

4 August 2022

Dear Applicant

Creative Producer – Class Act

Thank you for your interest in the above vacancy. Please find attached:

- Person Specification
- Job Description
- Application Form Parts A & B

Please also refer to the Traverse Vision, Mission and Values Statement and Candidate Privacy Notice which can be viewed and/or downloaded from the jobs page on our website at www.traverse.co.uk/jobs

If you wish to apply please complete all sections of the application form, sign the declaration and send with a covering letter. If you submit your application by e-mail we will ask you to sign it at a later stage. Should you require to make your application in an alternative format please contact us as soon as possible on 0131 228 3223 or by email to jobs@traverse.co.uk and we will make every effort to meet any reasonable request.

Applications can be submitted either in typed format or handwritten in black ink. Completed applications must be either:

1. Emailed to jobs@traverse.co.uk or
2. Posted to the address marked on the application form.

Applications should arrive no later than **5pm on Sunday 14 August 2022**. Please note that late applications will not be accepted. If you submit your application by e-mail you must ensure that you receive an acknowledgement from us within two working days. Postal applications will be acknowledged by email within 2 working days of receipt. If you do not receive an acknowledgement of receipt from us within 5 days of submission please contact jobs@traverse.co.uk

The panel will interview those applicants who appear, from the information available, to be the most suitable in terms of skills, qualifications and experience. It is essential that you give full details in each of the sections and provide evidence of how you meet the particular experience and qualities sought. The Traverse will guarantee an interview to any applicant with a disability and who meets the minimum person specification criteria. Should you wish to be considered under these conditions please indicate this in the application form.

Interviews will be held in the week commencing 22 August 2022.

Please note all applicants must be able to provide documentary evidence of their eligibility to work in the UK and be in possession of any necessary work permit and/or visa.

Yours faithfully



Pauleen Rafferty
Payroll & HR Manager



Person Specification

Creative Producer – Class Act

This is a profile of the skills and aptitudes required for the post. It lists the criteria that will be used in shortlisting and selecting candidates objectively and ensures transparency in the decision-making process. The ideal candidate will be able to demonstrate these in both their application and at interview.

Qualifications

No formal qualifications are necessary.

Experience/Competency	Essential	Desirable
Experience of working with young people and communities	✓	
Experience of co-creating projects	✓	
Experience of producing creative work	✓	
Demonstrable planning and resource management skills	✓	

Skills and Abilities	Essential	Desirable
Highly organised multi-tasker	✓	
Ability to prioritise effectively	✓	
Ability to efficiently oversee and manage completion of administrative tasks	✓	
Excellent communication skills, verbal and written	✓	
Strong monitoring and evaluation skills		✓

Other	Essential	Desirable
Energetic and creative approach	✓	
A passion for promoting equality, diversity and inclusion	✓	
Must be able to travel throughout Scotland	✓	

Some Terms and Conditions:

- This is a part-time, temporary post lasting 24 months.
- Hours of work will be 3 days per week. Some evening work may be required.
- Salary is £30,000 per annum FTE (£18,000 per annum pro rata)
- A probationary period of 6 months is applicable to this employment.

- Annual leave entitlement will be calculated pro rata based on a full-time entitlement of 20 days per annum, plus 12 public holidays as designated by the Theatre. Please note annual leave is not usually permitted during the period of the Edinburgh Fringe Festival.
- A contributory, auto-enrolment pension scheme is available with matched contributions of 4%.

Additional

- Prior to commencing work, applicants must be able to provide evidence of their eligibility to work in the UK and, if applicable, any necessary work permits and/or visas.
- The closing date for applications is 5pm on 14 August 2022. Late applications cannot be accepted.
- Applicants must be available for interview in the week commencing 22 August 2022.
- The Traverse Theatre aims to be an equal opportunities employer. As such we encourage and welcome applications from all candidates who meet our minimum person specification for this post.
- The Traverse Theatre guarantees an interview to any applicant with a disability and who meets the minimum person specification criteria. Should you wish this guarantee to be applied to your application, please indicate this clearly on the application form.
- The Traverse Theatre is an accredited Real Living Wage employer.



