

The Other Room

The Other Room Theatre Recruitment Pack Community Director

Dear applicant,

Thank you for your interest in the post of **Community Director** here at The Other Room.

In this pack, you will find the following information:

- context of The Other Room, Team Structure, TOR values
- Job details, Job description, Person Specification

To apply for this role, please send a **Cover Letter, CV and Equal Opportunities Form** via email to info@otherroomtheatre.com, or by post to: *The Other Room at Porter's, Ground Floor, Harlech Court, Bute Terrace, Cardiff, CF10 2FE*. Applications can be received in either English or Welsh.

Your cover letter should be no longer than x2 pages of A4, font size 11. It should show how your experience and values align with the detail listed in the Person Specification & Personal Qualities. Please also consider discussion of any barriers that you may have faced in gaining access to the arts, as well as any areas in the Person Specification that you feel might not apply to you. The ideal candidate may not have experience in all of these areas; we are open to looking at how transferable skills might negate the need for direct experience. The same also applies if you feel like you 'don't know enough about theatre' - we actively encourage your application if you think you may have something to offer.

The closing date for application submission is: **23:00, Sunday 31st of October 2021**

Interviews will be held **in person** in a **venue to be confirmed in Cardiff** on the **Monday 15th of November 2021**.

Please let us know in your Cover Letter if for any reason you cannot make this interview date. COVID-19 safety procedures will be in place for all interviews. We will endeavour to inform applicants of interview decisions no more than 5 working days after the final interview date.

The Other Room is an equal opportunities employer, dedicated to providing an inclusive and accessible experience for everyone who engages with the theatre. We encourage applications from people of all backgrounds in order to reflect the diversity of our work and communities. We are particularly interested in applications from Black and Minority Ethnic and disabled candidates. All appointments will be made on merit.

If successful with your application, The Other Room will endeavour to support new starters when joining the organisation as effectively as possible. This might include arranging internal and external points of contact to enable a supportive environment, a network of peer-support, and regular one-to-ones with your line manager.

If you would like to discuss any of this information, request a printed version, or large print, please don't hesitate to get in touch by emailing info@otherroomtheatre.com. Any questions submitted before the application deadline will be treated confidentially and will not be considered during the recruitment process.

Warm wishes,

Dan Jones (he/him)
September 2021

Artistic Director and CEO
The Other Room

Job Description

<u>Job Title:</u>	Community Director
<u>Responsible to:</u>	Artistic Director/CEO
<u>Hierarchical position:</u>	The Other Room Leadership team
<u>Key working relationships:</u>	Artistic Director & CEO, Head of Audience, TOR project freelancers.
<u>Responsible for (projects):</u>	Inclusivity Strategy delivery (operational), 3 Phase Participation project lead, engagement strategy & delivery (project), leading on search for new prospective community performance venues, holding and facilitating the engagement budget for the theatre, leadership team of The Other Room.
<u>Responsible for (personnel):</u>	Freelance practitioners, community partners & creatives.
<u>Contract length:</u>	12 months fixed-term, 3rd of January 2022 - 23rd of December 2022, with the potential to become a full-time permanent role in 2023, pending funding. Probationary period 2 months.
<u>Hours:</u>	Part Time Equivalent (PTE). 3-days-a-week. Flexible working hours, based around 09:00-17:00 general office hours.
<u>Fee:</u>	£25,000 pro rata (£15,000) Necessary expenses also provided.
<u>Benefits:</u>	<ul style="list-style-type: none"> - Option to enrol in organisations Bike2Work scheme - Enrolment into a pension scheme (supplier: NEST) following a satisfactory 2-month probationary period. - 10% staff discount in bar at Porter's Cardiff - 2 comp tickets to each TOR production, plus access to limited friends and family discounts (<i>subject to availability</i>) - A free play text for each TOR production (<i>subject to availability</i>) - A professional training plan arranged with you - Opportunity to watch dress rehearsals for each TOR production - Encouraged to learn from all other team members, and interact with our artists - Meaningful and regular interaction with the Board - Time provided to find and work with an external mentor
<u>Application deadline:</u>	23:00, Sunday 31st of October 2021
<u>Interview dates:</u>	Monday 15th of November 2021

The Other Room

The Other Room is a producing house, making visionary, distinctive theatre like nothing else in the Welsh capital. It is a small space where young artists have the freedom to take big risks; that celebrates Wales as a bilingual nation; and where new Welsh plays go toe-to-toe with the most exciting modern drama.

