



**NEW
WOLSEY
THEATRE**

NEW WOLSEY THEATRE

Creative Communities Administrator (Maternity Cover) Recruitment Pack

Deadline: 9am, Monday 3rd June 2024
Interviews: Monday 10th June 2024

Photo credit: Will Green Photography

Welcome

Hello,

We're excited that you're reading this application pack.

The New Wolsey Theatre is looking for a **Creative Communities Administrator** to join our team on a fixed-term maternity cover contract, for an initial period of 9 months (to April 2025).

If you have a good background in administration, enjoy working as part of a busy team, and are excited by supporting the work we do with young people and diverse communities, you could be a great match for this role.

This is a full-time role for an initial fixed term period of 9 months. You will work 40 hours per week, typically over 5 days (Monday - Friday).

We're interested in hearing from candidates with some (but not necessarily all) of the skills and experience outlined in the job description.

It is an exciting time to join our award winning theatre. Across the work on our stage, in our purpose built participation space (NW2), in schools and community settings and in touring venues across the country, we are delivering brilliant audience experiences, life enriching participation and vital community engagement. All our work is driven by our belief in the transformative and life enhancing power of theatre and creativity.

The deadline for applications is **9am on Monday 3rd June 2024**
Interviews will be held at the theatre on **Monday 10th June 2024**

We will reimburse reasonable travel expenses for candidates to attend interviews.

We know what it's like when you're considering applying for a new job. It can be exciting and a little daunting thinking about joining a new organisation and working with new colleagues. NWT is a company of brilliant people, some know the organisation inside out, and others are just starting to put down new roots, including award-winning theatre director, playwright and cultural leader Douglas Rintoul, Chief Executive/ Artistic Director, who moved from London to Ipswich in 2022.

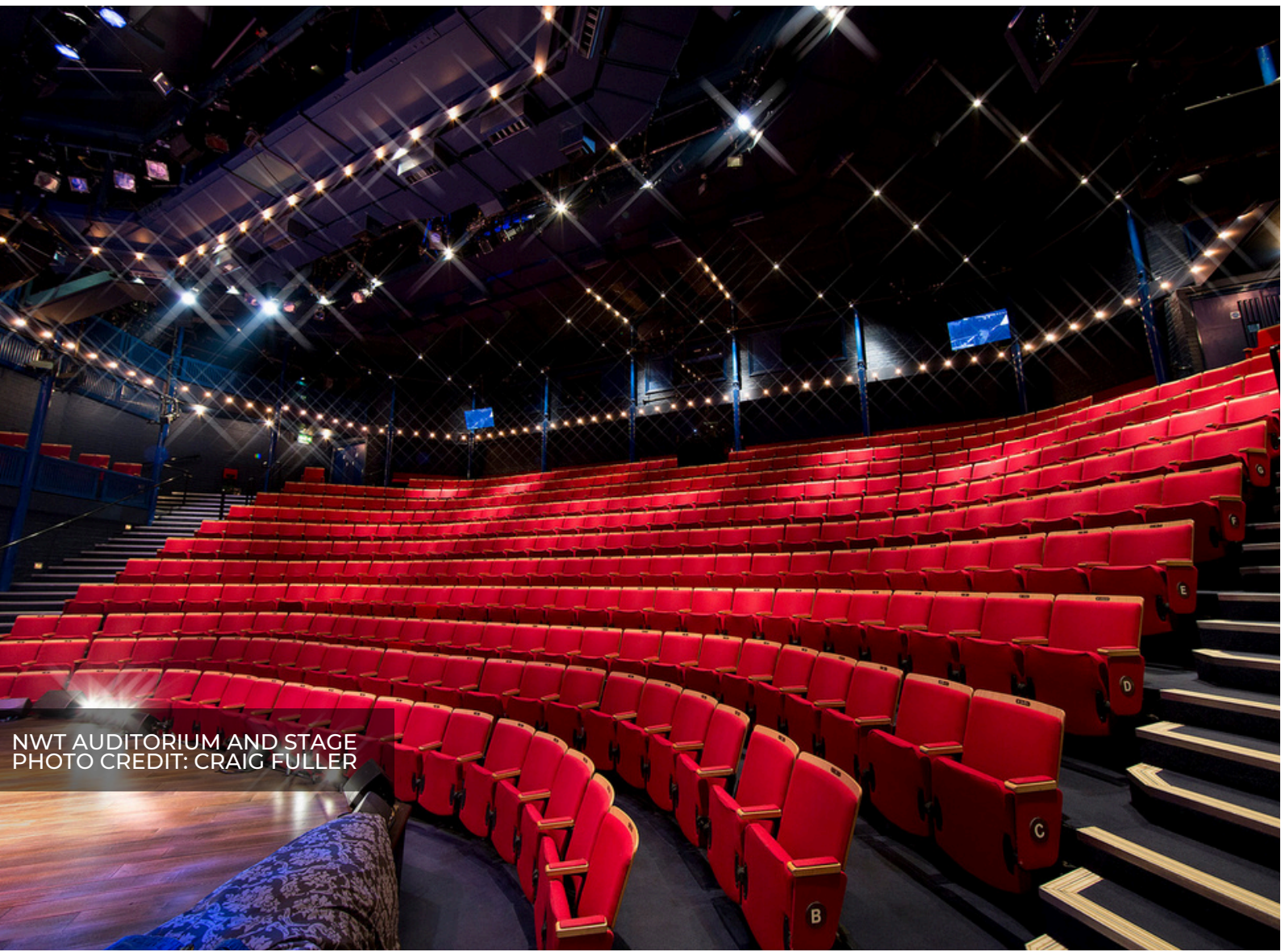
We'd love applications from people of all backgrounds, especially from Black, Asian and ethnically diverse backgrounds, those who identify as deaf and disabled people, neurodivergent people, members of the LGBTQIA+ community and those from lower socio-economic backgrounds. We are up for exploring support and development needs and will make reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