JOB DESCRIPTION

Post Title:	Creative Producer – Class Act
Terms of contract:	24 months, 3 days per week
Rate of Pay:	£30,000 per annum FTE (£18,000 per annum pro rata)
Responsible to:	Creative Engagement Producer
Responsible for:	Class Act Producing Assistant (To be appointed)
Key Purpose:	To oversee the delivery of the Traverse's flagship Class Act programme by providing effective leadership and efficient project management, ensuring clear communication to all stakeholders internally and externally.

About Class Act on Tour

Class Act gives young people the tools to craft their own stories, in their own words. Creating live and digital performances in collaboration with the finest theatre makers in Scotland today, to create brand new, riotously funny and achingly poignant work that inspires and entertains us all.

For over 30 years, the Traverse has been delivering Class Act in Edinburgh – alongside a few stops around the globe, including in Ukraine and India, connecting thousands of young people to the arts. Now we're ready to hit the road once more with Class Act on Tour. Over the next two years we'll be touring across Scotland, taking residence in regional hubs to support young people nationwide to tell their stories.

Main 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.

- To project manage and oversee any/all aspects of producing the Traverse Theatre's Class Act on Tour (CAOT) project, across 2022-2024.
- To provide the creative leadership for the project and steer the Co-Creation Team, enlisting, liaising and collaborating with all partner venues, organisations and schools.
- To ensure the efficient running of the Class Act Co-Creation Team, including chairing regular meetings and delivering project updates to all stakeholders.
- To oversee the administrative functions of the Co-Creation Team, including (but not limited to): artist correspondence, processing invoices, archiving, organising meetings, general enquiries and minute taking.
- To act as key liaison with all partner venues for Class Act on Tour, ensuring letters of agreement/Heads of Terms are issued in good time.
- To act as the Safeguarding lead for the CAOT project, delivering training and inductions to all freelance artists, and carrying-out Disclosure checks for the project team.
- To lead on the Continuing Professional Development strand of the CAOT project, overseeing and delivering training for freelance creatives to maximise the legacy and impact of CAOT.
- To effectively manage and monitor the Class Act budget, ensuring all rates are contingent with the Traverse's Real Living Wage Employer accreditation and commitment to fair pay.

- To deliver strategic oversight and project management of all elements of the CAOT project and its associated activities, such as in-person/digital readings, script development workshops, writer development, community engagement and international projects.
- To manage the pool of Class Act on Tour associated artists and creatives, overseeing efficient contracting, review, monitoring and evaluation.
- To manage casting and creative team appointments for Class Act productions, supported by the Class Act Producing Assistant.
- To maximise the reach and return of all Class Act commissions/assets, as set out in the project plan and as guided by the insights of the Co-Creation Team.
- To ensure that the arts-based learning agenda of the project is maximised at all stages of project delivery, including the pursuit of recognised national/curriculum accreditation.
- To establish a robust evidence and learning framework to capture findings – both quantitative and qualitative – on the impact of CAOT, overseeing involvement from participants, partners, and all other stakeholders.
- To work with the Marketing and Development teams to maximise the CAOT project's visibility, reach and impact, including through the creation of digital content and blog posts.
- To collaborate with relevant team members in the completion of funding applications and reports for the CAOT project.
- To manage the process and record-keeping of evaluation, capturing evidence and archive materials of the CAOT outputs.
- To oversee the Tax Credits for the Traverse Theatre Class Act productions, led by the Head of Finance and Operations.
- Undertake Training as appropriate and as agreed with Line Manager.
- Any other duties as agreed with Line Manager.
- To adhere to and promote the Equality and Diversity Policy as set out by the organisation.
- To ensure that all services delivered through the Traverse operate within a Health & Safety framework.

This is a part-time, fixed term post funded by Paul Hamlyn Foundation





FOR OFFICE USE:

REF: CPCA-22-08

APP NO.

