

## Drama Club Productions Project Manager Job Description

### Overview:

**Stan's Cafe are recruiting a freelance Project Manager to be responsible for the logistical delivery of an Easter holiday Drama Club and twin Drama Club productions.**

### Context:

Stan's Cafe is an internationally acclaimed theatre company that creates inventive and mind-stretching productions using a variety of art forms. The company is inspired to use 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's sector leading creative learning programme, working in long-term relationships with four Birmingham partner schools, is the subject of a PhD studentship offered by the University of Warwick.

Stan's Cafe is a National Portfolio Organisation of Arts Council England.

### The Role:

In January 2017 Stan's Cafe launched after-school Drama Clubs at Washwood Heath and Saltley Academy, Birmingham. Built on the work already delivered in the schools, the clubs have been part of expanding the company's work out into the wider community. The Drama Clubs will culminate this spring with two well-funded student productions across multiple locations.

We are seeking an experienced freelance Project Manager to logistically deliver the Drama Club productions and an Easter holiday drama week in Washwood Heath.

1. Performance one is a student version of Stan's Cafe's professional production Time Critical (<http://www.stanscafe.co.uk/project-timecritical.html>) performed by pupils from Washwood Heath and Saltley Academy to take place at the end of the spring term.
2. Performance two will be the culmination of the Easter holiday Drama Club and is open to Washwood Heath Academy and Saltley Academy students, plus all secondary aged pupils in the area.

## Specific Responsibilities:

### Budgets & finance

- Manage budgets for both projects.
- Make purchases and keep and submit financial records to the Stan's Cafe office in line with company procedures.

### Personnel

- Issue contracts for all artists and freelance staff.
- Manage artists and freelance staff, including scheduling.
- Manage and participate in the recruitment & selection of artists and freelance staff for the project.
- Manage community volunteers in supporting the productions.

### Partner liaison

- Manage the relationship and scheduling with schools and community venues.
- Attend any other meetings with stakeholders deemed necessary.

### Project management

- Manage the planning and delivery of both productions, including but not limited to staffing, venue hire, travel and transport, materials, hospitality, technical, documentation.
- Ensure risk assessments are prepared for all project activities.
- Manage the distribution of invitations, and invite lists.
- Event management during performances.

### Marketing and recruitment

- Work with the Stan's Cafe team on marketing and publicity.
- Be responsible for the marketing and support recruitment for the Easter holiday Drama Club.

### Monitoring & evaluation

- Undertake ongoing monitoring of the project, including updates to colleagues and stakeholders as appropriate.
- Manage the collection and collation of data for reporting purpose (e.g. performance attendance figures).
- Undertake post-project evaluation and monitoring.

### General

- Ensure the project operates best practice in safeguarding children and young people.
- Work within Stan's Cafe policies, including but not limited to *Safeguarding children, young people and vulnerable adults, Equality Action Plan and Health & Safety*.
- Attend project meetings as necessary.
- Any other tasks and responsibilities commensurate with the role.

**Person Specification:**

<b>Essential</b>
Substantial project management experience of arts, culture or theatre events.
Experience of managing budgets.
Experience of negotiating and drafting contracts, ideally ITC/Equity contracts.
Experience of assembling and managing production/creative teams.
Experience of marketing.
Excellent communication skills.
Excellent project and financial management skills.
Being able to manage multiple demands on time and time management.
Ability to work independently.
An appreciation of the value and importance of work in community and education settings.
<b>Desirable</b>
Experience of working with schools and/or community organisations.
Experience of managing volunteers.

Applicants must possess a current, enhanced DBS check, or be willing to undertake one.

**Time commitment:** Initial preparatory work to begin as soon as possible, odd days in February with the most intense period of work likely to be in March and April.

**Key dates:**

Production 1

Rehearsals begin mid-January

Performances to take place w/c 19<sup>th</sup> or 26<sup>th</sup> March

Production 2

Performances conclude a week of intensive workshops on the w/c 2<sup>nd</sup> or 9<sup>th</sup> April.

**Fee:** £2,750.

**To apply:** Please submit a CV, a completed equal opportunities monitoring form and covering letter explaining why you're suitable for the role to [lucy@stanscafe.co.uk](mailto:lucy@stanscafe.co.uk) by Monday 22<sup>nd</sup> January 5pm.

Shortlisted applicants will be invited to attend an interview on Wednesday 31<sup>st</sup> January and be asked to share a brief project plan sketching out their approach to the given scenario. Further details will be made available ahead of the interview.

If you have any queries about the role, contact Lucy Nicholls [lucy@stanscafe.co.uk](mailto:lucy@stanscafe.co.uk).

Stan's Cafe's objective to produce excellent work rests on working with company members who are representative of the diversity of contemporary UK; consequently, applications are welcome from any of the following: women, people from culturally diverse backgrounds, disabled people, people from the LGBT community.