If you have any further questions after reading this material or would like an informal and confidential discussion about the position, or if you would like this candidate pack in different accessible formats please contact Lucy Parker lparker@wolseytheatre.co.uk 01473 295940

We look forward to hearing from you.

The New Wolsey Theatre





NWT AUDITORIUM AND STAGE
PHOTO CREDIT: CRAIG FULLER



TELL YOUR STORY (2024)
PHOTO CREDIT: POLLY ALDERTON



THE BIG AFTERNOON (2023)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY

Creative Communities

NWT recognises that culture plays a significant role in building and sustaining communities. We believe in the power of the creative potential in each of us, and strive to provide communities from every part of Ipswich with opportunities to participate in, make and enjoy culture.

Creative Communities is our programme of productions, projects, activities and opportunities for young people, local communities, and the education sector. Some of our recent work includes:

- A social prescribing project **Tell Your Story** delivered in collaboration with the NHS
- A **Warm Space** offer in our Front of House that supported the most vulnerable members of our local community during the cost of living crisis
- **Let's Play** an early years project created in partnership with a local primary school
- **Get up and Go** free summer activity for children in receipt of free school meals
- **The Big Afternoon** a free, outdoor community festival
- **Metamorphoses** a mainstage production of a new adaptation of Ovid's epic poem by our Senior Youth Theatre
- **Hare & Tortoise** a Primary schools production touring to 24 schools across Suffolk

Our Creative Communities work also includes supporting the education sector to engage with our produced work; offering creative careers focused opportunities to young people and community hires in our main auditorium.

We run seven term time Youth Theatre groups, including our new Young Company offer for 16-21 year olds who are emerging theatre makers. There are 150 spaces for young people to take part across the year which includes our Youth Theatre Plus and Squared offer for disabled and neurodivergent young people.

Alongside our own projects we regularly collaborate with other organisations and support the work of a wide range of local groups including Aspire Black Suffolk (advocacy), Volunteering Matters (social action), UnScene Suffolk (a community arts organisation for visually impaired adults), Ipswich Youth Steel Band and Suffolk Refugee Support, by hosting them in NW2. Having communities, staff, practitioners, and artists in the same space provides fertile ground for future creative collaborations ensuring NWT is truly representative of Ipswich.





