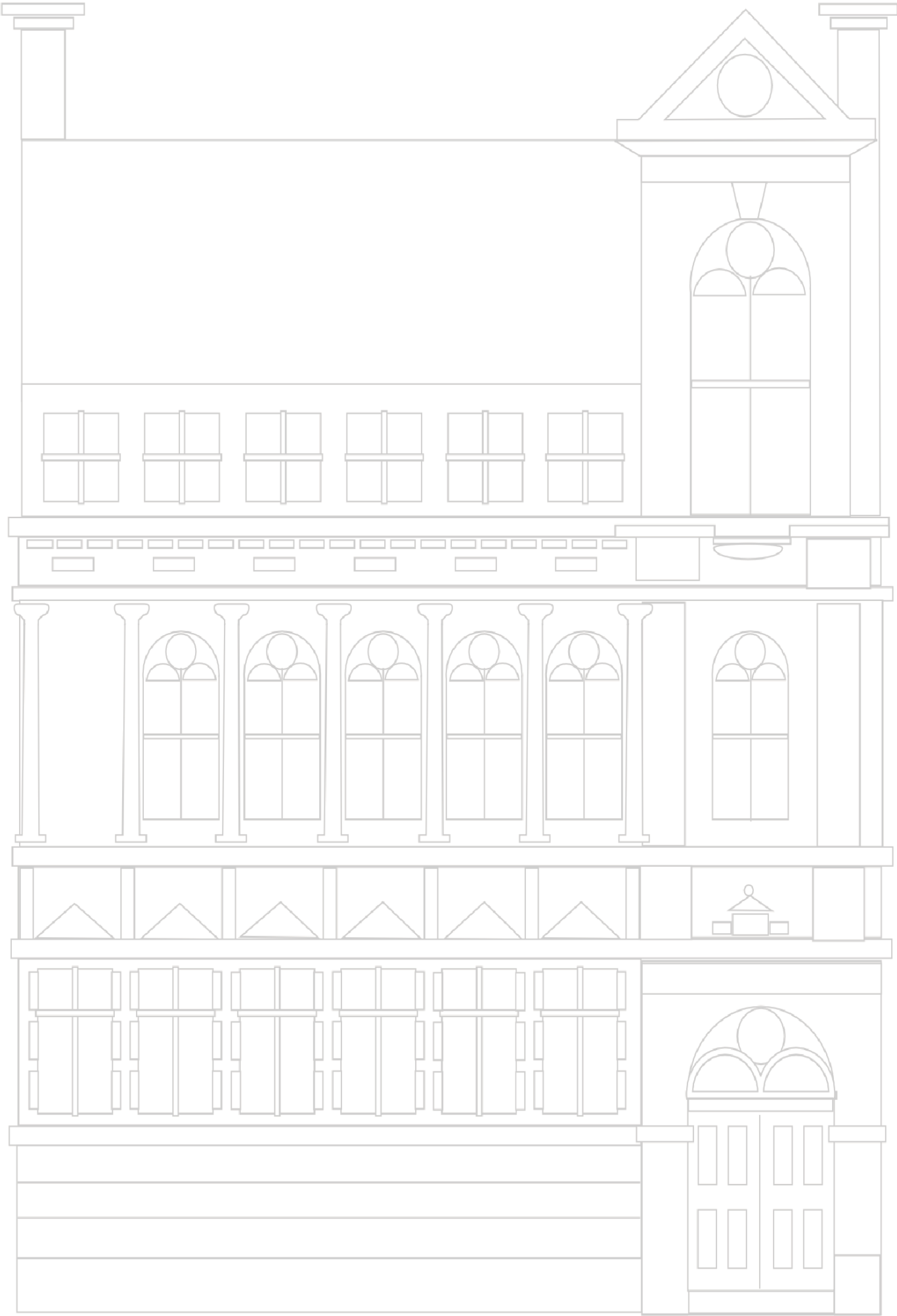


# THAT'S POWERFUL PROJECT MANAGER

RECRUITMENT PACK





## WHO WE ARE...

The Playhouse is a vibrant theatre and arts organisation in Northern Ireland. We're a national asset: an award-winning producing theatre, an empowering centre for learning and a global leader in arts and peaceful change. We matter locally, regionally and to the international communities we connect with.

