

October 2020



APPLICATIONS FOR DIGITAL PRODUCER

Thank you for your interest in the position of Digital Producer at Tamasha Theatre Company.

Please find enclosed:

- Job Description and Person Specification
- Application Form
- Equal Opportunities monitoring form

Large print copies of this pack and the information contained in the links to Tamasha's website, are available by contacting Tamasha on 0207 749 0090 or emailing admin@tamasha.org.uk

If you would like to discuss any aspect of the role before applying, please contact me on the office number or email below.

The closing date for applications is midnight on 2nd November 2020.

We look forward to receiving your application.

Valerie Synmoie
Executive Director
Tamasha Theatre Company
Valerie@tamasha.org.uk
020 7749 0090

APPLICATION PACK

About Tamasha

Tamasha is Britain's foremost touring theatre company producing new plays inspired by the diversity of our globalised world. Our work places the voices of emerging and established artists from culturally diverse backgrounds centre stage. Our approach is boldly investigative and located along 'cultural fault lines', leading the debate around the meeting points and multiple narratives of contemporary Britain and beyond.

- We present [new plays](#) from seldom-heard voices that tour to venues across the UK
- We train theatre artists and young people through [Tamasha Developing Artists](#)
- We facilitate theatre-makers to engage creatively with communities and audiences

Tamasha Developing Artists (TDA) is a national artist development programme providing training and tangible professional opportunities for emerging and established theatre artists throughout their careers. TDA has an outstanding track record in providing ladders of opportunity, and artist-centred routes of progression from training to employment. TDA offers a range of workshops, development commissions, bursaries, traineeships and showcase opportunities, as well as ongoing professional support. In the last 5 years we have provided developmental opportunities to over 1500 artists. Our artist network has grown to over 1740 and is without doubt one of the most diverse in the UK.

'Tamasha work tirelessly to find and develop new diverse talent for the theatre. I have seen many actors and writers progress significantly with their guidance and support. Tamasha is living proof that great creative work and diversity go hand-in-hand.'

Lorraine Heggeseey, Executive Chair, Boom Pictures (Ex-Controller BBC1)

Visit tamasha.org.uk for more about the company.

DIGITAL PRODUCER JOB DESCRIPTION AND PERSON SPECIFICATION

We are seeking a Digital Producer to work with us to develop and deliver our digital ambitions as outlined in our Digital Plan. A core aspect of the plan is to grow and consolidate the production of high quality commissioned and innovative digital work with wide reaching online distribution. This will add value to live theatre work for existing audiences and reach new audiences through the production of creative content and innovative use and distribution of captured content.

The Digital Producer is a key role in the company, tasked with working closely with other members of the team to ensure plans and activity integrate with our live / touring programme and artist development activity.

This is a part-time three-year contract, initially a 0.5 FTE rising to 0.8 in the second and third years of the contract.

RESPONSIBILITIES

Creative and content development/distribution

- In consultation with the Lead Producer and AD, design, commission and produce new Digital content and projects for distribution online which fit within the Digital Plan
- Create and distribute wraparound Digital content for touring productions and artist development activity, in collaboration with the Lead Producer and Assistant Producer
- Liaise regularly with the Marketing Manager to create and execute audience development plans for digital projects whilst considering how digital can help with audience development for touring productions and artist development activity
- Curate content and create assets around digital projects for web, print and social media
- Seek partners for new content development to maximise our investment and reach

Fundraising and partnerships

- In consultation with the Artistic Director and Lead Producer, research and initiate new creative and strategic partnerships to help support the delivery and distribution of digital projects to reach new audiences, including with new potential commercial sponsors and media partners
- Attend meetings to pitch creative ideas to potential investors or project partners who may fund the production of new digital projects
- Maintain working relationships with key partners and stakeholders, being the point of contact on behalf of the company and feeding back regularly to the rest of the team
- Working alongside Tamasha's Development Consultant to research, identify and draft applications to funding agencies to support our digital programme, including core costs where possible
- Collate and manage relevant data and draft narratives for use in reports required by funders, including Arts Council England

