

September 2021

Dear Candidate

Thank you for your interest in the Mercury in Colchester and the role of **Engagement Producer**.

This is an exciting time to be joining the Mercury. In August this year the Mercury re-opened the theatre after a major refurbishment both back and front of house.

As one of the most ambitious producing houses in the East of England we are seeking talented, inspiring and experienced Engagement Producer to join our Creative Engagement department. Our programme is made up of a range of critically acclaimed *Mercury Productions*, which we compliment with a diverse programme of the very best visiting drama, dance, music, comedy, circus and variety available in the UK, together with a mix of creative learning events, corporate and community hires. Our Creative Engagement programme delivers high quality, relevant, inclusive and accessible opportunities for learning and participation with the Mercury's artistic programme; connecting communities with cultural activity so they can experience the benefits it brings.

The Mercury's role is to provide a social and safe space for multiple voices, giving people with different backgrounds and experiences the opportunity to take part in our creative processes, start to realise their own creative potential and, most importantly, connect.

In this pack you will find:

- Job description and person specification
- Information about how to apply

Further information about the Mercury can be found on www.mercurytheatre.co.uk

We recognise that these are challenging times for theatre, but we are committed to maintaining and building our audience, delivering artistic excellence, and growing the Mercury's reputation as a launchpad for talent and innovation in the East of England and on tour across the UK.

To apply download the application form at <https://www.mercurytheatre.co.uk/who-we-are/vacancies/>, and upload your completed application via [this link](#). The closing date for applications is **10:00am on Friday, 22 October 2021**. It is intended that interviews will be held on the 2 November.

We warmly encourage applications from people who identify as having a protected characteristic.

We look forward to receiving your application



Steve Mannix
Executive Director



Tracey Childs
Executive Producer

Introduction

The Mercury Theatre, designed by Norman Downie, was opened on 10th May in 1972. Since its foundation the Mercury has become one of the main centres of artistic excellence in the East of England, having built a large and diverse audience for its critically acclaimed programme of drama, musical theatre, family theatre and dance at home and on tour.

The new building boasts a main theatre (529 seats), a studio theatre (98 seats), full on-site workshop and wardrobe facilities, brand new rehearsal and creative learning studios and a fully renovated café bar and foyer.

The theatre plays a key leadership and strategic role in the cultural life in Essex and the wider geographical area of East Anglia. It is the only full-time producing venue in Essex and one of only three in the eastern region.

Mission

The Mercury creates and shares stories that are exhilarating, revelatory and relevant. Through the reinvention of classic texts and the creation of bold, new writing, we believe that the transformative power of theatre can enrich the lives of our community.

The Mercury is a significant regional developer of new talent, working with a range of partners across the arts, education and creative industries to deliver a studio programme and a learning, participation and professional development programme aimed at nurturing the next generation of theatre makers.

Everything we do is driven by our values of quality, innovation, diversity, and connection.

We are Colchester. We are for everyone.

Vision

Our vision is of the Mercury as a vibrant, welcoming artistic hub at the heart of the cultural life of Colchester and Essex; a place where the diverse communities of the town and its surrounding region can come together to experience exceptional live theatre and a rich programme of other performing arts; a place where anyone, regardless of background, can get involved with our creative processes and start to realise their own creative potential.



Our vision is of the Mercury as a strategically important part of the national theatre ecology and the wider creative sector, providing an important regional pipeline for creative and technical talent and contributing to the range and quality of middle-scale touring theatre, with a particular focus on drama and work for children and families.



Creative Engagement

We believe that our creative engagement work can have a significant impact on the lives of the individuals and communities that surround us. We use learning and participation as a tool to explore the world, raise awareness, educate, empower, and inspire real and lasting change.

- Our Young People's offer includes sensory activities for pre-school children, production specific workshops and our Mercury Youth Company programme, which encompasses Drama, Musical Theatre and Dance.
- Our education offer includes Literacy and Wellbeing workshops as well as CPD for teachers.
- Our adult offer includes performing arts masterclasses focussing on all areas of the industry from stage management to marketing, casting to design.
- Our Senior Social club provides participants with weekly sessions exploring play writing, reading, reviewing and exercise classes. We run weekly classes and Party Nights for SEND young people.

Our goal is to provide as many pathways as possible for people to connect with us.

We believe we all have a right to participate in high quality, engaging, challenging and meaningful theatre experiences and we aim to provide the highest standard of artistic practice for established and emerging theatre makers, our local and wider communities and young people who might become theatre makers of tomorrow.

