

“Stan’s Cafe’s teaching for creativity is always simple and inspired.” - Maria Balshaw CBE, Director, Tate

Creative Learning Producer (Part Time)

About the Role

The Creative Learning Producer is a new senior role at Stan’s Cafe theatre company, created in order to deliver a step change in the implementation of our business plan for Creative Learning. At Stan’s Cafe we define a Producer as being someone who can make things happen, who is responsible for the financial and managerial aspects of our work in schools.

Stan’s Cafe’s Creative Learning programme centres on long-term partnerships with schools – our Partner Schools – in which we apply creative thinking to deliver against school improvement targets. Each year we engage around 3,000 young people in exciting creative projects designed to inspire their learning. We work alongside teachers, using creativity to help unlock some of their biggest challenges, whether in specific subject areas or in encouraging the least engaged students to fully participate.

We believe passionately in the value of our work for young people and teachers and we want to share it more widely with the education and arts sectors, and with funders. We aim to increase the number of young participants while maintaining artistic and educational quality, remaining financially and operationally sustainable, and fulfilling the priorities of our funders.

“From the start, Stan’s Cafe has been a key partner in transforming the culture of our school.” - Pete Weir, Headteacher, Saltley Academy

Our projects are devised by our core artistic team of Artistic Director James Yarker and Associate Director Craig Stephens, and delivered by them along with a pool of freelance Associate Artists. These Associates come from a wide range of disciplines, from theatre practitioners, musicians and dancers, to film makers, visual artists, graphic designers, and even computer programmers. We match the most appropriate art form and artists in order to best address each school’s needs.

Recent notable projects include:

- **The Adventures of Alex** (2015): An online “choose your own adventure” story written and coded by Year 5 students, developing creative writing and teaching elements of HTML. The students presented the project to academics at the Digital Humanities Hub at Birmingham University.
- **St George’s Steps** (2015): Made with 210 Year 7 students in response to the Department for Education’s requirement that schools teach Modern British Values. Students researched significant moments in UK political history and co-designed an installation around the school corridors in order to share their knowledge with fellow students. It featured on local television and was visited by Sir Michael Wilshaw, then Head of Ofsted.
- **Moon Landings** (2017): An intensive week with Year 2 preparing for a trip to the moon, using multiple art forms to learn about space, incorporating literacy, numeracy, science, history, collaboration and resilience.
- **Escape Club** (2018): Groups of six Year 10 students each have an hour to solve six practical maths-based problems that give them the code to open a locked briefcase.
- **Shakespeare series** (2016-present): Each summer we work with 220 Year 8 students to perform one of Shakespeare’s plays, to their peers in school and to the public in Stratford-upon-Avon. This is often their first visit to Shakespeare’s birthplace and first experience of speaking in public.

We currently work with three Partner Schools in Birmingham (two secondary and one primary), and are developing new relationships with a number of other schools, building from stand-alone projects in the first instance. Our current engagement with about 3,000 young people per year is mostly in schools where the proportion of disadvantaged pupils and those who speak English as an additional language are both well above the national average.

"We recognise that your approach to schools' work exemplifies best practice in terms of cultural organisations and long-term school engagement." - Arts Council England

We have ambitious plans to grow the number of young people we work with each year by increasing the number of Partner Schools to 20 by 2022.

We are looking for someone dynamic and enterprising, who will relish the challenge of recruiting a significant number of schools, signing them up to our Creative Learning projects, and negotiating the terms of their engagement (including fees). The post holder will be as comfortable with on-the-ground project management as they will with this high-level negotiation; they will be responsible for delivering all the logistics for Creative Learning work. Looking ahead, they will recognise that the sustainability of our Creative Learning programme relies on securing and managing the appropriate financial and staffing resource long-term, and they will have the financial and strategic acumen to achieve and manage this. They will not be afraid to propose new approaches and priorities to ensure the Creative Learning programme thrives in ever-changing arts and education landscapes.