PART A: PERSONAL INFORMATION

Application for the post of:

Creative Producer – Class Act

1. Personal Details

Surname:	
Forename(s): (indicate the name you wish to be known by)	

Permanent Home Address including postcode:	
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Contact phone number:	
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Personal contact email address:	
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2. Other Information

If appointed, how much notice would you require before taking up appointment?	
Please detail dates you are not available for interview:	
If you have a disability, please inform us of any adjustments you require to assist you with the selection or interview processes (<i>please note this information may have to be passed on to the selection or interview panels for this purpose</i>).	
The Traverse Theatre will guarantee an interview to any applicant with a disability AND who meets the minimum personal specification criteria. Do you wish this guarantee to be applied to your application? Please answer YES or NO	
Have you ever been convicted of a criminal offence? Please answer YES or NO	
<i>(Declaration subject to the Rehabilitation of Offenders Act 1974)</i>	

3. Conditions

Only applications which contain all the requested information, will be considered. **Information in support of your application will not be accepted after the closing date for receipt of applications.**

Before you submit your application, please ensure that you are eligible for this post by referring to the job description and person specification as well as any additional information for applicants. If you are successful at interview, a complete enquiry of your eligibility will be made. If you are uncertain about any aspect of your eligibility, please contact us.

A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

Late applications will not be accepted.

4. Declaration

The information given in Parts A and B of this application is complete and correct to the best of my knowledge. Under the terms of the Data Protection Act 1998, I agree that the information given in Parts A and B of this application may be processed to provide management information for recruitment and equality & diversity monitoring purposes. This information will not be retained longer than it is needed, and paper records are normally disposed of after one year. Applicants will have the right of access to any information held about them.

Signed _____ Date _____

If your application is submitted by e-mail we will require you to sign this form if invited to interview.

Please send your completed application either by email or handwritten in blank ink to:

e-mail: jobs@traverse.co.uk

**by post to: Private & Confidential
Pauleen Rafferty – Job Application
Traverse Theatre
10 Cambridge Street
Edinburgh EH1 2ED**

The information given on this form will be used strictly for the purposes of recruitment of stated post; communicating with candidates regarding this recruitment; taking up references; and the processing of payroll, pension, tax and national insurance; and contractual obligations of successful candidates. The forms of successful candidates will be securely stored in your personnel file until six tax years following the end of your employment. Otherwise the form will be securely destroyed after a period of 1 year.



FOR OFFICE USE:
REF: CPCA-22-08
APP NO.

PART B: SKILLS AND KNOWLEDGE

Application for the post of:

Creative Producer – Class Act

1. Educational Qualifications

To the extent that you consider that education qualifications are relevant to the post, please complete this section.

Subject	Level e.g. Standard/ Higher	Result

2. University or further education

If you have attended university or college, please provide details as follows:

University or College	Details of qualifications (including title and type of degree, diploma or certificate)	Class & Division (if applicable)	Main Subjects

Post-graduate qualifications	University or College	Details of qualification	Main Subjects

3. Current Employment

Are you currently employed? Please answer YES or NO	
Name of Current Employer/Contractor	
Address of Current Employer/Contractor	
Date Started	
Employed/contracted as:	
Current Salary/Fee	
Why do you wish to leave?	

Employers'/Contractors' References

Please note that employers' or contractors' references covering the last 5 years will be required if we are considering you for an appointment following your interview.

If invited to interview, may we ask your present employer/contractor for a reference?

Yes ☐ No ☐

May we approach your previous employers/contractors for a reference if we are considering you for an appointment?

Yes ☐ No ☐

Reference details of Current Employer or Contractor (if Freelance)

Name of employer/contractor	Postal address	Email contact	Phone contact

Reference details of Previous Employer or Contractor (if Freelance)			
Name of employer/contractor	Postal address	Email contact	Phone contact

Please give the name, address and telephone number of an additional referee who need not be a current or former employer/contractor:			
Name & capacity this person knows you	Postal address	Email contact	Phone contact

To the extent that you consider it relevant to the post, detail your previous employment, including self-employment and freelance work, **starting with the most recent.**

Name, Address & Phone No. of Employer/Contractor	Job Title and Main Duties/Freelance contract details	Length of time in Post	Reason for leaving

4. SKILLS & KNOWLEDGE

Please study the **Job Description and Person Specification**. Use this space to demonstrate that you have the skills and knowledge we have asked for. You may also use this space to include any other information which may be relevant to your application.