



CREATIVE DEVELOPMENT PRODUCER

£35,000 per annum – full time (with flexible working possible)

Fixed-term, 2-year contract

Some working from Cardiff will be required

National Theatre Wales is fuelled by the pursuit of connection. We see theatre as a tool to bring people together to reflect, explore and be inspired by the stories of our nation. We want everyone in Wales to see themselves, their communities, their experiences and their futures imagined in the work we make. Our staff are at the heart of us fulfilling that purpose.

ABOUT THE ROLE

The Creative Development Producer at National Theatre Wales (NTW) is focussed on the delivery of our creative development programme, which supports and develops artists and ideas.

Responsible to the Director of Producing and working closely with the Creative Associate and Artistic Director, this role will develop and deliver an integrated approach towards artist and creative development throughout NTW. The Creative Development Producer will also work with artists and theatre makers to centre audiences into their thinking and approach, opening up R&D processes and consultation with audiences around ideas and the development of work.

Combining planning, delivery and partnership building, this is a crucial role at NTW working with artists and communities from across Wales as well as connecting the work of our Collaboration and Audience teams to the Creative Development programme.

RESPONSIBLE TO:

Director of Producing

WHO WE THINK YOU MIGHT BE

A producer with a passion for discovering and supporting theatre makers and creating remarkable work in evolving and inspiring ways. You will be passionate about the telling of stories and committed to throwing open the doors of NTW to theatre makers from the

many and varied lived experiences of Wales. Open to new ways of doing things and with a deep commitment to connecting audiences and communities to the creation of work, you will be hands-on, dynamic and thoughtful.

We need a workforce that represents an entire spectrum of lived experience. The more diverse the perspectives we have influencing what we do, the stronger and more meaningful our work will be. We encourage applications from all communities, faiths, backgrounds and from anyone who experiences racism or ableism. We recognise the social model of disability and are committed to working with our employees to remove barriers to inclusion. We also seek to overcome the barriers faced by applicants with caring responsibilities through a flexible working culture.

WORKING FOR NTW

Every member of staff at NTW has a significant role to play in achieving the Company's goals. We are all advocates for the Company's work and ethos and Company Members are encouraged to go and see work, develop networks and connections, introduce new artists and community members to NTW and help develop ideas for the future. Attendance at Company meetings and Creative Ideas meetings, and active involvement with NTW TEAM (our programme involving a wide range of communities in everything we do) is an important and valued part of everyone's job. Beyond the specific tasks of each job description, these Company-wide activities are a key part of each staff member's contribution and achievement.

KEY RESPONSIBILITIES OF THE ROLE

Company

To produce and project manage a range of initiatives focussed on providing impactful opportunities for Welsh theatre makers to develop ideas, advance their practice and build networks both as part of NTWs' programme and independently.

- Work with the Artistic Director, Director of Producing and wider team to ensure NTW takes a progressive, imaginative and inclusive approach to the development of artists and ideas;
- Ensure the organisation is able to lead and respond to new and emerging artistic practice;
- Help build a dynamic identity for the company through innovative projects and wide-ranging collaborations;
- Place inclusion, access and environmental sustainability at the core of NTWs' practice.
- Be an approachable public face for the company, in line with the Company's values;

- Coordinate Ideas Meetings and submissions panels;
- Lead on ensuring that new work by Welsh theatre makers is seen and engaged with across the Company.

Artistic

To take the lead on organising, implementing and sustaining the Creative Development programme.

- Work on the planning and delivery of all aspects of NTWs' work to develop artists and ideas;
- With the support of the Director of Producing and Head of Development, identify funding initiatives appropriate to the work of the programme;
- Promote the creative development programme nationally and internationally;
- Introduce a range of artists to the Company;
- In partnership with the Producer, work to support artists and projects as they move through stages of development to production;
- Work closely with the Director of Audiences to support artists in centering audiences in the development of their work, including consulting with audience members throughout the forming and fruition of new projects;
- See and report on a variety of work, particularly by early career companies and artists, and contribute to conversations and planning around future commissions or other follow-up as appropriate;
- Work closely with the Creative Associate and Producer to understand the needs and aspirations of freelance artists in Wales and shape programming and policy to effectively support these needs;
- Lead on a range of initiatives for early career artists such as NTWs' early career Director's programme and Play-On - our script reading initiative;
- Coordinate NTWs' response to ideas and proposals from artists, including managing the Go-And-See work of ensuring that the work of artists from across Wales is seen by members of the Company;
- Work closely with the Director of Collaboration to identify opportunities for members of TEAM to access Creative Development opportunities and ensure a synergy between the activities of TEAM and Creative Development;
- Work with the Producer as appropriate to facilitate research and development of future NTW projects, as assigned by the Artistic Director and Director of Producing, including budgeting and organisational support, research, advice, guidance, and quality control;

- Support the Artistic Director in commissioning work from individual artists, writers and groups as appropriate and in line with the Company's Strategic Plan, artistic ambitions and audience development goals.

Engagement

To explore and develop models for engagement by the widest possible range of artists in the Company's work, and to develop diverse participants for the Creative Development programme.