All of our programmes aim to:

- Channel and release creativity
- Inspire and innovate
- Develop individual productivity
- Promote awareness and understanding
- Communicate and contribute
- Heighten focus and sensitivity to others

Our Artist Development Programme provides east-based artists with opportunities to refine their own practice in a safe space; in which they can challenge the way they think about their work and develop their craft. We encourage participants from the different disciplines to network and collaborate, creating new 'teams' of theatre makers ready to push the boundaries of artistic practice in our region. Through a bespoke development framework and careful coaching, we will support our artists in developing their:

- Creative voice
- Artistic strategy, personal and professional
- Self-evaluation skills - to be able to critically identify what they need to advance
- Personal wellbeing
- Understanding of arts funding

Living in Colchester

Boasting strong commuter links, a world class arts scene and charming old rustic pubs serving up gastro delights, the list of reasons to move to Colchester is endless.

Renowned for being Britain's first city and former capital of Roman Britain, its rich history dates back over 2000 years and is ripe for exploring. Colchester Castle is one of the standout attractions as one of England's most significant heritage sites.

For a town steeped in so much history, it is surprisingly contemporary in its outlook, providing residents with all the amenities we've come to appreciate from modern living. Foodies will rejoice at the plethora of food options available - these range from budget dining to world class Michelin star restaurants - and shoppers are presented with a mixture niche independent shops neighbouring the usual big name retail giants.

Colchester is home to an enviable range of attractions which provide a wide selection of things to do. Colchester Zoo is listed in the top 2 zoos in the UK and the 11th best globally. It is also home to many rare and endangered species and stages late-night meet and greets. Alongside the Mercury, there's also the Firstsite art gallery, the Colchester Arts Centre and the new Curzon cinema.

Colchester is surrounded by the green pastures of the picturesque Essex and Suffolk countryside, 135 square miles of coast and countryside. The idyllic villages of Wivenhoe and Dedham, famed as Constable country, are a short drive away, and you're less than 25 minutes away from Mersea Island, a postcard perfect seaside resort with a world-famous oyster bar.

Situated in the north east of Essex, Colchester has a population of 195,000 and is extremely popular with commuters, because of its excellent train links to London Liverpool Street - only 50 minutes away. The A12 takes you straight into London and Stansted airport is only 30 miles away.

It is perhaps stating the obvious but the cost of living in Colchester is substantially cheaper than London. Rent for a one-bedroom apartment is approximately 58% cheaper than the capital.

With a balance of urban city lifestyle and a rural living, there are many reasons why Colchester is so desirable.

For more information about our wonderful town check out <https://www.visitcolchester.com>



Job Description

Job Title	Engagement Producer
Department	Creative Engagement
Responsible to	Head of Creative Engagement
Responsible for	Freelance Practitioners
Key working relationships	Creative Director Executive Director Creative Engagement team Head of Marketing and Communications Head of Development

Purpose of the Post

Planning, producing and delivering the schools and community engagement activities of the theatre with vision, energy, ideas and enthusiasm.

Main Duties

You will be responsible for planning community engagement with the Creative Director and Head of Creative Engagement producing all of the Mercury's engagement programmes and working with the Creative Engagement team to source suitable practitioners to deliver projects. You will also deliver some workshops in schools and some of the engagement programme.

Responsibilities

The Creative Engagement Producer will also be required to:

- Work with the Head of Creative Engagement and Creative Director to develop the vision, direction and expansion of the Mercury's engagement programmes across all ages
- Plan, produce and oversee the delivery of the Mercury's engagement and participation programmes with the community
- Work with the Creative Engagement Administrator to oversee the planning and delivery of the schools' workshop programme
- Curate an inspiring and expanded programme of work for delivery for pre-school children and older people
- Plan and oversee delivery of workshops and programmes of artistic activity for a variety of ages both on and off-site to meet the requirements of partners and funders
- Work alongside the Head of Creative engagement to plan and deliver the Young Company weekly sessions for the 12 – 25 age group that are productive, safe and engaging
- Support the delivery of Youth Theatre productions as required
- Develop school holiday activity programmes and post school age activities during term times
- Ensure accurate records and registers are kept in order to quantitatively evaluate the benefit of the work delivered and to report to funders
- Work with the Head of Development on funding applications for future work and reporting for on existing programmes for funders

- Ensure that projects are designed to be commercially viable or suitable for philanthropic funding
- Ensure safeguarding procedures are known to and abided by for all practitioners.
- Act as Deputy safeguarding lead