Founded in 2014, The Other Room is Cardiff's first pub theatre. Within our purpose built space we run a year-round programme. We produce and curate plays, and our emphasis is on supporting the very best in Welsh and Wales-based artists. We are an intimate theatre of just 45 seats, and we bring audiences back to the live experience with an intensity no other venue in Cardiff offers.

The Other Room presents new work and great modern plays from 1950 onwards, working with actors, writers, designers and directors of international quality, to make brave, bold theatre deserving of their talents.

Our Values

Ambition - Because no fire was ever started with a wet match. Ambition is the beating heart of our theatre. Ambition for our artists, ambition for the work, ambition for the people we make the work for. We embrace the possibility of ambition and make it our reality.

Grit - We strive for excellence in everything we do. We have the courage to be vulnerable, to be honest, to persevere and to see things through. Indomitable spirit is our contagion, and it's catching.

Empathy - Empathy is the foundation upon which we build tolerance, acceptance and understanding, through the work we make and the people we make it with and for. Empathy is the root of our humility, integrity and kindness and why we strive for wholeness in everything we do. We hold it close during our day-to-day.

Choice - We choose the way we work. We choose the people we work with. We choose the plays we present on our stage. We understand our choices have consequences and we hold ourselves and others to account to ensure we are making them responsibly.

Bravery - Our very existence is founded on risk taking. We take pride in the decisions we make whatever the outcome, constantly reframing the conversation in this ever-changing world.

Team Structure

The Other Room is currently led by Artistic Director & CEO, Dan Jones and Executive Producer George Soave. In January 2022 we will be introducing two new part-time roles, the Head of Audience and Community Director. Each role will lead the organisation in their respective areas, line managing freelance employees and project specific staff. While legal and reporting responsibility remains with the Artistic Director & CEO, the operational and strategic decision making of the organisation will belong to all 4 leadership roles through a democratic leadership structure.

The Other Room is a project funded organisation which means the size and scope of our team is in constant motion and subject to investment. The ambition is to develop the Head of Audience and Community Director roles throughout 2022 and then introduce them as full-time permanent roles in 2023 pending funding.

More information about The Other Room, our programme, our team, our board, our ethos and the organisation as a whole can be found on our website www.otherroomtheatre.com.

Purpose of the Post

The Community Director (CD) will lead on the strategy and delivery of community engagement and participation at The Other Room (TOR). This encompasses an overview of the organisation's corresponding strategies and the delivery of those strategies within the theatre's artistic programme of produced, curated, presented and enrichment work. The CD will be responsible for liaising and communicating with community partners and organisations, and maintain new relationships beyond the life of a project. The CD will work closely with their fellow executive team members; Artistic Director, Executive Producer and the Head of Audience.

At TOR, we're excited by the variety of engagement opportunities that this new full-time leadership role will help us deliver and we are eager to see what the CD can bring to the table. This post is a purposefully flexible role that will be defined by the successful applicant and has been designed to allow candidates to take real ownership of the activity and vision for the future.