Project and financial management

- Update and execute Tamasha's Digital Plan & Policy then delivering the agreed workplan, working closely with the Lead Producer and Artistic Director as needed
- Develop and manage the day-to-day coordination of a range of innovative new and existing Digital projects
- Lead on the contractual agreements between artists, companies and other stakeholders for all digital projects – with support from the Lead Producer for sign off by the Executive Director

- Create and manage project-specific budgets for internal and external use, reporting to the Executive Director as required
- Regularly update the expenditure log for any payments that are made, including equipment/materials purchases, logging invoices and petty cash
- Complete logistical and marketing briefing sheets for projects and events for internal and external use

General

- Demonstrate a clear commitment to achieving equity within the industry and adhering to best practices in relation to Tamasha's equal opportunities policies
- Commitment to Tamasha's values of inclusive practice, in particular our mission to support ethnically diverse artists and theatre-makers
- Ensure compliance with Health and Safety regulations in all aspects of our work alongside the rest of the company and freelance staff, paying particular regard at present to the public health requirements in place due to the Covid-19 pandemic
- Keep relevant company project management systems up to date as required
- Attend weekly company meetings as required
- Any other tasks appropriate to the post as required by the Senior Management Team

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION AND IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE.

PERSON SPECIFICATION

Essential qualities, skills and experience:

- Experience of producing / project management and programming digital projects and
- Using digital technologies to creatively engage audiences
- Experience or a good understanding of producing theatre and live performing arts events
- Confident in initiating partnerships and drafting contracts, including initiating sponsorship deals and cultivating new media partnerships
- Experience in drafting narratives for funding applications to sponsors, public bodies and trusts & foundations
- Strong organisational, communication and coordination skills, and experience of drafting and managing budgets
- Comprehensive knowledge of the latest social media platforms and technology tools, and using these for content creation and marketing / promotional purposes
- Experience of creating engaging content for the web and social media (in particular reference to executing audience development plans)
- Ability to work under pressure as part of a small team, meet deadlines, and prioritise and re-prioritise workload around changing demands
- Efficient and calm under pressure and good attention to detail
- Good communication and team-working skills, and ability to deal with people at all levels
- Able to work some evenings and weekends and travel in the UK as required
- Strong IT skills and familiarity with standard software programmes

Desirable qualities, skills and experience:

- Good digital skills including audio and video editing skills, app development and coding

- Experience of exploiting digital work commercially and an understanding of IP
- Good networks and contacts within the performing arts sector
- A strong understanding of the application of digital technologies as a medium for creativity and enhancing access within theatre
- Knowledge of event/stage management including health & safety considerations
- Knowledge of distribution channels for creative digital content

TERMS OF EMPLOYMENT

Contract type:

The role is offered as a 3 year fixed term contract, initially at 0.5 FTE (2.5 days PW) rising to 0.8 FTE (4 days PW) in years 2 and 3.

Salary:

£30,000 pa for FTE. The first year pro rata salary will be £15,000 (for 2.5 days pw), rising to £24,000 in years 2 and 3 (4 days pw). The salary will be eligible to annual increments in line with company policy and as deemed appropriate by the Board of trustees.

The employee will also be entitled to join Tamasha's pension scheme on completion of the probationary Period (8 weeks).

Hours:

20 hours per week in the first year rising to 32 in years 2-3. Hours inclusive of one hour lunch-break. Additional hours may be necessary to fulfil the requirements of the post, including evenings and weekends, and travel out of London when required. A time off in lieu system will apply to any additional hours worked above the contracted total.

Location:

Tamasha is based at Rich Mix, London E1 6LA, however during the Covid-19 pandemic, we are following the current public health guidance and the company continues to work from home.

HOW TO APPLY

Please complete the application form and return it along with an up to date CV (no more than 2 sides A4) and a covering letter, which should include:

- Specific reference to the job description & person specification, telling us why you are a suitable candidate
- What you hope to gain from this position and why you want to work with Tamasha

Please make sure you also include:

- Details of any notice period / current commitments and the date when you are available to start
- Names and contact details for two employment referees

Please include a completed Equal Opportunities form, which is for monitoring purposes and will be detached from the application.

Applications should be sent to admin@tamasha.org.uk The deadline for receipt of applications is **2nd November 2020**. First stage Interviews will take place **on Tuesday 17th November 2020** via Zoom.