Evaluation

- Work to ensure that projects deliver maximum impact, on budget and on time
- Instigate qualitative and quantitative evaluation to ascertain the impact of our work
- Support the Head of Creative Engagement to analyse the evaluations and create reports and recommendations for future programmes
- Support the evaluation and analysis of the youth theatre and school workshop programmes against agreed objectives, making recommendations for improvements

General Duties

- Contribute ideas to expand and develop the Mercury's participation programme
- Support the Head of Engagement with the planning and producing of contracted projects as required
- Provide regular updates and reports contributing to reports to funders, the Mercury's executive team and Board of Directors as required
- Maintain a detailed working knowledge of the Theatre's wider artistic programme, including all of its Creative Engagement activities
- Deputise for other members of the Creative Engagement department where necessary to ensure the effective and efficient delivery of all the team's activities
- Maintain positive and effective relationships with colleagues across the organisation
- Participate actively as a member of the Creative Engagement team
- To adhere to all Mercury Theatre policies included Safeguarding, Health and Safety and environmental policies
- Attend and contribute to staff meetings and/or training sessions
- Undertake any further duties as may be reasonably requested

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required in the future. It does not form part of the contract of employment.

Person Specification

Personal Qualities

- Self-disciplined, organised and self-motivated
- Ability to work in a team, contributing ideas, supporting other team members and taking on a lead role on projects as required
- Adaptable and receptive to new ideas and initiatives
- Ability to work under pressure and manage competing deadlines
- Creative flair
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels

- A strong team player and collaborator, who will work positively, supportively and in partnership with others
- An analyst who can identify individual issues whilst always being aware of the big picture
- Passion for theatre

Professional Competencies

Essential

- Experience or knowledge of current youth arts and youth theatre practice
- Track record of working with children and young people
- Track record of developing, delivering and directing participatory arts projects and programmes
- Ability to manage freelance artists and practitioners
- Excellent written and verbal communication skills, including ability to create and present reports
- Excellent IT skills, including experience of using Microsoft Office software
- Ability to establish and manage budgets with a track record of meeting financial targets
- Proven networking skills demonstrating the development of good partnerships with other individuals and organisations
- A strong understanding of and commitment to equality and diversity
- A strong understanding of contemporary performing arts
- Ability to think creatively and anticipate, negotiate and solve problems to ensure the successful completion of projects
- Strong awareness of issues relating to safeguarding children and vulnerable adults
- Awareness of Health & Safety practice and procedures

Desirable

- Experience of delivering Arts Award
- Full Clean Driving License
- Experience of liaising with fundraising and development teams
- Experience of contributing to funding applications
- Experience of using Artifax

Outline of Terms and Conditions

Salary:	£24,724 per annum depending on experience
Hours:	37.5 hours per week, although additional hours may be necessary in order to fulfil the post's requirements for which time off in lieu is available. This post will require the successful candidate to work unsocial hours including evening and weekends on occasion. You are expected to take appropriate meal and tea breaks which are unpaid.
Annual Leave:	Annual leave entitlement is 20 days for each holiday year plus statutory Bank Holidays. After five years' service, your holiday entitlement will increase to 25 days per annum.
Probationary Period:	Six months

Notice Period: Two months by either party in writing after an initial probationary period during which time the notice period is one month by either party

DBS Check: An enhanced DBS check will be required

Pension: The Theatre operates a pension scheme that meets the government's requirements under auto-enrolment.

Other Benefits

- Discount on drinks and meals in the Mercury's bar and restaurant
- The company offers an interest free season ticket loan
- The company encourages attendance at performances with an allocation of tickets to employees (subject to availability and the Mercury's ticket policy)

How to apply

To apply for this post, please send a letter of no more than 2 sides of A4, explaining what attracts you to this position, and evidence of your ability to meet the job description and person specification. You can also do this by submitting a video no longer than 5 minutes. Instructions on how to do this will automatically be sent to you after your CV has been submitted via our system.

In addition, with your application, please supply:

- Your CV
- Names and contact details for two employment/professional referees, however, we shall not take up references unless candidates are invited to a second interview

Applications should be submitted via PeopleHR [here](#) by 10:00am on Friday, 22 October 2021

First round interviews will take place on Tuesday, 2 November 2021.

The Mercury Theatre is an equal opportunities employer and actively promotes diversity in the staff team. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Please let us know if you need this information in a different format by contacting us by phone on 01206 577006 or by email on: recruitment@mercurytheatre.co.uk

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