

## **HEAD OF PRODUCING & PARTICIPATION**

(Maternity Cover – 9 months – Full Time or Job Share)

### **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. We run a programme of singing and creative workshops in London, Manchester and Nottingham, that inspires and empowers people who are recovering from homelessness. As they engage with our work, Streetwise Opera performers improve their wellbeing and rebuild their social networks, and we have a robust evaluation system that helps us demonstrate the difference we make.

### **Current programming**

This year, Streetwise Opera launches **Re:Discover**, a triple bill of new operas inspired by the music of composers of African and Caribbean heritage. Through a series of workshops starting in the Autumn of 2023, performers in our well-established Streetwise Opera groups in London, Manchester and Nottingham will each co-create a short opera to form part of a three-opera cycle. This

will build on an online project that took place during the pandemic, led by soprano and Re:Discover Festival Director Abigail Kelly, which introduced performers to four such composers.

Each Streetwise Opera group will explore the works of six historical composers of African or Caribbean heritage (Ignatius Sancho, Florence Price, Samuel Coleridge-Taylor, Joseph Bologne (Chevalier de Saint-Georges), George Bridgetower and Margaret Bonds), alongside folk music originating from the Caribbean. They will take inspiration from this music to create a short opera in collaboration with a composer and a professional writer (who will co-write the project across all three cities). Each opera will be performed in each region, alongside a wider festival of events that showcase the music that inspired the operas.

To widen the reach of the project further, we will work in frontline homelessness settings such as day centres and hostels to continue to explore the themes of Re:Discover, taking this music as our starting point to create complementary pieces of art, music, performances and talks.

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 on the [Streetwise Opera website](#).

## **WORKING AT STREETWISE OPERA**

We are passionate about providing a workplace culture that values personal development and wellbeing. We operate a hybrid model of in-person and remote working with team members based across the country with a Central London office.

We anticipate the post-holder being based at the London office in Shoreditch, with the option to work remotely up to 3 days per week. However, we are open to other locations with regular travel into London. The role also involves weekly travel to Nottingham or Manchester to facilitate attendance at weekly sessions when needed.

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.

## **ABOUT THE ROLE**

Streetwise Opera is looking to appoint an ambitious, experienced producer and line manager who is skilled at delivering participatory work. Working closely with the Artistic Director and three regional producers, this maternity cover role will lead on all aspects of activity planning and production logistics. As a member of the Senior Management Team (SMT), the postholder will also contribute to the overall strategic direction of the organisation.

### **The producing team**

Streetwise Opera's producing team coordinates all artistic delivery including weekly sessions, taster workshops and regular performances/productions, alongside developing relationships with homelessness partners.

Location	Based at Streetwise Opera's office in Shoreditch, with the option to work remotely up to 3 days per week. This role will also involve weekly travel to Nottingham and Manchester
Contract	9 months full-time fixed term contract
Start date	8 January 2024 – with some handover days in early November

Hours	<p>35 hours (5 days) per week. Core hours are from 9:30am to 5:30pm (excluding one hour lunch break), Monday to Friday. Some additional out-of-hours working at evening and weekend events may be required, for which time off in lieu is offered</p> <p>We recognise that not everyone is able to work full-time. As such, we are happy to</p>
	<p>consider job-share requests for this role with or without a job share partner and other flexible working arrangements, including flexible start/finish times or compressed hours. Please get in touch with Jessica Reddel, General Manager, at <a href="mailto:jessica.reddel@streetwiseopera.org">jessica.reddel@streetwiseopera.org</a> if you have any questions before applying</p>
Salary	£36,414 per annum
Probationary period	2 months
Notice period	6 weeks
Access	<p>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</p>

Benefits	<ul style="list-style-type: none"><li>• 23 days annual leave plus 8 days public holiday</li><li>• 6 days volunteering leave</li><li>• 2 days wellbeing leave</li><li>• Statutory pension provision (autoenrolment)</li><li>• Enhanced sick pay</li><li>• Employee Assistance Programme and monthly drop-in sessions with external HR advisor</li></ul>
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## **KEY RESPONSIBILITIES**

### **Producing**

- Act as lead producer of all Streetwise Opera's projects and productions
- Oversee all logistics relating to the scheduling and contracting of freelance artists and support workers
- Devise, oversee and manage deadlines and schedules, delegating to Regional Producers where necessary
- Planning: schedule production meetings, seek any copyright agreements, oversee engagement of all non-artistic freelancers, ensure all freelance personnel are receiving guidelines and training
- Production logistics: manage relationships with venue, ensure there is adequate green room and technical facilities and front-of-house staff, with the Regional Producers ensure

links and communication with homeless / arts partners, oversee the appointment of freelance production staff (eg stage managers etc), where necessary manage the technical and back-stage team, write risk assessments, work with colleagues to oversee booking of volunteers

- Manage the after-show celebration, work- placement opportunities, catering and travel, invitations and ticket allocations for participants
- Oversee the logistics and implementation of activity on a national level
- Manage activity budgets and regularly review them with the Artistic Director (AD) / General Manager (GM), ensuring productions and projects are delivered within budget
- Regularly report to the AD, Chief Executive (CEO) and the rest of the team about the delivery of activity

