

Job Description

<u>Job Title:</u>	Community Engagement Officer
<u>Responsible to:</u>	Executive Producer, Artistic Director
<u>Key working relationships:</u>	Producer, script readers
<u>Responsible for (projects):</u>	Untitled outreach project including, but not limited to, our open script submission
<u>Responsible for (personnel):</u>	Freelance practitioners, community writers (via engagement project)
<u>Contract length:</u>	2 months, 27th July - end of September 2020
<u>Hours:</u>	15 days or equivalent. Flexible working hours working from home.
<u>Fee:</u>	£1,500 based on 15 days at £100pd. Necessary expenses also provided.
<u>Engagement budget:</u>	£500 for community engagement sub-projects.
<u>Application deadline:</u>	<u>Midnight, Sunday 19th July 2020</u>

The Other Room

The Other Room is a world-class 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.

Purpose of the Post

The Community Engagement Officer will lead on community engagement of The Other Room's (TOR) upcoming *outreach* project. The project itself will see TOR open the doors and invite up to 100 writers to submit their writing to a team of readers. Specifically, the Community Engagement Officer will work closely with a dedicated Producer. They will engage a variety of different communities (aged 18 or over) in Cardiff and surrounding areas to encourage script submissions to the programme. At the beginning of the programme, the Community Engagement Officer, alongside the Producer and Executive Team (Executive Producer and Artistic Director) will develop a community engagement plan for this project. This plan will see the Community Engagement Officer bridge the gap between TOR and a variety of marginalised communities in Cardiff. The type of engagement is currently open, with many opportunities available. The Community Engagement Officer might set up creative workshops with differing communities and the theatre, or give 1-to-1 support to the aspiring writers. It all depends on the skills and experience that the individual brings to the role.

The role has been created in an attempt to break down some of the access barriers that stop some marginalised communities from engaging with TOR and theatre in general. The Community Engagement Officer will help to bridge that gap, encouraging writers to submit to the programme. Each script that comes through the Community Engagement Officer's will be clearly noted to the script readers.

At TOR, we're excited at the variety of engagement opportunities that this project will help us discover and are keen to see what the Community Engagement Officer can bring to the table. The post has been specifically designed to allow candidates to take real ownership of the activity which will be delivered.

Main duties and responsibilities:

→ Planning & Strategy

- ◆ develop Community Engagement Strategy for the project alongside the Producer and the TOR Executive team

→ Coordination & Activity Delivery

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

→ Project Evaluation

- ◆ continual evaluation of elements throughout the project
- ◆ conversations with TOR team regarding ongoing evaluation
- ◆ create an evaluatory document in response to the project delivery for the Executive Team to use to help implement longer term engagement strategy

Specific duties

Planning & delivery

- 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-frame
- assist in script reader recruitment alongside the Producer
- work to ensure that project 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 the projects impact
- evaluate the project 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 currently in development at TOR

General/Other

- operate as a positive advocate of the theatre and it's activity during period of engagement
- maintain effective and positive communications and relationships with other staff members at TOR
- 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
- attend relevant induction/training/meetings with internal staff
- any other duties as reasonably requested by line management & executive

Person Specification overleaf...

Person Specification

Post: Community Engagement Officer

The ideal candidate for this role is somebody with an understanding and connections to different existing minority communities in Cardiff. We are particularly interested in applications from Black and Minority Ethnic and disabled candidates. If you identify with a lot of points on the job description, but fall short on some others, please do consider still applying for the post. 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.

If you have any questions ahead of submitting your application, please contact our Executive Producer on george@otherroomtheatre.com. Any questions submitted before the application deadline will be treated confidentially and will not be considered during the recruitment process.

Personal Qualities:

- self-starter, organised and motivated, 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

- 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 and manage budgets with a track record of meeting financial targets
- good IT skills including usage of G-Drive/G-Mail
- 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
- a good understanding of the local theatre ecology, or a commitment to learning about it
- an active DBS check
- passion for theatre

Applications should be made in the form of a **cover letter**, emailed to George Soave (Executive Producer) at george@otherroomtheatre.com with an accompanying **Equal Opportunities Form**. Equal opportunities forms are available on the job advertisement page on our website. Applications will also be accepted in the Welsh language.

The deadline for applications is midnight, on Sunday 19th July 2020. Shortlisted applicants will be invited to an online ZOOM interview during the week commencing 20th July. The successful candidate will be required to attend an induction afternoon on Monday 27th July.

July 2020



Cyngor Celfyddydau Cymru
Arts Council of Wales

**ARIENNIR GAN
Y LOTERI
LOTTERY FUNDED**

