

Engagement Producer



This role is intended to make a significant contribution to Fuel's ability to achieve its mission and in particular its ambitions to reach and engage more deeply a larger number and wider range of people across the UK and internationally. As with all Fuel team members, the Engagement Producer is expected to promote and maintain an organisational culture which values the highest standards of performance, in delivering the artistic vision and in management practice, and to remain true to the company's core values of curiosity, trust, collaboration, learning, representation and creativity.

The role will involve working closely with the Director and Head of Programme as well as the producing team, and feeding into the life and work of the wider organisation.

This is a permanent full time position with a three month probationary period. We will consider 4 days per week (pro rata) and/or flexible working.

Closing date: 3rd February 2020

Interview date: 6th February 2020

About Fuel

Fuel leads the field in independent producing in the UK's live performance sector. We work with brilliant artists to enable them to share their vision with audiences.



Our strengths include:

- the reach of our programme, which is presented all over the UK and internationally
- our distinctive and celebrated approach to artist development
- our experience across a broad range of art forms
- our building-free model and approach to collaborative partnerships
- our commitment to and experience of growing new audiences for our work and for contemporary performance more widely.

We produce an adventurous, playful and significant programme of work- live, digital, and across art forms – for a large and representative audience across the UK and beyond. Through this we transform our national and global outlook and impact, engaging with the big questions of our times, creating experiences that change us and in turn empower us to change the world around us.

Our work is underpinned by the following core values: **Curiosity, Representation, Trust, Creativity, Collaboration and Learning**

Job Description

Responsible to: Head of Programme

Responsible for: Freelancers, Interns and Volunteers

Key roles and responsibilities:

1. Review and Strategy:

- To lead on the development and implementation of Fuel's Creative Engagement strategy, developing iteratively, in collaboration with the Director and Head of Programme.
- To build and maintain a national network of colleagues in arts participation and learning and to work actively to keep abreast of developments in education and engagement across the sector including case studies, legislation and best practice, including research into national and international trends and updating the Director and team regularly and ensuring connections are embedded within Fuel.
- To lead on fundraising for Fuel's creative Engagement programme, with input from the Senior Management Team, in collaboration with the Fundraising Manager, and with due consideration to Fuel's wider fundraising strategy.
- To take the lead on Fuel's approach(es) towards enabling access for all, including but not limited to people with physical and mental access needs, those who are deaf or hard of hearing, blind or partially sighted.

2. Programme planning:

- To collaborate with artists, alongside the Director and/or programme producing team members as appropriate, about on the development of artist-led engagement and participation projects and/or activity as part of and/or alongside projects.
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- To identify and engage with communities connected with the mission and themes of Fuel's programme of work with a view to shaping Fuel's engagement activity to their needs and interests, building on, and ensuring that Fuel's core values and ethos are met and lie at the heart of the work.
- To initiate and propose new ideas for participation and engagement activity – both long-term and strategic where that is beneficial, and fleet of foot and responsive where opportunities arise.
- To work with the Head of Programme to embed engagement and participation activity across Fuel's future programme plans.
- To support the producing team to develop engagement plans for individual projects providing advice, contacts, and new ideas.
- To contribute proactively to Fuel's relationship management, co-ordinating communication with key partners and collaborating with the team on stakeholder events.

Job Description

3. Project Delivery:

- Oversee the delivery of the 10% free ticket initiative across Fuel's programme of work
- Oversee, advise and deliver where appropriate participation activity as part of Fuel's programme
- Maintain good relationships with artists, supporting their needs, communicating regularly and clearly with them in collaboration with the Director
- Maintain good relationships with existing partners and to develop positive relationships with new partners both within the arts and across other sectors
- Undertake negotiations and agree terms of collaborations with partners
- Report to the Head of Programme and Director on a regular basis, on the progress of activity, highlighting any significant challenges, risks and mitigations, proposing solutions

4. Evaluation and Legacy:

- To lead relevant project evaluations, including capturing data and compiling end of project reports
- To nurture the integration of creative engagement across the team, learning from different models across Fuel's many projects, identifying opportunities for replication of strategies as well as innovation
- To lead quarterly reviews of this role and progress against the job description and agreed work plan with the Head of Programme and Director
- To update the Creative Engagement Strategy quarterly, in consultation with the team, with relevant learnings and taking into account resources in place.
- To contribute to the evaluation of individual projects and to ensure the evaluation of Fuel's engagement activity against agreed aims and targets, both qualitative and quantitative, in line with Fuel's evaluation methodology.

Job Description

5. General Responsibility:

- To share skills and knowledge actively with the rest of the team so that new ways of working and good practice can be spread amongst the team
- To attend regular meetings with members of the Fuel team and other internal and external meetings
- To attend all relevant work in progress, previews, press nights and launch events
- To keep up to date with current arts policy particularly in the creative arts sector and to report developments to the team
- To follow Fuel's policies and contribute to their ongoing reviews
- To undertake any other duties as reasonably requested by the Head of Programme or Director



Person Specification

Essential:

- A minimum of five-years relevant experience in a venue or independent live performance company
- Experience of running engagement programmes in an arts setting
- Strong collaborative skills
- A proven aptitude for time management and the ability to work to and maintain a tight schedule
- Excellent communication and written skills and the ability to work with a wide range of people from varied backgrounds
- An understanding of and a passion for contemporary theatre
- A hard working, personable and unflappable nature

Desired:

- Familiarity with Fuel's projects, the artists we work with and audiences we engage with
- Understanding of the wider arts sector in the UK

Terms

Hours:

10am – 6pm Monday to Friday. Some evening and weekend work may be required.

Fuel operates a Time Off In Lieu system.

Base:

Somerset House, West Wing, Strand, London, WC2R 1LA

The role involves travel around the UK and, occasionally, internationally.

Salary:

£32,000 - £35,000 per annum, depending on experience.

Fuel offers a designated stakeholder pension scheme and operates a childcare voucher scheme.

We will consider flexible/ part-time working for the right candidate.

Holiday:

25 days per year plus bank holidays

Contract:

This is a permanent full time position with a three month probationary period. We will consider 4 days per week (pro rata) and/or flexible working.



How to apply

- The application form includes specific details for completion, and must be completed and submitted in one attachment by e-mail, to arrive by **10am on 3rd February 2020** to:
admin@fueltheatre.com.
- Interviews will take place on **6th February 2020**. Please ensure you are free to attend the interview date.
- Please note that we cannot accept CVs.