Crucially, we are looking for someone who loves working with schools and who is committed to creativity as an integral part of our education system.

No two days at Stan's Cafe are the same, and the post holder will find themselves undertaking a wide range of activities in any given week, which might include: negotiating a fee with a headteacher, networking for the company at a conference, recruiting artists and issuing their contracts, updating management accounts, shaping a project with the Artistic Director, writing an evaluation report for a funder, booking a van for a project, updating a safeguarding policy, celebrating the launch of a project in a school.

Friendliness and generosity are important to Stan's Cafe; the Creative Learning Producer will have the ability to build and maintain good relationships with the team and external stakeholders at all levels.



From a 2016 production of *The Tempest* as part of our Shakespeare Series with Saltley Academy – **Photo Credit: Graeme Braidwood**

“... A company of real artistic innovators who always have new things to say and new ways of saying them” - The Guardian

About Stan's Cafe

Stan's Cafe is an internationally acclaimed theatre company with a history of creating inventive and mind-stretching productions. The company uses theatre to boldly address timeless and contemporary themes and is happy to twist theatre out of shape in order to do so.

Stan's Cafe believes in:

- Collaborative working: devising productions as an ensemble and engaging audiences philosophically as co-creators.
- Devising and presenting work of outstanding originality and quality, demonstrating that radical art can engage large, diverse audiences.
- Taking its ethos into its work with young people and giving this work equal weight to the artistic programme.
- Taking work that's created in Birmingham across the country and around the world, and bringing back to the West Midlands new ideas and provocations encountered in other places.

The company was formed in 1991 by Graeme Rose and James Yarker while eating at Stan's Cafe, just off Brick Lane in London, and moved to Birmingham soon after. The company is now led by James as Artistic Director alongside Executive Producer Roisin Caffrey. The company's long history of theatrical experimentation has led to Bloomsbury-Methuen commissioning a book *Devising Theatre With Stan's Cafe* (published 2017) and the company's sector-leading Creative Learning programme is the subject of a PhD studentship sponsored by the University of Warwick.

Over the next five years the company has exciting and ambitious plans to:

- Create three new productions in collaboration with UK and international partners.
- Continue to tour the portfolio of existing work more widely.
- Develop the Creative Learning programme in line with the company's strategic artistic, audience development and diversity & equality aims.
- Strengthen the company's resilience through diverse income streams.

Stan's Cafe is a National Portfolio Organisation of Arts Council England, a company limited by guarantee, a member of ITC (the Independent Theatre Council), and will complete the process of becoming a charity in 2019.

The company currently employs 4 staff:

James Yarker – Artistic Director/Joint Chief Executive
Roisin Caffrey – Executive Producer/Joint Chief Executive
Craig Stephens – Associate Director (part-time)
Laura Killeen – General Manager

Stan's Cafe works with a pool of freelance Associate Artists, employing up to 60 people across all areas of the company's work each year.

Oh yes, and it's pronounced Stan's Caff.

Role Breakdown

Reports to: Executive Producer

Responsible for: Creative Learning Associate Artists

Key relationships: Artistic Director, Associate Director, General Manager.

Salary: £28,000 - £32,000 per year pro rata (this role is 24 hours per week, so the actual salary will be between £16,800 - £19,200, dependent on experience).

Location: Stan's Cafe's office base is currently @AE Harris, 110 Northwood Street, Jewellery Quarter, Birmingham, B3 1SZ. Please note that we plan to move offices in autumn 2019, in the same vicinity. The role will require site visits to schools and partners, and very occasionally staying away from home.

Hours: This is a part-time post, 24 hours per week. The hours can be completed flexibly over Monday to Friday, with specific arrangements to be agreed with the successful candidate. Some additional evening and weekend work may be required, for which overtime is not paid but TOIL (time off in lieu) can be taken.

Holiday: 25 days per year pro rata (ie. 15 days), plus bank holidays and office closure between Christmas and New Year at the company's discretion.