Main duties and responsibilities:

→ Planning, Strategy & Executive

- ◆ develop and lead on the Community Engagement Strategy for all TOR projects alongside the TOR Executive team
- ◆ take part in all strategic leadership conversations alongside the other members of the Executive team
- ◆ sit on relevant interview panels and recruitment processes for incoming staff/freelancers
- ◆ build relationships with local and national partners
- ◆ write, review and uphold relevant policies documents

→ Development and marketing

- ◆ developing project plans and strategies in-line with fundraising ambitions for future projects
- ◆ assist the Executive Producer on fundraising applications where appropriate
- ◆ assist the Head of Audience with audience and artist engagement and relevant Communications Strategy

→ Coordination & Activity Delivery

- ◆ point of liaison with different community groups and networks in order to set up creative visits in line with the strategy
- ◆ coordination of creative visits or relevant workshops alongside project producers
- ◆ active conversations and relationships with aspiring writers

→ Project Evaluation

- ◆ continuous monitoring and evaluation of inclusivity strategy for organisation and on projects
- ◆ conversations with TOR team regarding ongoing evaluation

Specific duties:

→ Projects

- ◆ curate and deliver an inspiring and expanded programme of engagement activity for delivery in selected community networks
- ◆ plan and oversee delivery of workshops/programmes during the selected time-frames when on projects

- ◆ lead, develop and project manage SEEN, TOR's monthly scratch platform
- ◆ alongside the Artistic Director, develop new artist development platforms (e.g. finding a way to help bridge the gap for writers between scratch and commission)
- ◆ assist in dramaturgical conversations of projects alongside the Artistic Director
- ◆ work to ensure that TOR projects delivers maximum impact, on budget and on time

→ Evaluation

- ◆ ensure that accurate records are kept in order to quantitatively evaluate the value of the work undergone to funders
- ◆ undertake qualitative and quantitative research to ascertain impact
- ◆ evaluate projects against the agreed objectives laid out at the top of the project, making recommendations for improvements
- ◆ contribute ideas on how to expand and develop longer term engagement and participation programmes at TOR
- ◆ input and feedback on overarching Inclusion Strategy which remains in constant development at TOR

→ General/Other

- ◆ operate as a positive advocate of the theatre and it's activity
- ◆ to maintain the confidentiality of all affairs of the organisation that should properly remain confidential
- ◆ maintain effective and positive communications and relationships with other staff members at TOR
- ◆ represent TOR at relevant meetings including on behalf of the other executive team members
- ◆ Flexible working hours may be required involving weekends/evenings and some travel around Wales
- ◆ stay informed of regional, national and international developments in theatre making and share knowledge with colleagues
- ◆ maintain a detailed understanding of TOR and the artistic programme during period of engagement
- ◆ adhere to all TOR organisational policies, including Health & Safety, Safeguarding and environmental etc
- ◆ lead on the Diversity Action Plan implementation agenda point in weekly team meetings
- ◆ take part in relevant training, mentoring and networking opportunities including 1-to-1 sessions with line management
- ◆ attend Weekly Team Meetings on Monday mornings
- ◆ take on at least 1 Duty Manager and Usher shift a week (during production runs)
- ◆ any other duties as reasonably requested by line management, executive colleagues and TOR board

Person Specification overleaf...

Person Specification

Personal Qualities:

- self-starter, organised and motivated, able to meet deadlines, with initiative to make own decisions
- ability to work within a team, contributing ideas and demonstrated leadership experience as required
- creative flair
- ability to work under pressure, managing competing deadlines
- excellent interpersonal skills with an ability to listen, build rapport and communicate with people on many levels
- able to operate in the present whilst being aware of the big picture

Professional competencies:

Essential

- excellent teamwork and collaboration skills
- a proven track record of working within marginalised communities
- experience of project management in a broad context
- proven networking skills demonstrating the development of good partnerships with individuals and organisations
- a strong understanding of and a commitment to equality and diversity
- ability to think creatively and negotiate arising issues to navigate the successful completion of a project
- ability to establish, manage and report on budgets with a track record of meeting financial targets
- an understanding of audience development
- good IT skills including usage of G-Drive/G-Mail and Microsoft packages
- awareness of issues relating to the safeguarding of vulnerable adults
- awareness of Health and Safety practice and procedures

Desirable

- track record of developing and delivering arts projects and programmes
- organisational leadership experience
- an understanding of the local theatre ecology
- an active DBS check
- passion for theatre
- an understanding of theatrical production processes
- an understanding of the implementation of internal and external policies

September 2021

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