

CANDIDATE PACK DIGITAL PRODUCER

HELLO AND WELCOME

Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and recent ACE Uplift to a Band 1 organisation.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have 2 auditoriums (858 and 250 seats), 4 studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation. For the past 18 months they have been implementing ambitious plans to build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

OUR MISSION AND VALUES

OUR VALUES

ACTING TOGETHER:

We believe by collaborating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

COME AS YOU ARE:

We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

EVOLUTION NOT REVOLUTION:

We believe in learning from each step we make and that this propels the next, every exit can become a new entrance.

OUR STRATEGIC PRIORITIES

REPUTATION:

Grow the profile of the Belgrade as centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

RESILIENCE:

Future proof the organisation, securing longterm financial and environmental sustainability. **INCLUSION:** Embed diversity, access and inclusion in every aspect of what we do.

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OUR MISSION AND VALUES

THE BELGRADE THEATRE'S MISSION:

To be an inclusive, people-first theatre that provides transformative experiences, diverse storytelling, mutual learning, and enrichment.

As a STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

As a THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

As a THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education. Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

FACTS AND FIGURES

The Belgrade is part of Arts Council England's National Portfolio, and receives regular revenue funding from Coventry City Council.

You can view our previous annual reports and statutory accounts at www.belgrade.co.uk/about

We were the lead producers on 5 new productions, Fighting Irish, Nothello, May Queen and Family Tree, alongside our annual pantomime.

Audiences for our productions exceeded 170,000 people for c. 400 productions.

We ran 432 workshops and engagement activities for 7000 participants including schools, young people, artists and community participants.

We co-produced and supported an additional 6 productions.

“The Belgrade is woven into the fabric of Coventry in a way I believe is rare among regional theatres. There is no greater pleasure than experiencing the buzz of standing in the foyer on a Saturday afternoon, with two shows on, and a wealth of activities happening in our other spaces, rejoicing in the sheer diversity of the Theatre’s output and audiences. “ Alan Pollock, Board Member, Belgrade Theatre

JOB DESCRIPTION

Post: DIGITAL PRODUCER

Salary & Band: £31,000 pro rata

Department: Producing Team

Contract: Fixed term, 1 year

Hours: Part-time, 2 days a week Line

Manager: Creative Director

Reporting to: Director of Producing and Co-Creation

Location: Coventry

PURPOSE OF ROLE: The Digital Producer will connect with New Generations to invest in future forms of making and sharing work, with a focus on the development of artists, storytelling and new content within a dedicated digital space, working closely with the Creative Director and wider producing team.

WHAT YOU WILL DO

MAIN DUTIES AND RESPONSIBILITIES PRODUCING TEAM ADMINISTRATION AND OPERATIONS

- Lead producer for the Media Academy and other artist development and engagement programmes for 'The Jag', our associated space for digital play, content creation and digital innovation.
- Produce regular digital content such as, but not limited to, podcasts or games to connect with the Belgrade's ever-growing audience. Content will be created in collaboration with the Creative Director, Creative Teams, Communications Teams and participants of the Media Academy.
- Effectively produce project-based activity linking across each department to ensure a joined-up approach to the work.
- To work with Communications Team and Creative Director to develop new and exciting ways to engage with communities online or via social media, using the Media Academy as the catalyst.
- Support the development of a digital strategy around 'in-house' productions, including capture and original digital content in collaboration with the Creative Director, the creative teams of Belgrade productions and the Communications Team.
- Where appropriate, capturing full productions for the theatre archive and to reach audiences unable to attend or previously out of reach for the theatre.
- Where appropriate, delivering on high quality cast recording and trailers for all our in-house productions and Belgrade seasons for archive and streaming purposes.

- To liaise with artists, contractors, filmmakers and editors in the creation of content and to oversee the filming and editing processes.
- Look after the welfare and needs of participants and creatives in their interactions with the rest of the Theatre.

COMMUNICATIONS:

- Ensure clear communication to all teams on the needs of project and production-based activity and ensure that these needs are met.

WHAT YOU WILL DO cont.