Probationary period: 6 months

Deadline for applications: Monday 10 June, 10am

Interviews: Monday 17 June. Candidates will receive a tour of the company's base, meet with the staff team and complete some role-related exercises. Second interviews, if required, will take place in week commencing Monday 24 June.

To apply: If the opportunity to join Stan's Cafe excites you, please submit your CV, a cover letter (no longer than 2 sides) explaining why you are suitable for the role, and the equal opportunities form to admin@stanscafe.co.uk.

Who we're looking for: You may not currently work in an arts setting but will be passionate about creativity in schools and young people's access and engagement, and be skilled in developing and maintaining the business and organisational structures in order to make that happen.

Please note: the post holder will not be delivering arts activity with young people themselves, but will be developing and managing the structures that enable the company's artists to do so.

Stan's Cafe's objective to produce excellent work rests on working with company members who are representative of the full diversity of contemporary UK, and we are committed to equal opportunities for all staff and applicants.

If you require an application pack in large print or audio please contact 0121 236 2273.

Contact: If you would like to have an informal and confidential discussion about applying please contact Roisin Caffrey, Executive Producer on roisin@stanscafe.co.uk

Purpose of the Role

- To be the strategic lead on Stan's Cafe's Creative Learning programme.
- To develop and deliver the company's business model for its work with schools.
- To generate income for and from Creative Learning activity.
- To manage the company's relationships with schools and other key stakeholders.
- To project manage Creative Learning work, including budgets.

Job Description

<p>Strategic development</p>	<p>Formulate and implement Creative Learning business strategies, ensuring they are fully integrated into the company's artistic vision and wider strategic aims.</p> <p>Regularly evaluate these strategies to ensure they remain the best approach for the company to deliver its aims, making suggestions and amendments that remain in line with the company's overall strategy.</p> <p>Develop the strategies over time to ensure the sustainability of the Creative Learning programme and of the company, including identifying any staffing and capacity needs and securing the resources for them.</p> <p>Ensure creativity, inclusivity, quality and innovation lie at the heart of all Creative Learning work.</p> <p>Develop and build productive relationships with funders and key stakeholders, engaging them in the company's strategic developments.</p> <p>Identify and develop new opportunities and projects in line with Stan's Cafe's strategic aims.</p> <p>Identify opportunities to showcase Stan's Cafe's Creative Learning activity to raise the profile of the company and its contribution to the wider sector.</p> <p>Ensure Stan's Cafe is connected to developments and trends in Creative Learning nationally and internationally.</p>
<p>Programme development & delivery</p>	<p>Devise and deliver action plans to grow the number of Partner Schools from 3 to 20 by 2022. This might include marketing campaigns, PR opportunities, pitching projects to schools, representing the company at conferences and events, identifying major new funding streams, or any other appropriate activity.</p> <p>Act as the public face of the company in achieving this goal.</p> <p>Project manage the delivery of an inventive programme of Creative Learning projects, liaising with other company members to ensure work is managed to the highest possible standards, including: scheduling, budgeting and budget management, organising all logistics, marketing and insurance.</p> <p>Manage the relationships with Partner Schools, including ensuring that we continue to fulfil their requirements.</p> <p>Manage communication between schools and the company. In particular, act as the key link between schools and the company's core artistic team.</p> <p>Negotiate fees with Partner Schools.</p> <p>Draw up and manage contractual arrangements with Partner Schools.</p> <p>Work with the artistic team to identify appropriate Associate Artists for each project, making employment offers and contracting them, and acting as their line manager throughout programme delivery.</p> <p>Ensure monitoring and evaluation is carried out for each project and disseminated to relevant stakeholders, in order to develop future projects and to evidence the impact of the work.</p> <p>Establish appropriate data sharing agreements with Partner Schools.</p> <p>Develop and maintain systems for gathering participant feedback.</p>