We're a space to make meaning and a place that's here for good. We believe in inclusion, inspiring creativity and opening up the imaginative world of theatre, dance, art and music for everyone to enjoy.

We have three strategic areas of endeavour: Producing Art, Empowering People and Making Peaceful Change.

You are connecting with The Playhouse at an exciting phase of growth and renewal. The successful candidate will join a dynamic and innovative team in making bold, high-quality art and engaging programmes that meet the needs of today's world and these powerful times.

The Playhouse is core funded by the Arts Council for Northern Ireland, Derry City and Strabane District Council, and Community Relations Council and is supported by a range of Trusts and Foundations as well as business partners, sponsors, philanthropists and members.

**Registered with the Charity Commission for Northern Ireland**  
**No: NIC 100119 | Company Registration: NI 26912**

PLAYHOUSE CORE FUNDERS:





## THE ROLE

<b>JOB TITLE:</b>	That's Powerful Project Manager
<b>CONTRACT:</b>	Full Time, Fixed Term 1 year (with possibility of extension)
<b>BASE:</b>	The Playhouse, Derry-Londonderry. With flexibility for hybrid working to be negotiated.
<b>REPORTING INTO:</b>	Creative Director
<b>KEY RELATIONSHIPS:</b>	Creative Director, Producing Team, Development Team, Finance Team and other Playhouse staff; That's Powerful Project Partners
<b>HOURS:</b>	37.5 Hours
<b>SALARY:</b>	£30,000 - £32,000
<b>BENEFITS:</b>	Contribution Pension Flexible working policy 37 days Annual Leave Which includes Bank Holidays Staff Wellbeing Programme to include social activities Training and development and discounted tickets to performances



## WHO WE ARE LOOKING FOR

The Playhouse wishes to recruit a That's Powerful Project Manager to support the development, coordination and delivery of The Playhouse's That's Powerful Programme.

The That's Powerful Project Manager will do so in line with the Vision and Mission of The Playhouse and within the Arts & Peace-making Strategy, working closely with the Creative Director.

We are looking for an effective team worker able to work in close collaboration as well as autonomously when required. You will be committed to widening diversity and promoting social mobility as well as delivering a high standard of work at all times. You will have a common-sense approach to problem solving and be able to maintain discretion and confidentiality at all times.

A distinctive and exciting role we are open to working with people from a range of backgrounds who have the relevant key skills as well as the ability and desire to learn the full scope of the job.



## **KEY RESPONSIBILITIES**

### **PROJECT DESIGN, PLANNING AND SCHEDULING**

- Working closely with the Creative Director to ensure the delivery of high-quality That's Powerful Projects from their concept to their completion, undertaking logistics planning and administration.
- Devise and propose project plans and schedules aligned to the overall Playhouse and Operations programming timeline.
- Work closely with all internal staff and external contractors to ensure all operational requirements are delivered and high-quality service levels met.
- Ensure That's Powerful projects and programme administration is effectively maintained.
- Lead all project administration and maintain all project records.
- Contribute to and regularly update the global schedule and maintain a calendar of events, liaising with the wider Playhouse team as required.
- Work with colleagues in Producing and Marketing to maximise opportunities to market and extend the programme.
- Set up and record meetings as required.