ADMINISTRATION:

- Be reliable and self-servicing with regards to the administrative requirements of the job, including working within the Theatre's GDPR policy, maintain robust records, keep appropriate data records secure and up to date, and report appropriately to partners and funders.

FINANCIAL:

- Manage budgets for the work, reporting regularly to Director of Producing and Co-Creation.
- Work within the Theatre's agreed finance and accountancy procedures.

MONITORING AND EVALUATION:

- Ensure that all activity for which you are responsible is properly evaluated, in line with the Theatre's Evaluation Framework and that the necessary information is available for monitoring and evaluation.
- Work closely with members of the Communications Team on monitoring, reviewing & developing strategies to engage communities with the broader Theatre.

GENERAL:

- Undertake any other duties which are consistent with the function of the job including attending staff meetings and training courses.
- Develop an understanding of the Belgrade Theatre brand.
- Work at all times within the Theatre's Equal Opportunities Policy, and especially to create and maintain equality of access for local people to appropriate activities for self-expression within an atmosphere of mutual trust and respect.

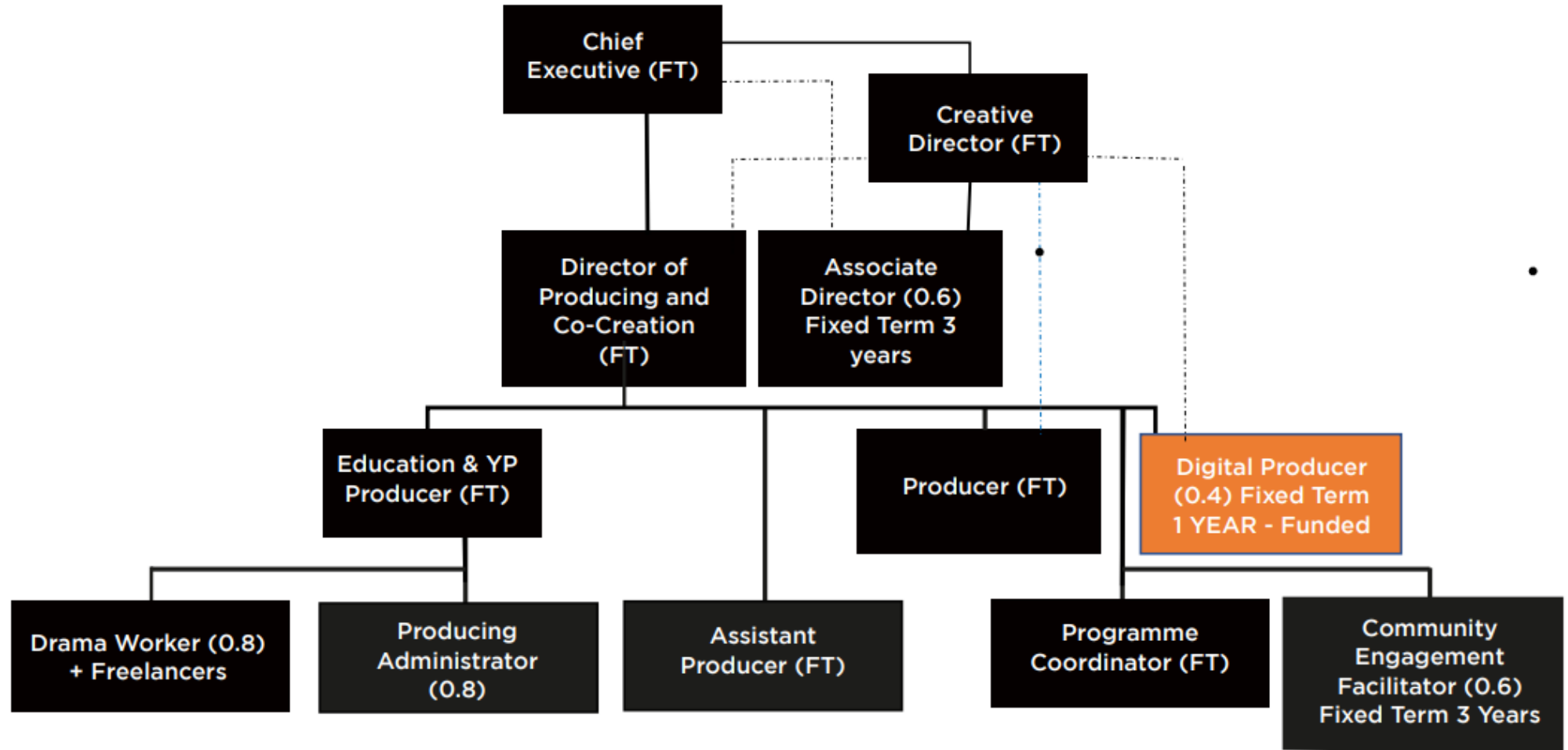
- Work within the Theatre's policies, in particular within its Safety, Health and Environment policies, and ensure adherence to these policies by freelance workers.
- Act as ambassador for the Theatre in general.
- Act as the central point of contact for all staff, partners, local authorities, Local Partnerships, community groups and suppliers in relation to Community activities.
- Ensure an inclusive environment for the Belgrade's work with participants and artists.
- Carry out any other duties as reasonably required by the role.
- Work in line with the Belgrade's core values of inclusion, collaboration, evolution and authenticity.

