 2023, 10am.

Interviews:

- First round (remotely) Thursday 27 April 2023 with our Head of Programme, Artistic Director and one of our performers.
- Second round (in person - Manchester) Friday 5 May with our Head of Programme, Artistic Director and Chief Executive.

If you would like an informal conversation to discuss this role further and find out more about our future plans, or you have any other questions about the role, please

contact [jessica.reddel@streetwiseopera.org](mailto:jessica.reddel@streetwiseopera.org). These conversations will not form part of our selection process.

## **WEBINAR TO DISCUSS THIS ROLE**

We will be hosting an open webinar event about the role on Tuesday 18 April from 4pm to 5pm with our Head of Programme, Marigold Hughes, and our General Manager, Jessica Reddel. You will be able to find out more about our work, the role of Manchester Programme Producer, and have the opportunity to ask any questions (anonymously, via a written chat function).

The webinar can be accessed by clicking on the link below, and questions can also be submitted in advance to [jessica.reddel@streetwiseopera.org](mailto:jessica.reddel@streetwiseopera.org).

Zoom link:

<https://us02web.zoom.us/j/82556272636?pwd=Z0tMRS93dIN0cmxkbi95QIBFUjczdz09>

Password: 388600