

# Circusful

**Trainee producer**

**May 2022**

## **A bit about us**

Circusful, formerly Belfast Community Circus School, was founded in 1985 and is Ireland's premier circus arts organisation. Every week we run classes for around 400 children, young people and adults in our headquarters in Belfast's Cathedral Quarter, which is the first and only fully equipped, purpose-built circus arts centre on the island.

We also run a ground-breaking social circus programme which means we can introduce circus to a variety of communities within and outside Belfast including care-experienced young people, people with learning disabilities and young people living in areas that are still impacted by the legacy of the troubles.

Our classes and social circus work also involves putting on shows and events and our sister organisation, Festival of Fools, delivers the largest circus and outdoor arts festival on the island of Ireland, with over 70 performances taking place on the streets of Belfast City Centre and Cathedral Quarter.

We also have a close relationship with Premiere Circus, a performance agency who provide the best in street theatre, walkabout and performance for a huge range of events. Premiere Circus donate their profits to Circusful and many of their performers deliver our classes and social circus programme.

Over the past three years we have focused on listening to our circus family and key stakeholders about what they think our strengths are and where we can do more. Out of that work we identified the need to rebrand and redefine our purpose.

It's important to us that the people who love us have been part of that journey and continue to be part of that journey as we:

- build on our legacy
- understand the now, and
- propel ourselves into the future.

Over the last 2 years we have been working hard to develop a new strategy and make internal changes so that we have the right people in the right roles to implement our strategy until 2025.

We're proud of the work we have done to get us to here and we believe we can hold our heads high as we continue to develop Circusful with our history, brand, vision, mission and values at the centre of everything we do.

## **Vision**

A 21st Century where streets, hearts and minds are filled with the wonder and colour of circus.

## **Mission**

We support people to surprise themselves through circus. We meet them where they are, have fun and create a community together.

## **The Role**

We are delighted to have received funding for a Trainee producer for the next three years.

This role is an amazing opportunity to learn all about producing in an established circus school as we enter an exciting phase in our development. The Trainee producer will work across our programmes as well as supporting the development of our artists, while learning about the practicalities of managing a venue and helping to manage digital communications and support innovative digital projects. The successful candidate will develop a suite of skills and invaluable experience that will be transferable across the arts as well as developing relationships across the arts sector.

## **Role purpose**

The Trainee Producer will focus on the following areas of work alongside other members of the Circusful team:

- 1. Arts and artist development**
- 2. Youth and Adult Circus Programme**
- 3. Events, Festivals and Commissions**
- 4. Digital**
- 5. Socially Engaged Practice**
- 6. Facilities and venue management**

## Key Facts:

- **Who this role reports to:** Head of Programmes, Pathways and Participation
- **Contract Term:** Full time, permanent, subject to funding. Probationary period of 6 months applies. This role is funded for three years.
- **Salary:** This role will pay the Real Living Wage which is currently £9.90 per hour
- **Pension:** 5%
- **Holidays:** 26 days per annum and 11 public holidays pro rata and subject to review
- **Location:** Some time will need to be spent in our Circus School in Belfast. Some of your time can also be spent working remotely as needed/determined by the task.

We have recently introduced the following employee benefits:

- Employee Assistance Programme including short-term counselling support.
- Fruit, tea, coffee, herbal teas, milk/plant milk provided.
- Your birthday off (included in annual leave allowance of 26 days).
- Free self-led training in our circus space.
- Core team hours and flexible start and finish times.
- Vouchers for eye tests.
- Access to an interest free hardship loan for employees with more than two years of continuous service.

## Main responsibilities:

### What this role will be doing:

#### 1. Arts and artist development

This role will work with the Head of Programmes, Pathways and Participation and the wider team to support local, national and international circus artists to develop their practice, secure paid work and learn about the wider circus and outdoor arts sector in NI, UK, Ireland and beyond. This will include:

- identifying funding opportunities and contributing to the development of funding bids
- supporting the delivery of Festival of Fools and other paid performance opportunities
- identifying partnerships for artist residencies.

## **2. Supporting the delivery of circus classes**

The Trainee producer will develop their knowledge and experience of delivering an annual programme of classes for people of all ages. They will also support our plans to develop new pathways into and progression routes through the arts for our young people including:

- support the delivery of weekly youth and adult circus classes
- help to set up and support a Youth Circus Performance Troupe
- support and implement project planning, delivery and evaluation in collaboration with our trainers and the Head of Programmes.

## **3. Events, Festivals and Commissions:**

By supporting the delivery of aspects of Festival of Fools, showcases and commissions our new Trainee producer will develop key skills in event management including event planning, risk assessments, front of house, ticketing, programming and technical co-ordination. This aspect of the role will include:

- supporting events at Festival of Fools, such as Circusful corner and managing the Front of House function
- supporting in-house showcase events and presentation of external shows at Circusful
- booking performers for external events and identifying further paid opportunities
- supporting the delivery of special commissions and projects with Circusful and other partners (for example, a high-profile commission in partnership with Imperial War Museum and University of Ulster)
- developing budgets and monitoring spending
- working to develop/update risk assessments and event plans as needed
- briefing volunteers and other team members working an event
- contributing to the development of a monitoring and evaluation plan for each show/event.