- With the GM ensure all procedure documents, protocols and guidelines relating to all activities are up-to-date and distributed to partner centres and support workers
- Draw up contracts and risk assessments for all activity venues, trips and performances (the producers do this for their regions)
- Support the Regional Producers in the day-to-day contact with artistic partners
- Work with the Regional Producers to ensure space is confirmed for regional activity

## **Participation**

- To contribute to and support the logistical planning of projects and productions, with a focus on access and participation
- With the CEO, develop and manage a national recruitment strategy which aims to galvanise participant recruitment, and ensure an accessible and inclusive performer journey
- Prepare LOAs / contracts for work with partner homelessness organisations
- Support the Regional Producers in the creation and management of new relationships with homeless centres, networks and organisations to boost our profile in the homeless sector and recruit new performers into our group, in all three regions
- Support the Regional Producers in the day-to-day contact with homeless partner centre managers



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- Oversee the development and management of relationships with homelessness sector partners, in line with the organisation's strategy  
Contribute to the development and management of relationships with arts partners
- Work with a commitment to the principles of co-creation with participants

## **Strategy and partnerships**

- Work with the AD and CEO to consider strategic direction for Streetwise Opera's activity
- Work with the CEO, to contribute to an inspiring vision for working with the homelessness sector in a creative way, interrogating and innovating the role that the arts can play in people's journeys out of homelessness, and the partners we can work with to achieve this
- Work with the AD and Regional Producers in building and managing artistic partners
- Through effective partnership, working with staff and a wide range of external stakeholders, ensure the organisation maintains and advances its role as one of the UK's leading arts companies for social change, alongside the AD and CEO

## **Management**

- Line manage the Regional Producers including carrying out appraisals
- Line manage the freelance support workers

- - Ensure Regional Producers manage logistics, targets, budgets and plans at a regional level
  - Be responsible for budgets and budgetary targets for all projects and artistic activity
- Be responsible for all visitors to workshops including funders, volunteers and artists, ensuring that all visitors have had adequate health and safety / safe-guarding briefings

## **Monitoring and evaluation**

- Work with the Monitoring & Evaluation Manager (MEM) to ensure that we are capturing and evaluating all activities; delegating to Regional Producers where necessary
- Work with the MEM to continually develop our evaluation and monitoring systems
- Provide data as required for funding reports
- Work with the MEM to devise an evaluation plan and schedule; organise post-production feedback / de-brief from team and freelancers

## **Safeguarding**

- Lead on Safeguarding for Streetwise Opera
- Ensure that the Streetwise Opera Safeguarding policies and procedures are shared and implemented across all activities
- With the CEO and GM, ensure Streetwise Opera Safeguarding policies and procedures are up to date

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- Develop and implement a training strategy as required with the AD and GM to ensure best practice in Streetwise Opera activities and cohesive working between workshop leaders and support workers

## **General**

- To contribute to creative development of projects through initial Ideas Room sessions  
Alongside the CEO, AD and Team, represent Streetwise Opera on a national level, building our profile and networks and creating and identifying opportunities for Streetwise Opera performers
- As a member of the SMT contribute to the overall strategic direction of the organisation
- Contribute to fundraising by providing content and copy

## **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

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- 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

Reporting to	Artistic Director
Who you will be working with	Artistic Director, CEO, London Regional Producer, Nottingham Regional Producer, Manchester Regional Producer and as well as colleagues across Streetwise Opera

## About you

We are looking for an ambitious, experienced producer who has a track record of producing participatory creative arts projects/live performances and working with vulnerable adults. We are seeking an experienced line manager who has a track record of creating positive and supportive relationships. The ideal candidate will also be a strong communicator and able to multitask in a busy and varied environment.

The attributes we are looking for:

- 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 adults
- Knowledge/understanding of safeguarding practice for vulnerable adults
- Track record of line managing, nurturing and developing individuals and their potential
- A good problem-solver, ability to think creatively and be flexible
- Excellent administrative skills and knowledge of all major office software programmes
- Excellent networks (or capacity to build relationships) with a range of stakeholders within the arts sector and/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

## **HOW TO APPLY**

### **Webinar to discuss the role**

We will be hosting an open webinar event about the role on Thursday 7 September from 3:30pm to 4:30pm with our Head of Producing & Participation, Marigold Hughes, Artistic Director, Martin Constantine and General Manager, Jessica Reddel. You will be able to find out more about our work and the role of Head of Producing & Participation, 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 webinar link:

<https://us02web.zoom.us/j/81497282773?pwd=RU01VlBWaElJeIQ3ZW8wTmNsMEVEUT09>

Webinar passcode: 755731

**Closing date for applications:** 12:00 noon on Monday 18 September We will contact all applicants regarding the outcome of their application by 5:00pm on Thursday 21 September.

**Interviews:** Tuesday 26 September (in person – London) with the Artistic Director, CEO and a Streetwise Opera performer.

To apply for the position of Head of Producing & Participation, please **submit an application form 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 experience and approach to line management (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 an interview to candidates who have lived experience of homelessness and meet the essential criteria in the 'About you' section 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.

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.

You can download this job pack in different formats, including Large Text and Plain Text, on the [vacancy page](#).