### **ARTIST AND PROJECT TEAM LIAISON AND MANAGING RELATIONSHIPS**

- Support artists, freelancers etc. and The Playhouse team by recruiting fair and equitably; administering, issuing, collecting and securely filing contracts.
- Collect required additional documentation for contracted artists as per The Playhouse standard procedures for e.g. Access NI checks etc.
- Prepare briefings for all project stakeholders including creative teams, staff, chaperones and/ or volunteers.
- Organise travel and accommodation requirements for practitioners and colleagues as needed.
- Liaise with artists/creative teams to gather all requirements and collate relevant information.
- Event management as necessary, including supporting rooms/venues set up, sourcing materials, equipment, managing catering needs, securing chaperones, and preparing signage.
- Undertake get out and storage of content post-events.
- Act as a positive ambassador for That's Powerful and The Playhouse.
- Act as a main point of contact and lynchpin for partner schools, community groups, practitioners, stakeholders and Playhouse teams involved in That's Powerful.
- Proactively maintain engagement with participating schools, community organisations and peace-making networks to support their involvement.
- Scrutinise evaluation and anecdotal feedback with the Creative Director and other Playhouse colleagues to ensure that the project is having maximum impact.
- Support and provide training for That's Powerful practitioners where applicable.

### **EVENT MANAGEMENT**

- Manage groups/ visitors' attendance where appropriate at The Playhouse and at off-site venues.

- Support the delivery of That's Powerful virtual training events and workshops as relevant.
- Liaise with colleagues and partners on the effective management of That's Powerful sharings, performances and/ or events.
- Liaise with internal and external partners where The Playhouses That's Powerful activity is profiled.
- Liaise with the Creative Director to identify, brief and secure practitioners, speakers and/or representatives.

## **FINANCIAL MANAGEMENT**

- Working within The Playhouse Financial Procedures, undertake financial management of That's Powerful projects/ the That's Powerful programme: managing budgets, monitoring costs, producing accurate forecasting, maintaining accurate records, raising purchase orders and processing transactions and administering weekly instructions to payroll.

## **COMPLIANCE**

- Ensure a safe, inclusive and welcoming environment by adhering to all compliance requirements including Health & Safety; Safeguarding; Equality and Diversity; management of data in line with GDPR; UK Border Agency checks etc.
- Ensure all copyright and licenses are secured, working with the Creative Director and Producer as necessary
- Ensure all media and image permissions are secured and all records of photography and recordings are recorded and stored securely.

## **DATA MANAGEMENT AND EVALUATION**

- Undertake evaluation and data capture to ensure That's Powerful projects and the That's Powerful programme meets targets, aligning with The Playhouse Strategic framework.
- The ideal candidate will evidence impact through case studies, feedback and films; ensuring that key findings are analysed so that That's Powerful continues to progress.
- Prepare funding reports working with Development team colleagues.
- Document projects with photos and films, booking photographers / film makers and ensuring protocols are followed working with Marketing team colleagues.
- Ensure that all attendance data is collected and recorded in line with The Playhouse systems.
- Collect and update required data on participants and store appropriately in accordance with The Playhouse Data Management and GPDR policies.
- Working with the Creative Director and Development team design and administration of evaluations, collecting and analysing feedback and assisting in the preparation of reports for funders and management.
- Work with the Marketing Team to collate data and monitoring of digital aspects of That's Powerful.
- Maintain accurate records of participation across That's Powerful and present reports.
- Work with external evaluators to gather data and provide access to records as needed.

## **PERSON SPECIFICATION**

### **Essential Skills, Knowledge and Experience**

- Demonstrable knowledge and experience in working with communities, in learning & participation, theatre and the performing arts.
- Evidence of strong administration, organisational and IT skills with the ability to prioritise and identify future workload.
- Experience of event management, able to demonstrate the ability to plan and run events from concept to delivery.
- Good interpersonal skills with the ability to work with a range of people across the organization and externally, including community organisations, practitioners, teachers, artists, administrative staff and members of the public;
- Excellent communication and writing skills with high standard of English;
- Ability to undertake a varied workload in a fast-paced environment, working on several projects simultaneously
- Significant experience of managing programmes and projects with a range of diverse stakeholders.
- Demonstrable knowledge of the National Curriculum in the UK and Ireland.
- Understanding and appreciation of theatre/ the performing arts and its potential in bringing people of difference together in shared endeavour.
- Excellent project management skills with strong organisational, administrative and time management skills and proven ability to work on several projects simultaneously to meet deadlines.
- A proven track record of nurturing successful relationships with internal and external stakeholders.
- Financial acumen with experience of effectively administering and managing budgets.

