



Travelling Light Theatre Company

Barton Hill Settlement
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Dear Applicant

Thank you for your interest in the position of **Artistic Producer** for Travelling Light Theatre Company.

Travelling Light has developed a reputation for creating outstanding theatre for and with children and young people. We are seen by many as a leader in the field of Theatre for Young Audiences. Our current Artistic Producer is retiring and we are looking for an exceptional individual to take on the role and to develop the company's future artistic vision and programme. The successful candidate must have a strong belief in the company's mission, ethos and core values.

This pack contains a variety of information about the Artistic Producer role including background information about the company, Job Description, Person Specification, Application Form and Equal Opportunities Monitoring Form.

Application guidance can be found on page 4. Please read these instructions carefully.

The deadline for receiving applications is **21st November 2016 at 12 noon**. Applications should be either posted to **Travelling Light Theatre Company, Barton Hill Settlement, 43 Ducie Road, Barton Hill, Bristol BS5 0AX** or submitted by email to **applications@travellinglighttheatre.org.uk**. Applicants will be contacted by 12th December 2016 regarding next steps in the application process. Interviews will be held in mid-January 2017.

For an informal conversation about the role please contact Ali Sully, General Manager (maternity cover) on (0117) 3773169.

We look forward to receiving your application.

Regards

Ian Reid

Chair of Trustees

Background information

About Travelling Light

Travelling Light has over 30 years' experience of making theatre for and with children and young people. We aim to create magical experiences which inspire young people's thinking, engage their emotions and fire their imaginations.

Our work is driven by the belief that every child and young person has the right to experience high quality theatre.

We are driven by our core values:

- Children and young people are at the heart of our work
- We follow our passion and belief in what we do
- We strive to be bold and challenging
- All aspects of our work are of the highest possible quality

About our work

We produce award winning professional theatre which inspires a wide age range from babies to teens and adults: we consider it vital for adults to be engaged in the work even when it is aimed at the youngest children. We tour our work throughout the country as well as international visits, and we reach audiences of 20,000-40,000 annually.

We create our work through a long process of research and development with a team of artists. Nearly all the work is devised, usually with a writer in the role of dramaturg, and a cast of actors with multiple skills. We use music, dance, puppetry, mime and movement as part of the process. Many of the artists we work with regularly are based in Bristol, as we wanted to form a pool of artists with strong skills to draw on while also bringing in new talents to keep the work fresh. We also seek out emerging artists and support them to develop their skills alongside more experienced practitioners.

We continually looking for new opportunities and new forms of theatre to explore. We often collaborate with theatres and other organisations to co-produce work, sometimes on a larger scale, sometimes for extended runs at Christmas.

We have a thriving participation programme which provides over 6,000 theatrical experiences a year for children and young people aged 0-25. These include Family Theatre, Youth Theatre, Creative Learning projects and career development opportunities. As well as the benefits to the participants, the programme helps us keep connected with young people and ensure they are the focus of all our work.

We are based in the heart of Barton Hill, one of the most deprived wards in England. We actively engage with children, young people and their families in our local area, providing a safe and welcoming space for them to express themselves through theatre. For many of our participants and audience members we provide their very first experience of theatre and one which stays with them for the rest of their lives.

Most recent productions

- We re-mounted INTO THE WEST, one of Travelling Light's flagship productions for its 20th anniversary. The show stood the test of time and was very well received by audiences.
"Incredible! From the first waves on the seashore till the last dramatic ending!! Amazing cast! For us this is the best!"
- We produced SNOW MOUSE, our first collaboration with the egg in Bath and our first show suitable for very young children aged 18 months up. The show sold out and is being re-mounted this Christmas for an even younger audience of 3 months up.
"Enchanting! I was totally enthralled by it, as was my son and my nephew."
- As part of our artist development programme we supported actor Saikat Ahamed to develop and tour his one man show STRICTLY BALTI. With our backing Saikat was able to take the show to the Edinburgh Fringe and to tour the show nationally.

"It was a very emotional experience which echoed personal dilemmas of identity as a British Asian married to an Englishman. Thank you for the language, laughter and poignancy of growing up in a country astride 2 cultures."

Company structure

Travelling Light is a charity and company limited by guarantee and is overseen by a Board of Trustees made up of eight people.

There are currently eight staff members, only two of whom are full-time: the General Manager and Artistic Producer act as joint CEO. Other staff members are the Production Manager, Participation Director, Youth Theatre Co-ordinator, Creative Learning Officer, Office Manager/Administrator and Marketing and Participation Assistant.

Travelling Light has an annual turnover of between £300-£400k with enough reserves set aside for winding down costs with funds available for either emergencies or opportunities that might arise during the course of the year. We are part of the Arts Council England National Portfolio and are funded by Bristol City Council and the Tudor Trust, with participation work funded from a variety of trusts and foundations.

The future and its challenges

The new Artistic Producer will be tasked with building on Travelling Light's existing reputation for producing excellent quality theatre and using this as a springboard for developing a new artistic vision and programme.

As with many companies in the Theatre for Young Audiences sector, Travelling Light has been impacted by a downturn in schools' engagement with theatre and the arts. Within this challenging climate we are looking to develop innovative new ways of working and have been exploring different partnerships including rural touring networks and touring into libraries.

Travelling Light receives revenue funding from Arts Council England which subsidises our core costs and investment in productions. With increasing pressure on public funding, Travelling Light is seeking to become more resilient and to reduce our reliance on public grants. The Artistic Producer will explore different models of income generation including commercial touring.

Summary of main Terms and Conditions

Please note that this is a summary only and does not form part of a subsequent contract of employment.

Job title

Artistic Producer

Hours

37.5 hours to be worked mostly Monday to Friday within core hours [10am – 4pm] but with some evening and weekend work.

Salary £30,000 - £33,000 (dependent on experience)

Contract This is a permanent position with a six month probationary period.

Annual Leave

28 days [including public holidays] rising to a maximum of 33 days increasing one day per year worked. The successful candidate can take leave when holiday days are accrued.

Pension

The company is part of the ITC/Equity Performing Arts Pension Scheme. Contributions are based on 5% of annual salary. The successful candidate is eligible to join after successfully completing their probationary period

Notice period

Three months on either side.

Application Guidance

Applications must be submitted on the enclosed application form. Please read the **person specification and job description** carefully. Make sure that you meet the criteria before making an application for the role. Make sure that you fully address the person specification when completing the Supporting Statement section. Your application will be judged on whether you meet the criteria. Only relevant information will be considered when shortlisting applicants for interview.

The deadline for applications is **Monday 21st November at 12 noon**. Applications will not be accepted after this time. Candidates will know if they have been shortlisted by Monday 12th December. Interviews will be held in mid-January 2017.

Data Protection

Personal data submitted to the company as part of the application process will be processed and held in accordance with the Data Protection Act 1998. By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures.

We reserve the right to validate all information entered on this form. If your application is unsuccessful, your details will be retained for six months after which it will be securely destroyed.

Equalities Statement

We operate an Equality and Diversity Policy which articulates Travelling Light's commitment to promoting equality and diversity in all areas of our work: from the way our services are delivered, to the recruitment and support of staff and volunteers. We aim to treat people fairly and work hard to eliminate all forms of discrimination.

We recognise that all people are different in both visible and non-visible ways. We acknowledge that everyone has different perspectives, ideas, opinions, histories, knowledge and culture and that this diversity brings great strength to the organisation. We are committed to encouraging, valuing and respecting this diversity.

We welcome applications from people from the widest possible diversity of background, culture and experience.