YOUTH THEATRE (2023)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY

About you

Based in our award-winning Creative Communities building NW2, the Creative Communities Administrator will support the Head of Creative Communities and team to develop a range of innovative and exciting projects with and for the people of Ipswich and Suffolk.

You will have experience of working in an administration role, and you will be organised.

You will have good communication skills with the ability to deal with people with warmth, and an interest in supporting our work with young people and diverse communities.

You will be conscientious, enthusiastic and professional with a good sense of humour and a positive outlook.

You will have a commitment to diversity and inclusion and the ability to build and maintain good relationships with a wide range of people.

You will be supporting everything from mainstage venue hires to socially engaged projects that support the most vulnerable in our communities. You will understand the importance of building authentic relationships.

You may not be sure that you can do some aspects of the job but the team will welcome you with lots of support to ensure you can quickly settle in this maternity cover role.

Job Description

Job Title: Creative Communities Administrator

Responsible to: Head of Creative Communities

Job Purpose: To deliver the administration of the Creative Communities activities with schools, community groups and participants and to support the Head of Creative Communities and the Creative Communities Team to manage, develop and deliver all elements of the Creative Communities programme.

Key Relationships: Creative Communities Producers, Freelance Creative Communities Practitioners, Creative Communities Assistants (Casual).

Key Responsibilities:

- Deliver the administrative processes for all Creative Communities activity including, but not limited to, recruitment; the creation of registers; application forms; booking processes and evaluation.
- In collaboration with the Creative Communities team, schedule all Creative Communities activity.
- Maintain and monitor the departmental financial systems and processes, including but not limited to, preparing weekly payroll, and the administration of departmental income and expenditure.
- Work with the Head of Creative Communities and the wider Creative Communities team to ensure timely and accurate financial reporting.
- Prepare project agreements between the Creative Communities team, education settings and outside organisations.
- Work with the Head of People to contract freelance Creative Communities creatives and practitioners.
- Ensure the accurate and timely collection of monitoring data.
- Contribute to a wide range of reporting.
- Act as the first point of contact between Creative Communities and members of the public; participants; freelance practitioners; schools and outside organisations.
- In consultation with the Creative Communities and Communications Teams, manage the Creative Communities social media output and online presence including, but not limited to, updating the Creative Communities page of the New Wolsey website.
- Contribute to the creation of Creative Communities marketing materials.
- Act as an advocate for the work of Creative Communities and the New Wolsey Theatre
- In consultation with the Head of Creative Communities and the Theatre Manager, support the administration of Community hires.

Job Description

- Liaise with the Theatre Manager to confirm and communicate the Duty Manager rota for all Creative Communities activity, including Community hires.
- To be a member of the Duty Management pool (for Creative Communities activity - full training will be provided)
- Liaise with other staff with regard to front of house and office supplies, cleaning, maintenance and Health and Safety requirements for NW2.
- Ensure all Creative Community spaces are clean, tidy and fit for purpose.
- Contribute to the long-term strategic development, profile and sustainability of the Creative Communities Programme.
- Support the delivery of all Creative Communities activity, on and off site, where appropriate.
- Promote effective communication and working relationships between the Creative Communities staff and other staff of the New Wolsey Theatre.
- To attend cross organisational meetings to support the development and integration of the organisation's Inclusivity and Relevance, Data and Evaluation, and Environmental Responsibility practices.
- To adhere to all health and safety policies and positively contribute to maintaining safe working practices.
- Maintain the security and confidential status of all information as designated, and to conduct all activities in a professional manner at all times.
- To undertake any other reasonable responsibilities as and when required.

NOTE: An enhanced DBS check will be sought from the successful applicant: the candidate should be in no way unsuitable to work with children, young people and vulnerable adults.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.



Person Specification

We're interested in hearing from candidates with some (but not necessarily all) of the skills and experience outlined below:

- An interest in and understanding of access and inclusion
- Experience of working within a co-ordination and administration role
- The ability to multi-task and deliver across a range of priorities
- Accuracy and close attention to detail
- Excellent organisational, co-ordination and communication skills
- IT proficient with good working knowledge of Microsoft Office, particularly Word and Excel
- Experience of financial monitoring and reporting.
- A welcoming and inclusive attitude, reflecting New Wolsey Theatre's commitment to equality, diversity and inclusion
- Commitment to safeguarding and child protection
- Experience of the Arts Education sector
- Knowledge of the arts and an interest in the theatre
- Experience of working with diverse communities and young people
- Experience of marketing and of using social media to promote programmes.