### **Desirable Skills, Knowledge and Experience**

- Attention to detail, particularly in written documentation, event planning and record keeping;
- Awareness of customer care, health and safety, and diversity and inclusion activities;
- The flexibility to work regular evenings and some weekends at events as required, for which time off in lieu will be given;
- Good leadership skills with proven ability to influence, act decisively and problem solve.
- Ability to represent The Playhouse and its projects in internal and external environments.
- Ability to give presentations in public forums and pitch to different stakeholders.
- Some experience of working with digital media.
- Awareness and understanding of Safeguarding and Equal Opportunities.
- Understanding of schools and the needs of teachers.



# EQUAL OPPORTUNITIES

The Playhouse is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.

***Applicants must have work authorisation for the UK.***

## Data Protection

The Playhouse is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit [Playhouse Data Protection Policy.pdf](#) which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.

## TO APPLY

Submit:

- your up-to-date CV, inclusive of two references, one being your current and most recent employer
- an A4 Cover letter outlining your suitability for the role in particular paying attention to address the essential and (if applicable) desirable experience, skills and attributes, *and*
- a monitoring form (see link below)

Send all 3 documents to Shauna Gallagher to whom you can also send any queries about the application process.

**BY E-MAIL:** [shauna@derryplayhouse.com](mailto:shauna@derryplayhouse.com)

**SUBJECT HEADING:** 'That's Powerful Project Manager.'

**OR BY POST:**

Shauna Gallagher, The Playhouse, 5-7 Artillery St, Derry / Londonderry, BT48 6RG

## MONITORING FORM

Please fill in and attach the following monitoring form which is available at this link

**LINK:** <https://bit.ly/3Xuqe0t>

## DEADLINE

**??? 2025**

Interviews will be scheduled ???

This role is funded by The Department of Foreign Affairs.



An Roinn Gnóthaí Eachtracha agus Trádála  
Department of Foreign Affairs and Trade

# WORKING AT THE PLAYHOUSE

***We are an open, creative and enthusiastic organisation, committed to producing excellent work.***

As well as producing highly regarded new and reimagined work in Music and Theatre (“Profoundly affecting” \*\*\*\*\* The Observer, HUME - Beyond Belief, “This chronicle of the events...with all the tragic inevitability of a passion play” \*\*\*\* The Times, The White Handkerchief, “A vivacious, complex and above all human take on a true classic...” Si Arts, Little Shop of Horrors) and a diverse visiting and co-producing programme, we’re supporting emerging talent through the new Open Arts Pathway with innovative programmes such as Bridge and The Playhouse Young Artist Programme (launching in 2024-25).

As citizen artists we’re also Making Peaceful Change through groundbreaking and inclusive work on climate action via programmes such as Artitude and That’s Powerful, enabling creativity and civic discourse through co-design.

We develop work with roots and with wings, connecting with audiences, participants and partners locally, nationally and internationally. We’re based in a historic listed building at the heart of the vibrant and distinctive walled city Derry-Londonderry.

If The Playhouse sounds like something you want to be a part of, come join us and we look forward to working with you.





