

## Project Co-Ordinator

Thank you for your interest in the position of Project Coordinator at Open Clasp Theatre Company.

Please find the application pack attached. You should have the job description, position overview, person specification and a page about Open Clasp. Please also see [www.openclasp.org.uk](http://www.openclasp.org.uk) for further information about the company and our work.

## How to apply

1. Read the Job Description and Person Specification.
2. Send us a cover letter and an up-to-date CV. Your cover letter should Tell us why you would like to work for Open Clasp and demonstrate you have the knowledge, skills and experience needed for the role. Below is the Job Description and Person Specification to refer to.
3. You will also need to complete an equal opportunity monitoring form which will be removed before short-listing to make the process fair.
4. If you would like any further information, have any specific requirements, or would like to discuss any aspect of the role in confidence, please contact Executive Director, Ellie Turner on 07818067122.
5. Once you have completed the application form please email it to [recruitment@openclasp.org.uk](mailto:recruitment@openclasp.org.uk) putting the job title in the subject box or post it to Recruitment, Open Clasp Theatre Company, The Stephenson Building, 173 Elswick Road, Newcastle upon Tyne, NE4 6SQ. Please mark your envelope "Private & Confidential"
6. Any application forms must be received by the deadline of **5pm on the 19 April 2021** be included in the recruitment process.

We look forward to receiving your application and will reply to all applications.

We are a team of diverse people from different backgrounds we are equally valued as individuals and all able to contribute fully. We value different viewpoints and approaches, and we want our workforce to be representative of the communities that we work with and engage.

To apply you must be a woman including trans, intersex and cis. Open Clasp is **exempt under the Equality Act 2010 Schedule 9, Part 1** due to the importance of this role working closely with members and participants, who are predominantly vulnerable women, and building relationships with these groups.

Please note that, as the role involves working with vulnerable adults and financial responsibility, the successful applicant will be subject to an enhanced DBS disclosure.

### Job Summary

The Project Coordinator will be tasked with planning, organising and co-ordinating a range of projects that will support our business plan to increase the artistic, social, and financial value of the company.

Projects will be varied and will range from supporting the creative producer around our planned 'programme of work', to supporting our delivery team on training contracts, and setting up new projects.

A full induction will be given, and training provided where needed. Staff can choose to work remotely or be based in our Newcastle office, Stephenson Building (West End Women and Girls Centre), Elswick. All applications will be considered on merit and in accordance with our equal opportunities policy.

### Outline terms and conditions:

- Job Title:** Project Coordinator
- Reporting to:** Executive Director
- Part Time:** Fixed Term until 31<sup>st</sup> March 2022, part time 21 hrs per week. Funding may allow this to be a full-time role.
- Salary:** £22,183 - £24,491 depending on experience (NJC scale 5)
- Holidays:** 28 days holiday a year pro rata plus bank holidays
- Probationary period:** There will be a 3-month probationary period, at the end of which an assessment will be conducted.
- Pension:** Open Clasp operate a workplace pension scheme
- Unsocial Hours:** Whilst staff will normally work during Monday to Friday, occasional weekend working is sometimes required, and some evening work is necessary in this post.
- Notice Period:** One week during probation period, rising to one month after successful completion of probation period.
- Deadline:** 5pm on the 19<sup>h</sup> of April 2021
- Interviews:** 7<sup>th</sup> May 2021
- Desirable start date:** Ideally by the 7<sup>th</sup> June 2021

**Key Responsibilities & Duties:**

The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To support the Creative Producer and Artistic Director to coordinate the administration and logistics of Open Clasp's activities in the successful delivery of a project's aims and outcomes.
2. To work successfully and maintain strong relationships with our partners at community groups, venues and the wider theatre sector, ensuring all partners are kept informed and up to date.
3. To work successfully with and maintain strong relationships with the staff team, associates, creative team and facilitators.
4. Set up and coordinate the successful delivery of workshops (including online) and projects, putting in place arrangements with partners to ensure women can fully participate and attend.
5. Capture monitoring and evaluation information, as required, ensuring evaluation processes are agreed and embedded with partners and participants. Entering and recording data using our CRM (Customer Relationship Management System).
6. Assist the Creative Producer with contracts for workers, freelancers and venues; copyright; preparing all relevant paperwork e.g. photo consent forms.
7. To prepare and send contracts/information/script to venues for productions or actors/ agents.
8. To assist the Creative Producer and Artistic Director in the organisation of audition schedules.
9. To assist in the preparation and distribution of marketing packs and mail outs (postal and online) to promoters, partners, members and / or audiences for each production using our customer relationship database.
10. Complying with all Open Clasp policies including Equal Opportunities, Child protection and Health and Safety.

**Person Specification**

**Essential Requirements**

1. Commitment to the aims and ethos of Open Clasp Theatre Company.
2. A desire to advocate for change in the areas of inclusion, diversity and the rights of women and girls to equality and fairness.
3. Strong listening skills, an eagerness to learn and an open mind are essential. As is an eagerness to develop and share ideas as part of a collaborative team.
4. Experience of coordinating complex projects (potentially within a project administration or assistant producer role)
5. Experience in assisting the set up and management of a project including monitoring a project budget.
6. Experience of assisting with marketing and PR.
7. Experience of assisting with monitoring, evaluation, and data management.
8. Some experience and an interest in the field of theatre and the performing arts or media production.
9. A broad understanding of the arts in the UK
10. Ability to maintain good humour under pressure.

