

## ENGAGEMENT ASSISTANT (KICKSTART)

### Recruitment Pack

#### WHO WE ARE



**“It’s just made me even more creative and probably made me a better, happier person”** Participant, Young Theatre Makers

**“Coming here has just really opened my eyes to what theatre can be.”**  
Erica, Young Theatre Maker & Assistant Facilitator



**“Thrilling fresh look at Arthur Miller’s masterwork... outstanding update on one of the great plays of the 20th Century”**

The Stage on Tobacco Factory Theatres’s production of  
Arthur Miller’s *A View From the Bridge*, directed by Mike Tweddle



**“Delightfully whimsical... this show is ready to smack a big smile over your face.”**  
Broadway World on Tobacco Factory Theatres’s production of *The Borrowers* by Mary Norton

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**Patron** Mrs Mary Prior CVO MBE

**Trustees** Sarah Smith (Chair), Joseph Bell, Mike Forrest,  
Ewen Macgregor, Mark Panay, Christelle Pellecuer, Matt Penneyard,  
Company no. 04536120 / Charity no. 1097542

**Our mission is to provide a welcoming home for creative adventures and human connection; to offer incredible theatre and opportunities to learn and exchange ideas.**

Tobacco Factory Theatres is a much-loved independent theatre and arts charity, located in a re-purposed factory and operating two flexible theatre spaces. Born out of an experiment 20 years ago, we are continually developing and our vision is to build an inclusive creative community rooted in our home in South Bristol. Our unique setting makes for electrifying experiences and we deliver these in our trademark adventurous spirit.

We want our inspirational theatre to take people on creative adventures, nurture talent and provide life-changing opportunities. Through our varied and highly regarded artistic programming, professional development work and creative engagement department, we use culture to bring about positive change in our community. We regularly welcome 70,000 people through our doors each year.

Over the last 15 months, we have navigated a major threat to our existence. This has involved significant challenges, but has strengthened our determination to be the best we can be. We have adapted, developed new and exciting partnerships and are committed to supporting the resurgence and strengthening of a vibrant and inclusive cultural scene for Bristol. At the end of 2021, we will celebrate our 20th birthday, which offers a chance to reflect on two decades of ambitious experimentation and growth, and articulate a vision for the next decade.

## **INCLUSION AND DIVERSITY**

**Our vision is to build an inclusive creative community rooted in our home in South Bristol. Our inspirational theatre will nurture talent and provide life-changing opportunities for all.**

The unforgettable experiences we offer are built on the values of curiosity, kindness, collaboration and inclusion. We want everyone who attends Tobacco Factory Theatres to feel equally welcome, respected and valued.

To achieve this, we need to make our programmes and spaces more accessible and relevant. We are thus committed to embodying and championing diversity and inclusion across our audiences, beneficiaries, staff and Board.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people who have experienced barriers, exclusion or a lack of representation within theatre or the arts. We will offer a guaranteed interview to anyone who identifies as such, providing they meet the skills and experience specified for this role under the heading 'We would like to hear from people who have'.

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**Job Title:** Engagement Assistant (Kickstart)

**Reports To:** Head of Artistic Engagement

**Responsible for:** Arts Team

This role is supported by the Government's Kickstart Scheme and Creative Access. It is open to candidates aged 18-24 and in receipt of Universal Credit.

**You must be referred to us via your Job Centre Work Coach for this role.**

## **JOB DESCRIPTION: ARTS ADMINISTRATOR**

The Engagement Assistant will be a key staff member at Tobacco Factory Theatres, working within the Arts Team, which will consist of three further members of staff: Artistic Director (Mike Tweddle), Associate Director (Jay Zorenti-Nakhid) and Head of Artistic Engagement (Ailie Debonnaire). The Arts Team work collaboratively across the theatre's creative projects including programming, engagement, artist support and producing. The Engagement Assistant will work administratively and practically on a range of projects including Producer Training, Young Theatre Makers, Factory Singers, Acting Lab and Schools Take Over. Practical work on these programmes will at times include presence at and assistance of workshops, offering pastoral care for our workshop participants. The role also encompasses support on our programming work and produced shows. The work will include regular team meetings and administrative help on projects at all stages, from planning, to delivery to evaluation. Much of the Arts Team's focus during this time will be in preparation for a piece of produced new writing, to play in Autumn 2022. A scheme of multi arts engagement work will support, precede and provide a legacy for this production, which The Engagement Assistant will be supporting.