Finance & budgets	<p>Set and manage budgets for all Creative Learning activity, preparing short, medium and long-term budgets for current and future forecasts in income and expenditure, incorporating the growth in the number of Partner Schools.</p> <p>Ensure projects are delivered on time and in budget.</p> <p>Achieve income targets, agreed annually with the Executive Producer.</p> <p>Identify opportunities for income generation through Creative Learning activity.</p> <p>Contribute to and comply with company financial reporting and procedures as required.</p>
Diversifying income & fundraising	<p>Develop and implement a strategy for diversifying income streams and fundraising for the Creative Learning programme, to include earned income, strategic and corporate partnerships, individual giving and charitable funding.</p> <p>Develop and maintain relationships with current and prospective funders and donors, including charitable trusts, individual donors and corporate partners.</p> <p>Lead on identifying and submitting funding applications to appropriate trusts and foundations.</p> <p>Manage the relationship with funders, including delivering reporting requirements.</p>
Personnel & HR	<p>Responsible for the well-being and pastoral care of Creative Learning Associate Artists.</p> <p>Contract and manage the Creative Learning Associates.</p> <p>Lead on the recruitment and appointment of Creative Learning Associates, in line with the company's commitment to ensuring our work reflects the full range of backgrounds and perspectives in contemporary society and that our workforce reflects the diversity of the UK.</p> <p>Devise and manage an effective and realistic training programme for Creative Learning Associate Artists, to ensure we remain at the forefront of good practice.</p>
Operational	<p>Act as Designated Safeguarding Lead for the company, including keeping our Safeguarding Children & Vulnerable People policy up to date and ensuring all company members work in accordance with the policy</p> <p>Work with the General Manager on the implementation and regular review of all other policies in relation to Creative Learning, including Health & Safety and Equal Opportunities.</p> <p>Work with the General Manager and Executive Producer to ensure the company meets its legal, statutory and contractual obligations, including being appropriately insured for all activities and compliance with Health & Safety regulations.</p> <p>Contribute to the company's risk analysis framework in relation to Creative Learning.</p> <p>Encourage effective communication between members of the core team and Creative Learning Associates.</p>
Governance	<p>Attend board meetings and sub-committee meetings as required.</p> <p>Report to the board as required on Creative Learning activity.</p>

Other	<p>Represent the company in the UK and overseas, contributing to seminars and conferences, providing professional input and advice as required.</p> <p>Participate in and contribute to all company policies.</p> <p>Other duties that from time to time may be considered commensurate with the role.</p> <p>Will require some weekend and evening work.</p>
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Person Specification

Essential	Desirable
<p>Qualities</p> <ul style="list-style-type: none"> • Understanding of the context in which schools operate, including priorities. • Confidence in contract and fee negotiation. • Confidence to act as a public representative of the company. • Excellent understanding of and commitment to safeguarding policy and implementation. • Excellent communication skills. • A practical problem solver with a can-do attitude. • A commitment to your own professional development. 	<p>Qualities</p> <ul style="list-style-type: none"> • An interest in the arts.
<p>Ability</p> <ul style="list-style-type: none"> • Strategic thinking. • Sound financial management skills, including planning and budgeting. • Leading and managing projects, including problem solving. • Monitoring and evaluating projects. • Demonstrable ability to build and maintain excellent professional relationships. • Working as both a leader and a member of a team. • Able to develop strategies in to order to manage multiple demands on time and to prioritise in a busy environment. 	<p>Ability</p>
<p>Experience</p> <ul style="list-style-type: none"> • Working independently, being self-motivated and taking initiative. 	<p>Experience</p> <ul style="list-style-type: none"> • Issuing contracts and ensuring contractual terms are met. • Managing freelance staff. • Making applications to and managing charitable funding. • Managing relationships with individual donors. • Developing corporate partnerships. • Experience of Arts Council England priorities in relation to children & young people. • Experience of working for a not-for-profit or charitable organisation. • Knowledge of HR policy and procedures. • Knowledge of ITC contracts. • Knowledge of equal opportunities legislation and good practice around equality planning. • Knowledge of GDPR legislation.