

Thank you for taking an interest in the **Progression Producer** post.

Please find enclosed:

- Company and role context
- Job description and person specification

Please find on the website to download separately:

- Application Form;
- Equal Opportunities Form

Further documents can be found on our website [www.glypt.co.uk](http://www.glypt.co.uk) which will provide further information and background to the company and its current / recent programme of work.

To apply:

**Applications should be sent by email to [courtneytherese@glypt.co.uk](mailto:courtneytherese@glypt.co.uk) with 'Progression Producer' in the subject line.**

**The deadline for completed applications is 6pm 28 April, 2019. Please note CVs will not be accepted.**

Short listed applicants will be notified by 30 April, 2019. Interviews will take place on Thursday 2-3 May, 2019. Please indicate on your form if you will be unable to make these particular dates.

If you require any further information please do not hesitate to contact me on 020 8854 1316 or at [courtneytherese@glypt.co.uk](mailto:courtneytherese@glypt.co.uk)

Best wishes,

Courtney-Therese Sanchez Jimenez  
General Manager

Greenwich & Lewisham Young People's Theatre | GLYPT are looking for dynamic Producer for our Progression programme.

## About GLYPT and Progression

Greenwich & Lewisham Young People's Theatre | GLYPT has an established reputation, built over 48 years, as a leading creator of accessible and innovative participatory and performance work for, and with, young people. GLYPT works across Greenwich and Lewisham but also London-wide. GLYPT's mission is to make relevant, inclusive and challenging performance work as well as using culture and arts activity to engage the wider community in our venue, the Woolwich Tramshed.

GLYPT runs an extensive participatory programme including 18 weekly workshops, programmes in drama and dance as well as a significant Inclusion programme with young people with mental health challenges and those with learning disabilities and specialist half term and holiday programmes for ages 5-25. The Company creates commissions and programmes theatre for Community & Family audiences as well as touring Theatre-In-Education programmes to secondary schools across London. From our base at the Woolwich Tramshed, we now run an extensive community engagement programme including engaging with vulnerable adults, diverse communities and the delivery of our Comedy and Music programmes.

Progression is a programme of training, projects and performances opportunities for creative young people (age 16-25), alongside development support for young and emerging artists. The programme engages over 700 creative young people and emerging artists every year, to develop skills, experience and routes into careers in theatre, dance, and music. We do this by offering a broad programme of training, skills, opportunities and development support, including masterclasses, performance making projects, artist's residencies, bespoke mentoring, work placements, career advice, showcase events and mini-festivals.

To find out more about Progression, visit [www.glypt.co.uk/progression](http://www.glypt.co.uk/progression)



## **The Role**

A producer and a visionary, the Progression Producer must have experience of producing and/or directing work within a performing arts setting. Working alongside GLYPT's Artistic Director, the Progression Producer will have the responsibility of shaping, developing and delivering the Progression programme of work, engaging young people and established professional artists in a variety of projects and events whilst always pushing the programme forward.

## **Main Responsibilities**

### **Artistic and Programme Management**

- To lead and develop the Progression Programme in consultation with GLYPT's Artistic Director and leadership team, identifying crossover between programmes, and ensuring the wider GLYPT programme is coherent;
- To develop, manage and maintain new and existing partnerships for the programme, including high quality artists and companies across art forms;
- To produce and shape each Progression season (3 per year) in consultation with the Artistic Director and department heads;
- To mentor young/emerging artists/companies, identifying further performance opportunities and support from other organisations;
- To support the Artistic Director to develop collaborations/co-productions;
- To identify organisations, artists and companies to deliver training;
- To curate, design and deliver Progression's public performance events- GENERATOR scratch night (3 per year) and CHARGED mini-festival (3 per year), programming works-in-progress by young artists, as well as established/professional work;
- To liaise with GLYPT staff and partners working on the project to ensure lines of communication are clear, including leading weekly project meetings;



## Marketing

- To liaise with schools, colleges and universities to recruit participants for workshops, residencies, performances and industry events;
- To create copy and content for digital platforms, including GLYPT /Progression website, direct email, printed brochure, reciprocal marketing, online listings et al;
- To oversee the design of all print publicity for each Progression season, in consultation with the Marketing Officer;
- To manage a database of participants, artists, partner venues and organisations using GLYPT's CRM and event software, whilst complying to GDPR policies;

## Monitoring and Evaluation

- To consult with partners, participants and audiences to measure the impact of the project, as well as tracking the progression of current participants and alumni;
- To carry out additional evaluation and monitoring in line with GLYPT's wider monitoring;

## Fundraising and Budget/s

- To support GLYPT's Senior Management Team in creating future funding strategy for this project, including identifying funding sources and contributing to funding bids;
- To lead on interim and final project reporting and evaluation in conjunction with GLYPT's Senior Management Team;



## Miscellaneous

- To create a 'best practice toolkit' for Progression's Artist Residency Programme;
- To carry out any additional relevant duties to ensure the smooth running of this project;
- To support and contribute to other projects and events within GLYPT's programme, as appropriate and when required, alongside the wider team.
- Experience in project management;
- Experience as a Director or Creative Lead of a project;

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## Person Specification

### Essential Experience/Skills

- Minimum 5 years' experience as a director / producer within the performing arts
- Experience or a strong understanding of participatory arts with young people
- Experience of creating work for and with young people
- Experiencing producing and curating public performance events
- Ability to implement and manage strategic plans with clear targets and milestones
- Experience of using various digital platforms
- Ability to lead a team within a multi task environment
- Ability to work under pressure
- Self-discipline
- Good inter-personal skills
- Managing and negotiating budgets and contracts
- Strong written and communication skills



## **Desirable**

- A strong network of artists, companies, arts organisations, venues and festivals throughout London and the UK
  - Experience of collating information and report writing for funders
  - A knowledge of the communities of South East London
  - Ability to work flexible hours according to the demands of the programme
  - An understanding and knowledge of access issues with the arts, particularly with regards to d/Deaf and/or visually impaired artists and audiences.
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**Position Title:** Progression Producer

**Reporting to:** Artistic Director

### **Terms and Conditions**

**Salary:** £30,000 per annum (pro-rata)

**Hours:** Part time 0.8

**Contract:** Fixed Term – of 1 year

## **To Apply**

To apply for the role of Progression Producer, please send a completed Application Form and the Equal Opportunity Form and email to Courtney-Therese Sanchez Jimenez (General Manager): [courtneytherese@glypt.co.uk](mailto:courtneytherese@glypt.co.uk), with 'Progression Producer' in the subject title.

**Applications close 6pm 28 April, 2019.**

Short listed applicants will be invited to interview 2-3 May, 2019.

Please indicate on your form if you will be unable to make these particular dates.