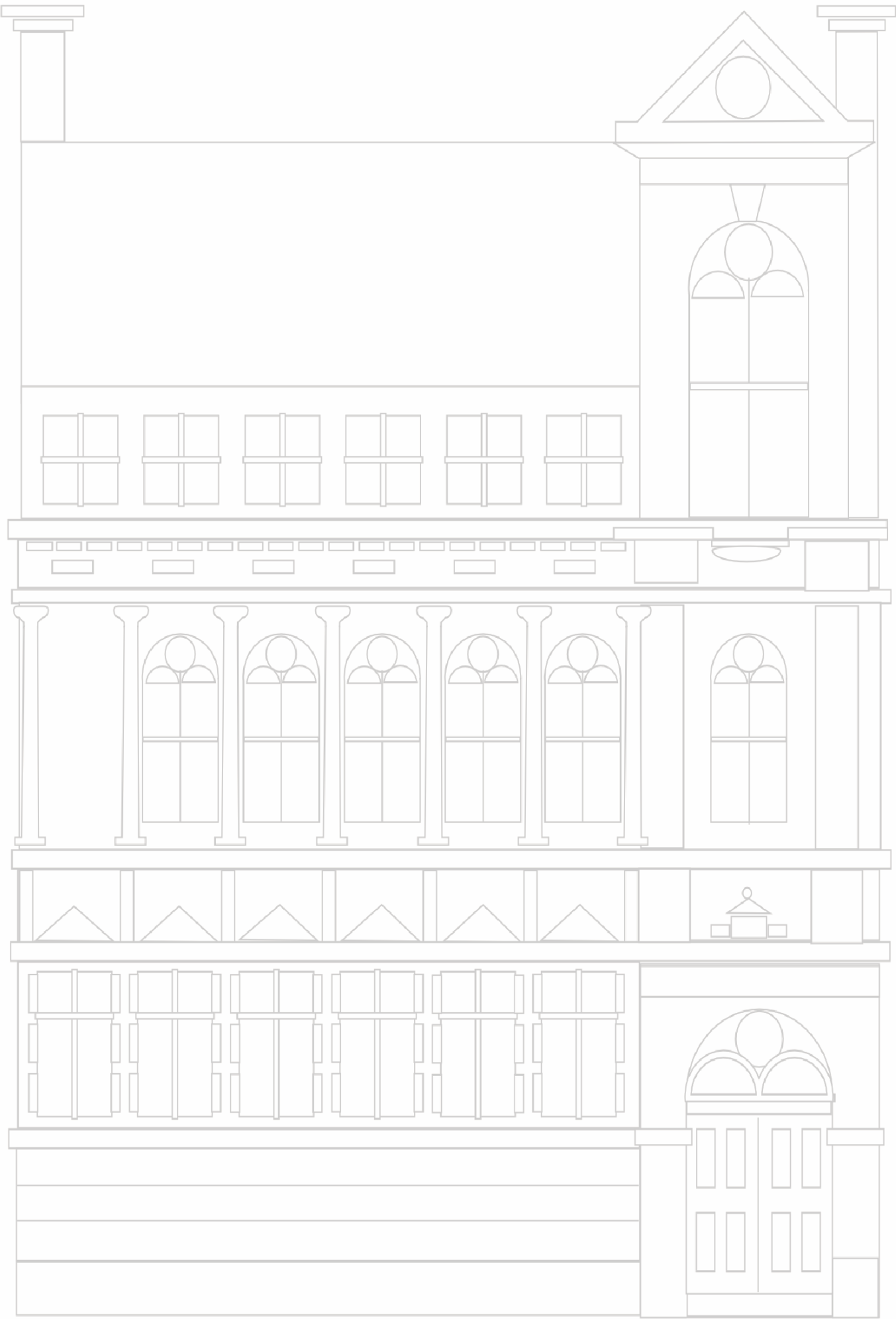
## ABOUT DERRY-LONDONDERRY

On the western landscapes of NI, astride the flowing waters of the Foyle, sits the historic walled city of Derry~Londonderry. With its unparalleled setting, wealth of history and thriving arts, music and cultural scene, it is the place to be.

The city is one of the finest examples of walled cities in Europe today- the backdrop to a unique history of a wider story. Stroll along its 17th Century walls and marvel at the ever-changing skyline of a city which is only constant in the warmth of its welcome.

Vibrant and cosmopolitan, Derry~Londonderry is known for its delicious food and hospitality, with annual festivals and excellent value for money. The city welcomes thousands of international visitors every year and the people of Derry~Londonderry are some of the friendliest in Europe.

For nature lovers, adventure awaits as 'The Walled City' is where the Wild Atlantic Way meets the Causeway Coastal Route. A joyful central location filled with celebration and inspiration; this is truly a city for all seasons



# THAT'S POWERFUL PROJECT MANAGER

## THE PLAYHOUSE

**Tel:** 028 71 268027

**Address:** 5-7 Artillery Street,  
Derry-Londonderry, BT48 6RG

**Email:** [info@derryplayhouse.com](mailto:info@derryplayhouse.com)

**Socials:** @playhousederry