## **4. Digital**

Like many arts organisations we created digital content for the first time during the pandemic and we are keen to develop our practice and capacity in this area. The successful applicant will help to develop our digital strategy in terms of artistic collaboration and our use of digital platforms for marketing and presentation including:

- contributing ideas to develop collaborations between digital and circus artists

- supporting digital marketing to expand Circusful's presence on social media platforms
- delivering a hybrid or digital event.

**5. Socially Engaged Practice.** Supporting our social circus programme, the Trainee producer will develop an understanding of working with communities and targeted groups to support social change through circus and other arts activities. This will involve:

- working with the outreach team to identify target groups for projects
- supporting and implementing project planning, delivery and evaluation in collaboration with expert tutors
- researching related organisations and supporting the development of best practice guidelines for Circusful's socially engaged area of delivery including project planning and evaluation.

## **6. Facilities and venue management**

With our own purpose-built circus school where we hold circus classes, masterclasses for circus professionals, events including Festival of Fools shows, provide training space for artists, this role will develop the skills needed to maintain and manage an arts space. The trainee profession will work with the Head of Programmes, Pathways and Participation to deal with daily facilities management as well as planning and managing our events.

- contributing to the implementation of appropriate health and safety measures and completing relevant documentation
- carrying out risk assessments as required.

### **Across all work areas/other duties:**

- Act as a key holder.
- Identify opportunities for improvement across the business as a whole.
- Participate fully in team meetings, gatherings, away days and events.
- Identify and completing relevant training opportunities.
- Any other duties as requested.

## Our values:

Our values are about how we do everything so this role will include thinking about how to deliver objectives and tasks in a way that resonates with our values every day.

- **Community** - Our circus family connects and provides opportunities for everyone.
- **Persistence** - Our circus ethos is that we all try, allow ourselves to fail and understand that this is how we grow, individually and together.
- **Playfulness** - It's how we work and the atmosphere we build to bring a sense of fun and creativity to everything we do.
- **Collaboration** - We connect to create and develop brilliant relationships and success is always shared.
- **Curiosity** - We approach everything with an open mind, courage and resourcefulness.
- **Shared Leadership** - We develop it, nurture it and share it between ourselves and those we work with.

## Who you're likely to be working with:

Our relationships with each other and all the people we work with are essential to everything we do. We've thought carefully about how to deliver our strategy and identified the following roles that this role will work with more often:

- Head of Programmes, Pathways and Participation
- Team Coordinator and Receptionist
- Project Officer - Social Circus
- Outreach Officer

## You might thrive in this role if:

- You're full of ideas and love bringing them to life.
- You come alive working with people and supporting them to work with you to get stuff done.
- Creativity is an important part of who you are, and you love solving problems.
- You're committed to a career in the arts and are curious about circus as an artform and the difference it can make.

All applications will be assessed to determine the extent to which the applicant demonstrates and evidences the following essential criteria. The desirable criteria will be used to select those candidates we will interview should more than four people meet the essential criteria.

## **Essential skills and strengths:**

If you have these skills and strengths, you are more likely to enjoy the day to day demands of this role:

- You are good at building relationships with other team members and customers.
- You are very organised and enjoy planning, solving problems and meeting deadlines.
- You take pride in communicating clearly in person, on the phone and in writing.
- You pay attention to the detail including working with financial information and get a sense of satisfaction out of delivering good administration and record keeping.
- You are available to work on evenings and weekends to help deliver festivals, events and shows.

Essential understanding/experience:

Being able to draw on the following experience will be essential in this role:

- Experience of using Microsoft Office and other PC based computer software/databases etc.
- Experience of creating digital content and using a variety of social media platforms.
- Experience of creating and producing shows in a voluntary capacity or as part of your studies.

## **Desirable understanding and experience:**

If you also have the following understanding and experience, you will do well from the very beginning:

- Engagement with the arts and arts organisations, for example, through volunteering or participation. You do not have to have experience of working in an arts organisation for this role.
- Experience of using a Customer Relationship Management System/Salesforce
- Experience of managing projects from inception to completion.
- Experience of working with young people.

## Application process:

- **Ready to apply?**

Send the following to: [hello@circusful.org](mailto:hello@circusful.org) by **midnight on 24 May 2021**:

- A covering statement (no more than two sides of A4) that clearly evidences how your skills, knowledge and experience meet the criteria listed above.
- An up-to-date CV.
- Contact details for two referees who are current/previous employers and/or someone who has taught you at school, college or university. We may approach your referees before the process has concluded. If you'd rather we didn't please note this on your application.
- Details of how much notice you are required to give your current employer, if relevant.

- **What about the interview format?**

- We expect interviews to take place on/around **31 May – 3 June**.
- We hope to be able to do face to face interviews in our premises on Gordon Street. Should this not be possible for any reason we will use Zoom.
- Let us know if you have any access requirements in order to participate fully in the interview.
- We may:
  - ask applicants to do a presentation/undertake a seen/unseen task.
  - involve the wider team in recruitment.
  - opt to have a second round, if needed.

## Do you have questions or want to know more?

- Email Jenna (CEO) [Jenna@BelfastCircus.org](mailto:Jenna@BelfastCircus.org) to arrange a time for an informal (confidential) chat.

## And finally

- Circusful is an equal opportunity employer and committed to ensuring that the talents and resources of all our employees are utilised to the full. We do not and will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the grounds of perceived religious or political affiliation, sex, sexual orientation, marital status, disability, colour, race or ethnic origins.
- Any job offer will be subject to:
  - Demonstrable right to work in the UK.
  - Satisfactory references.