- Be a point of access for artists and communities who want to engage with NTW;
- Work collaboratively, drawing on the skills available within the current theatre community in Wales, and taking into account the geographic diversity of the country and its different cultural needs;
- Ensure that the Creative Development programme operates within and leads best practice in access, diversity and sustainability;
- Work closely with the Artistic Director, Director of Producing and Director of Collaboration, and Director of Audiences to identify and coordinate opportunities and progression routes for artists and companies;
- Work closely with the Executive Team and Heads of Departments to ensure that the activities of the Creative Development programme are planned in line within the resources of the Company, and that other departments effectively deliver resources to projects.

Partnership

To build partnerships with a range of creative companies and individuals particularly emerging Welsh companies and organisations dealing with artist development.

- Explore national and international partnerships and projects with organisations supporting artist development;
- Develop new partnerships and identify funding initiatives to ensure that the sustainable growth of the Creative Development programme is achieved;
- Work closely with arts development agencies, new writing companies and arts centres to identify and engage with artists of interest.

Management

To ensure robust and effective management of the Creative Development programme is achieved and in line with Company policy, values and industry best practice.

- Work closely with the Head of Finance and Director of Producing to manage all department budgets, ensuring that the Creative Development Programme operates effectively and to agreed targets;
- Ensure effective monitoring, feedback and evaluation is conducted and reported;
- Deliver effective liaison with all major funders and project partners, ensuring that shared aims are established and outputs are met and reported on;
- Ensure that all creative outputs are documented for reporting, and audience/ participant data is collected and fed into appropriate systems, databases and reports;
- Ensure effective recruitment and induction of all new staff, freelancers or placements related to the delivery of the Creative Development Programme is achieved and that they are supervised effectively and in line with NTWs’ policies;
- Adhere to the company’s Health and Safety policy, undertaking such duties as are required and ensuring that reasonable care is taken to ensure a healthy and safe working environment is achieved.

PERSON SPECIFICATION*

*NTW is always open to considering investing in someone who can show us development potential in this role, even though they may not be able to demonstrate all the essential criteria listed below.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Producing and delivering creative development activity and programmes of work ● Developing, commissioning and producing new, innovative, experimental arts projects with a diverse range of artists ● Giving feedback and engaging in critical dialogue around the development of new theatre ● Managing a range of artists, complex projects and risk ● Developing and maintaining effective relationships with partner organisations 	<ul style="list-style-type: none"> ● Successful and effective arts fundraising and reporting ● Networks across Wales, the UK and internationally, engaging in building partnerships for projects and theatre makers

	<ul style="list-style-type: none"> • Managing and controlling budgets and resources 	
Knowledge & Skills	<ul style="list-style-type: none"> • A broad knowledge and understanding of contemporary performance and the Welsh and UK theatre scene • The drive to experiment and break new ground • Ability to set clear priorities, goals and targets and to monitor their progress • A commitment to dynamic understanding and implementation of Cultural Diversity and Equal Opportunities 	<ul style="list-style-type: none"> • Able to communicate through the Welsh language, verbally and in writing
Personal Qualities	<ul style="list-style-type: none"> • Commitment to team working and a flexible approach to working practices • Commitment to access and engagement by the widest possible range of communities • Strong leader and collaborator • Commitment to embracing digital technology within creative practice and audience development 	
Qualifications	<ul style="list-style-type: none"> • Degree educated OR mix of relevant qualifications and experience 	

TERMS & CONDITIONS

Salary:	£35,000 per annum
Hours:	35 hours per week (plus a compulsory break for one hour, taking the working week to 40 hours). We will consider flexible working arrangements for the right candidate.
Holidays:	25 days per year (excluding statutory Bank Holidays).
Term:	Upon completing a 3-month probationary period, this is a fixed-term, 2-year position
Notice:	Following completion of a 3-month probationary period, the notice period is three months.
Pension:	We offer a stakeholder pension scheme with Royal London for all our employees. Monthly contributions are deducted from your salary; you can contribute a minimum of 3% - more if you choose to – and we contribute 5%. Once you've completed your probationary period and you know you want to stay, you will be automatically signed up to the scheme, and we will backdate our Company contributions to your start date.

HOW TO APPLY

You can either write a cover letter of no more than 2 pages OR film a video of yourself lasting no more than 5 minutes. We have no preference, and will be happy to accept either format, so feel free to choose whichever suits you best. In your cover letter or video, tell us about you, your experiences, skills and attributes that are relevant to the job, and tell us a bit about what you aspire to in life. What matters to you? What do you believe in? Where would you like to be in 3 years-time? What changes would you like to make to our society? What do you enjoy doing?

Send us your cover letter or video with a completed [application form](#) and your CV (no more than 2 pages please, plus references) to: work@nationaltheatrewales.org by **5pm on Monday 6 June 2022**. Please also complete our [Equal Opportunities form](#).

If you are shortlisted, we'll invite you to interview over Zoom, likely taking place in the week starting **20 June 2022**. These are friendly, largely informal 30-minute conversations with approximately three people including NTW's Artistic Director and a TEAM panel member. We'll send you a rough outline of the questions we'll ask you, and short biographies of the above in advance.

If you have any questions about the role or the process, don't hesitate to get in touch at work@nationaltheatrewales.org