WHAT ARE WE LOOKING FOR?

EXPERIENCE AND ATTRIBUTES

- A track record of project managing or producing high quality, impactful digital content.
- Highly organised with experience of managing multiple projects on time and to budget.
- A track record of leading learning and engagement programmes, with young people.
- An expertise in digital/screen skills.
- Making videos, podcasts and images: be skilled in all aspects of digital media production, sound recording, capturing images, editing and crafting a story, often under time pressure.
- An understanding of audience engagement and an aspiration to develop new global audiences for cultural work.
- An enthusiasm for new writing and theatre.
- Working with Marketing and Producing teams to maximise reach and impact of the work.
- Sound judgement: making good editorial decisions quickly, knowing what tone to take with a story and how to intervene in an intense online discussion.

PRODUCING TEAM WORKING STRUCTURE



ADDITIONAL INFORMATION

Starting date:

Week commencing 8 January 2024

Probationary period:

Three months during which time the notice period is one week. After confirmation of appointment the notice period increases to two months.

Working Hours:

Working hours will be 2 days / 15.5 hours per week (pro rota of 5 days/39-hour week) with occasional evening and weekend work as and when projects require.

Overtime:

Overtime is not payable but sixth day working and excessive additional hours will attract TOIL (time off in lieu) if agreed in advance with your Line Manager.

Pension:

Auto-enrolment with Belgrade currently making 3% employer contributions, which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available.

Holidays:

28 days per year, including Bank Holidays, rising a day per year, to a maximum of 33 days.

Location:

It is our preference that the Digital Producer lives within easy commuting distance of Coventry.

The Belgrade operates a House Agreement based on the UK Theatre/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Hand Book outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters.

The Belgrade is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Due to the job tasks of this post it will require an Enhanced Disclosure & Barring Service (formally CRB) check.

Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café Bar and Bars.

The Theatre's offices are Covid safe and set up with all facilities that the job requires.

On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

HOW TO APPLY

Please send CV and covering letter by midnight on Thursday 30 November 2023 to recruitment@belgrade.co.uk reference: Digital Producer as the subject, addressing the following points:

- Why you want to work for The Belgrade Theatre.
- What experiences and skills you have that you feel will illustrate your suitability for the role.

Alternatively, we can accept applications in other formats including voice note or video.

Your cover letter should be no more than two sides of A4/500 words or a video/voice note of no more than five minutes in length.

If you are applying through the Disability Confident Scheme, please reference that in your cover letter/ application, and also complete the disability confident survey via this link: [Disability Confident Survey](#).

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently under-represented in our industry.

Interviews will take place w/c 11 December.

EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop



policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

**Please complete our monitoring form via this link:
Diversity and Equal Opportunities form.**