Terms and conditions

Contract

This is a full-time, maternity cover position, for an initial fixed term of 9 months (to April 2025). The post is subject to 6 months' probationary period.

Salary

£27,315 per annum (based on 40 hours). An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday.

Hours

40 hours per week, typically over 5 days Monday – Friday. This role may require evening and weekend work, as required, to support delivery of the Creative Communities programme, with working hours flexed accordingly.

Overtime

No overtime payment is available. Any overtime is to be taken as Time Off In Lieu (TOIL) at a later date by arrangement with your line manager

Location and Relocation

Based at the New Wolsey Theatre, Ipswich, IP1 2AS.

Holiday

28 days per year, rising to 33 days after 5 years' continuous service. You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday.

Pension

NWT provides a contributory pension scheme for eligible employees with Now: Pensions. Employer contributions 3%, employee contributions 5%

DBS

The post-holder is subject to an Enhanced DBS Check on commencement of their employment, and at regular intervals during their employment.

Other Benefits

- Training and personal development opportunities including role specific training and organisation-wide training e.g. Disability Equality Training, Environmental Awareness Training
- Complimentary and discounted theatre tickets
- Discounts in the theatre café and bar
- Occupational sick pay scheme
- Free eye tests
- Enhanced maternity leave pay



How To Apply

We are inviting people interested in being our **Creative Communities Administrator** to complete an Application Form and our Equality, Diversity and Inclusion Monitoring Form both of which are available to download from our website

<https://www.wolseytheatre.co.uk/current-vacancies/>

Please note, we do not accept CVs as a form of application, however you may submit a concise CV containing your education, training, qualifications and employment history instead of completing this section of the application form.

If you need us to make any adjustments to allow you to fully participate in this application and selection process please get in touch.

For example, if submitting a written application form is not the best way for you to tell us about your skills and experience, we can accept your application another way, such as video, audio file.

However you choose to apply, you will need to tell us about your education, training and qualifications, and employment history as well as to tell us:

- Why are you interested in the role and working at the NWT?
- What skills and experience make you the best person to be our Creative Communities Administrator?

Please read through the Job Description, Job Specification and Person Specification before applying for this role, these can be found above in this document.

If you have any questions or would like an informal chat about the role, please contact Lucy Parker on lparker@wolseytheatre.co.uk 01473 295940.





HARE & TORTOISE (2024)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



SENIOR YOUTH THEATRE
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



METAMORPHOSES (2023)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



ROMEO % JULIET (2024)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY

About our work

In 2022-2023 we staged 286 performances (53 productions) including 41 Livestreamed performances with 2,314 viewers.

The development of actor-musician musicals (new writing and regional premieres/revivals) is a major strand of NWT's programme. In 2022 we produced the regional, actor-musician premiere of the musical **Kinky Boots** (a co-production with Queen's Theatre Hornchurch). In 2023 we revived Emma Rice's adaptation of Noel Coward's **Brief Encounter** which wowed audiences in our auditorium (a co-production with Wiltshire Creative in association with Yvonne Arnaud Theatre that toured to Theatre Royal Bury St. Edmunds and Northern Stage). In 2024 we are co-producing a new actor-musician production of **Little Shop Of Horrors** with Bolton Octagon Theatre, Hull Truck Theatre and Theatre By The Lake and **Footloose** with the Pitlochry Festival Theatre.

The annual Rock 'n' Roll Pantomime with a company of actor-musicians continues to be a record-breaking success and is firmly established as an Ipswich institution. **Dick Whittington and his Cat** recently played to 29,000 people across 80 performances.

A new strand of our work combines the staging of a schools curriculum text with a commitment to casting early career actors from the region. In 2023 we revived Dennis Kelly's modern classic **DNA**, and in 2024 we produced a pacy and inventive adaptation of **Romeo & Juliet**.

