

• fuel
2021

ENGAGEMENT MANAGER

WWW.FUELTHEATRE.COM



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

- 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 performances more widely

OUR VALUES

- | | |
|---|---|
|  Curiosity |  Collaboration |
|  Representation |  Sustainability |
|  Trust |  Learning |
|  Creativity | |

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, transforming our national and global outlook and impact, and engaging with the big questions of our times.

OUR PROGRAMME OVER THE LAST YEAR

Fuel launched our autumn/winter 2020 season of work entitled #ComeWhatMay, with the aim of finding safe ways to connect with each other, sharing stories and ideas, sharing space – real and virtual. Connecting with audiences, especially those traditionally under-served in the arts, is core to our purpose: when our planned programme was canceled, we held on to our values and trialed different ways to serve those audiences.

These included: commissioning stories to be told by actors to isolated, rural audiences living in digital poverty by phone; turning a planned live performance for housing estates in Newcastle and London into a film to be streamed to their homes, with watch-along parties online and food deliveries; delivering a community engagement project for children in Hartlepool by parcel, providing opportunities for families to be creative and collaborate with local arts college students.

We work in bespoke ways to develop ideas from the very first spark, shaping teams and partnerships to serve the work, identifying audiences early on, and thinking about access, sustainability, and engagement opportunities from day one.



JOB DESCRIPTION

Engagement is at the core of all of Fuel's work. With a new, ambitious programme of work with schools and communities across the UK, this is an exciting time to join the team.

We are looking to find a new member of our team who is passionate about access and inclusion, learning, and the benefits of creative opportunities for people of all ages and demographics.

The ideal candidate will be a confident communicator, with a keen attention to detail and a highly organised, methodical approach.

This is a permanent full-time position with a three-month probationary period. We will consider flexible working for the right candidate.

Closing date: Monday 16 August 2021, 10am

Interview date: Thursday 19 & Friday 20 August 2021



JOB DESCRIPTION

Line manager: Head of Programme

Responsible for: Freelancers, Interns and Volunteers

Key roles and responsibilities:

1/ Idea Development:

- Initiate and propose new ideas for participation and engagement activity - both long-term where that is beneficial, and fleet of foot and responsive where opportunities arise.
- Work with the Head of Programme, Executive Director and wider team on the development of a dedicated engagement area within Fuel Digital.
- Work with the Director, Head of Programme and Development Producer to embed engagement and participation activity across Fuel's future programme plans.
- Support the producing team and collaborate with artists (when appropriate) to develop engagement plans for individual projects providing advice, contacts, and new ideas.
- Nurture the integration of engagement across the team, learning from different models across Fuel's many projects, identifying opportunities for replication of strategies as well as innovation.

2/ Access and inclusion:

- 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 d/Deaf or hard of hearing, blind or partially sighted.
- Contract and manage freelance access managers when appropriate.
- Oversee the delivery and distribution of the 10% free ticket initiative across Fuel's programme of work (including liaising with community partners and ensuring tickets reach people who could not otherwise access our work).

3/ Schools relationships:

- Support the delivery of our growing and varied portfolio of work with children and young people in, with and for schools across the UK.
- Build and nurture strong, lasting relationships with schools ensuring future engagement with Fuel's work.
- Recruit schools to join Fuel's projects, including writing web/email copy and carrying out phone communications.
- Maintain Fuel's database of schools and community groups, ensuring all information is correct and up to date.



4/ Community Relationships:

- Identify and engage with communities (across the UK and internationally) connected with the mission and themes of Fuel's programme of work with a view of shaping Fuel's engagement activity to their needs and interests, building on, and ensuring that Fuel's core values and ethos live at the heart of the work.
- Manage and grow Fuel's Local Engagement Specialist national network and implement a structure for knowledge exchange, training and signposting events and opportunities.
- Maintain good relationships with existing partners and develop positive relationships with new partners both within the arts and across other sectors.
- Undertake negotiations and agree terms of collaborations with local partners and community stakeholders.

5/ General:

- 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.
- Lead relevant projects evaluations, including capturing data and compiling end of project reports.
- Share skills and knowledge actively with the rest of the team so that new ways of working and good practice can be spread.
- Attend regular meetings with members of the Fuel team and other internal and external meetings.
- Lead quarterly reviews of this role and progress against the job description and agreed work plan with the Head of Programme.
- Follow Fuel's policies and contribute to their ongoing reviews.
- Undertake any other duties as reasonably requested by the Head of Programme or Director.



PERSON SPECIFICATION

Essential

- A minimum of three years relevant experience in a venue or independent live performance company.
- Experience of running engagement programmes in an arts, community or school settings.
- Experience of brokering relationships with schools and community groups/stakeholders outside the arts.
- Strong collaborative skills and a commitment to teamworking.
- 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 and personable.

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

Closing date: Monday 16 August 2021, 10am

Interview dates: Thursday 19 & Friday 20 August 2021

Hours

- 10am-6pm Monday to Friday but some evening and weekend work may be necessary
- Fuel operates a Time Off In Lieu (TOIL) system

Base

- Somerset House, South Wing, Strand, London, WC2R 1LA
- Please note: the Fuel team are currently working part-time in the office and part-time remotely. We are happy to discuss flexible working arrangements.

Salary

- £30,000-£32,000 per annum depending on experience.
- Fuel offers a designated stakeholder pension scheme and operates a childcare voucher scheme.

Holiday

- 25 days per year plus bank holidays

HOW TO APPLY

Please submit your application, in one PDF attachment by e-mail to:

admin@fueltheatre.com

Please save your application as follows:

Full name - Engagement Manager