**Desirable:**

1. Ability to respond to the company's mission and vision and bring new ideas on how to realise it.
2. Ability to manage and prepare budgets.
3. Competence in graphic design software e.g. Photoshop.
4. Experience of assisting in the managing and delivery of arts or community projects.
5. Experience in assisting with the booking of tours.
6. Experience of assisting in the managing of creative and production teams.
7. Experience of updating and maintaining websites and other digital communication tools.
8. Experience of using a database or CRM System. Open Clasp use e-tapestry by Blackbaud.
9. Some experience of facilitating sessions with community groups for example, youth worker.
10. Knowledge of ITC/Equity Contracts.
11. Knowledge and experience of producing digital work for example, live streaming and installations.

**About Open Clasp Theatre Company**

Open Clasp makes truthful, risk taking, and award-winning theatre informed by the lived experiences of women and girls, working class women, women disenfranchised in theatre and society, those from minority communities and women affected by the criminal justice system. We are feminist, by feminist we mean fighting for the rights of women and girls. It means challenging injustice and being an ally with marginalised communities experiencing discrimination.

Founded in 1998, Open Clasp is part of the National Portfolio of Organisations funded by Arts Council England. We take a special interest in women and girls from the North, shining a light on their experiences through our work. We make space for debate, encouraging our audiences to walk in the shoes of the most disempowered women in society.

Our work is performed in theatres, prisons, village halls, schools, conferences, and community centres including touring to Edinburgh Fringe and off-Broadway to national and international acclaim. It resonates deep into the communities where it is created and outside ensures the under-represented are seen in a new light by both women and men, and those who can make a difference.

Our transmedia approach shapes the work of researchers and leading policy experts. We contribute to regional and national discourse, performing at the Houses of Parliament in 2016 contributing to the Prison Safety and Reform White Paper and currently on BBC iPlayer in partnership with Women's Aid and Shelter.

**Our Values:**

- To collaborate with some of the country's most marginalised women and young women, placing their lived experience at the centre of our creative processes.
- Ensure the voices of those women are heard on a national and international scale for social & cultural change.
- Make space for discussion, debate and critical conversations.
- Promote respect, equality and inclusion.
- Reflecting and celebrating the diversity of the North of England.
- Climate and ecological concerns will be reflected in our work to promote debate while acknowledging the link between responsibility and disadvantaged communities.

**We are:**

Catrina McHugh MBE – Joint Chief Executive, Artistic Director and Writer

Ellie Turner – Joint Chief Executive, Executive Director

Carly McConnell – Creative Producer

Rachel Errington – Finance and Office Manager



**Better Health**  
**at Work Award**

Bronze Award

Equal Opportunities Monitoring Form	
<p>Open Clasp Theatre Company is an equal opportunities employer. To assist us in monitoring the operation of our equal opportunities policy, and <b>for no other reason</b> please answer the following questions. (Tick box where appropriate). This information will be detached before your application is passed for short-listing.</p>	
DIVERSITY	
<p>Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnic category is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality.</p>	
<p><b>White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other white background, please state:</p>	<p><b>Asian or Asian British</b></p> <p><input type="checkbox"/> Asian Bangladeshi</p> <p><input type="checkbox"/> Asian Indian</p> <p><input type="checkbox"/> Asian Pakistani</p> <p><input type="checkbox"/> Any other Asian background, please state:</p>
<p><b>Black or Black British</b></p> <p><input type="checkbox"/> Black African</p> <p><input type="checkbox"/> Black Caribbean</p> <p><input type="checkbox"/> Any other Black background, please state:</p>	<p><b>Chinese or other ethnic group</b></p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other, please state:</p>
<p><b>Dual Heritage</b></p> <p><input type="checkbox"/> Dual Asian &amp; White</p> <p><input type="checkbox"/> Dual Black African and White</p> <p><input type="checkbox"/> Dual Black Caribbean &amp; White</p> <p><input type="checkbox"/> Dual Chinese &amp; White</p> <p>Any other dual background, please state:</p>	
SEXUAL ORIENTATION	Please tick
Heterosexual	
Lesbian, Gay and Bisexual	
Other	
Prefer not to say	
DISABILITY	

Do you consider yourself to have a disability? <span style="float: right;"><b>Y/N</b></span> If yes please give details:	
Do you need access support for the interview? <span style="float: right;"><b>Y/N</b></span> If yes please give details:	
<b>PERSONAL DETAILS</b>	
<b>Age Group</b> (please tick)	
Under 21	22-30
31-40	41-50
51-60	Over 60
<b>GENDER IDENTITY</b>	<b>Please tick</b>
Men	
Women	
Non-binary	
Prefer not to say	
<b>Gender assumed to be at birth</b>	
Male	
Female	
Prefer not to say	
<b>Where did you see this vacancy advertised?</b>	
<b>DECLARATION</b>	
I declare that the information on this form is true and complete. I understand that any wilful mis-statement or omission renders me liable to dismissal if engaged.	
<b>Signature:</b>	<b>Date:</b>
Please note there is no need to have an original signature on the form if you are emailing it back to us. In emailing the form we accept that you are declaring that the information contained within the application is correct.	