We present a range of productions throughout the year from touring companies including English Touring Theatre, London Classic Theatre, Le Navet Bete, Frozen Light, Scratchworks Theatre Company, ATC, Middle Child, Rifco and Tilted Wig.

The pandemic enabled us to expand and innovate with digital tools. Our first 'blended production', **The Snow Queen**, was performed live in the theatre in December 2020 and uniquely involved live contribution from audiences in their homes. It was simultaneously livestreamed to audiences around the world. NWT continues to livestream much of its produced work ensuring isolated audiences can have access to theatre and we won the Best Digital Pantomime in the UK at the Pantomime Awards 2021, for our production of **Jack and the Beanstalk**.





BRIEF ENCOUNTER (2023)
PHOTO CREDIT: MARC BRENNER

continued..

About our work

Not all our work is just about us. We have an inspiring cohort of inspiring associate artists including Aspire Black Suffolk, Jamie Beddard, Mae Munuo, Martha Loader, Paper Birds and Spinning Wheel Theatre.

In 2024 we are co-producing Martha Loader's darkly funny new play *Bindweed* with The Mercury Theatre Colchester and High Tide, in association with The Royal Exchange Theatre. Martha was recently announced as a winner of the Film4 and Peggy Ramsay Foundation Bursary and will join us for a one year attachment with NWT in 2024.

We in the process of cultivating exciting projects and co-productions with new UK and international partners for 2025 and beyond.



DICK WHITTINGTON AND HIS CAT
(2023) PHOTO CREDIT: MIKE KWASNIAK



LITTLE SHOP OF HORRORS (2024)
PHOTO CREDIT: PAMELA RAIH

Arts and Culture, Suffolk and the East of England

If you don't know much about Ipswich, it's the county town of Suffolk and is a medieval port and industrial town with a strong history; the urban area has a population of 130,000 and all eyes are currently on the town – and for good reason. The town has been reinvented by investment in its extremely popular waterfront as well as the introduction of the University of Suffolk in 2007. It has a new vision to transform the life of the town and has one of the fastest-growing economies in the UK and is emerging as one of the best places to live in the country.

Unusually, Ipswich has a very large arts ecology, being home to local, regional, and internationally renowned companies including DanceEast, Gecko Theatre, High Tide, Russell Maliphant, Spill Festival, Eastern Angles, Red Rose Chain and New Wolsey Theatre. The cultural sector is dynamic, connected and collaborative; the leadership of NWT plays a significant role.

Because the town is small, it means it has everything you need within proximity. You also get the benefit of the Suffolk countryside, and it's only about 12 miles from the coast. Ipswich Station and Derby Road are the two primary train stations in the town. The former is on the London to Norwich line and has services to London Liverpool Street in a little over an hour. There are also direct trains to Colchester, Felixstowe, Lowestoft, Peterborough and Cambridge.





IPSWICH WATERFRONT
PHOTO CREDIT: IPSWICH CENTRAL



CHRISTCHURCH MANSIONS, IPSWICH
PHOTO CREDIT: IPSWICH MUSEUMS

Equal Opportunities

The mission of NWT is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. We aim to create a programme of the highest quality, maximum diversity and greatest possible accessibility. We believe that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

We are committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. We will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion or age. We oppose all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's output.

We strive to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We actively encourage applications from people of all backgrounds, especially those currently less represented in our organisation, the arts industry and on our stages. We are particularly interested to receive applications for this role from Black, Asian and ethnically diverse people, those who identify as deaf and disabled people, neurodivergent people, members of the LGBTQIA+ community and those from lower socio-economic backgrounds.

We are happy to make reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.



Environmental Responsibility

WT recognises the climate emergency and the role each of us can play in contributing to, and advocating for, a sustainable future.

We are proud that since 2012-13 our investment in building improvements has resulted in a 60% reduction in the carbon footprint created by our use of energy and water.

We are working on a range of measures to make significant environmental impact reductions across all strands of our work and have recently established a cross-organisation working group made up of passionate committed colleagues to set ambitious targets and delivery plans.

All NWT staff are participating in Environmental Awareness training and we are working with organisations such as The Suffolk Carbon Charter to ensure that we draw upon expertise and best practice.

NWT's position at the heart of our community makes us ideally placed to be a shining example of positive change.