## **SCOPE**

We see this as an opportunity for someone to work closely with each member of the department, to be a member of a team where all voices are heard equally and each team member can have a genuine impact on the work we deliver, the people we engage with and the experiences we offer. The Engagement Assistant's key responsibilities will therefore be varied.

The Engagement Assistant will be line managed by the Head of Artistic Engagement and will work closely with the Artistic Director and Associate Director, to offer support across our programmes.

This is an entry level role, we are not expecting candidates to have specific experience in a similar role. The Engagement Assistant will be supported by all members of the Arts Team to develop skills in producing and programming, and delivering, and evaluating engagement work. As well as learning about the various elements involved in engaging

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communities and producing participatory projects. Tobacco Factory Theatres is run by a small team, naturally there is a great deal of cross over between departments, therefore the Engagement Assistant will develop a broad understanding of the runnings of a theatre including, marketing, development/fundraising, and operational. You will also be supported to learn more about a future career in theatre, or arts and more generally to develop your CV to support your progression onto future roles within the sector.

As a key member of our team, the Engagement Assistant will be offered complimentary tickets to see shows produced and programmed by Tobacco Factory Theatres, in line with our staff comps policy.

#### **As Engagement Assistant, you will:**

- To support the coordination and delivery of outreach community workshops related to our produced show, as well as our core in-house engagement work.
- To conduct research and think creatively about the department's creative vision.
- To work with the department and feed in ideas to support the development of the artists, children and young people we work with.
- To create social media content for the department.
- To act as a practical assistant for our workshop delivery programme, this will include attending some of our in-house rehearsals and occasional in-school workshops.
- To support the Head of Artistic Engagement in the creation of resources and audio-digital content for schools and young people.
- To record statistics and evaluation materials for projects.

#### **We would like to hear from people who have:**

- Energy and enthusiasm and a passion for provoking change.
- An interest and passion for performance and arts.
- Candidates will need to be computer literate and should have the ability to prioritise and work under pressure with organisational skills.

#### **Information about the role**

Hours per week:	25 hours per week to be worked flexibly and in agreement with the company. Working days to be discussed at interview. This will include occasional Sundays
Salary:	£10 p/h
Contract:	6 months fixed term
Employer:	Tobacco Factory Theatres
Location of post:	Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF
Responsible to:	Head of Artistic Engagement

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Trial period:	1 month
Notice period:	1 month
Application Deadline:	11.59pm on Mon 13 December 2021
	We regret that applications received after this time cannot be considered.
Interviews:	04 - 05 January 2022
Start Date:	By the end of January 2022

This role is supported by the Government's Kickstart Scheme and Creative Access. It is open to candidates aged 18-24 and in receipt of Universal Credit.

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## APPLICATION PROCESS

All applications will be considered

We strongly welcome applications from people who have faced barriers to accessing a career in the arts. If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'Skills and Experience'

If you require an Application Pack in an alternative format or have any questions about this role or the application, please get in touch with our Administrator at [theatre@tobaccofactorytheatres.com](mailto:theatre@tobaccofactorytheatres.com)

## TO APPLY

Please email [recruitment@tobaccofactorytheatres.com](mailto:recruitment@tobaccofactorytheatres.com) with the subject 'Engagement Assistant' and include all of the following:

- Your CV
- A brief cover letter (500 words) or short film or recorded audio (3 mins) detailing relevant experience and why you want this role

**Deadline:** 11.59pm Monday 13 December 2021  
Applications received after that time cannot be considered