

Beyond Face Recruitment Pack

Up & Coming Programme Producer

(0.4 FTE, 25th January 2021- 31st March 2022)



Alright Petal? (2019, Dom Moore)

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Who's Looking Back at You? (2018, Gem Ward Photographer)

1. Our Mission

Beyond Face CIC is a company based in Devon whose mission is to raise the profile and visibility of artists who are: African Diaspora people, South, East, and South East Asian diaspora people.*

The Company engages with professionals, early career artists and young people, who through this work will engage with the wider community. We create high quality professional performances, as well as delivering projects bespoke to the South West.

The company was founded in 2015 by Artistic Director Alix Harris who, after working in Plymouth and running a series of consultation workshops with young people, recognised the need for a company such as Beyond Face to exist in Devon & the South West. Over the past 4 years the Company's reputation has grown and with this there has been an increase in demand for collaboration across partnership working, project delivery and commissioning of artistic activity. The Company is now at a stage of growth, looking to expand the team to sustain activity and increase impact.

*We recognise that language is always evolving and as a Company we will evolve with the conversation.



2. Context

Following the success of Elevate funding from Arts Council England we are now looking to grow our core team and develop our model for sustainable working between April 2020 and April 2022. The aim of this funding is to strengthen the resilience of 'diverse-led' arts organisations who are not currently in receipt of National Portfolio funding.

We are therefore looking for an energetic, efficient and enterprising producer to lead our outreach department as we embark on a new phase for the company. For us, outreach is about facing outwards, and developing exciting and ambitious projects and strands of work that are related to the Youth Company, Ensemble (Plymouth and Exeter), partnerships with Education Settings as well as seeking new project partners.

Our current activity:

Professional productions: Professional productions are a key part of our delivery. Our work has toured to Exeter, London and Manchester. In 2019, we made our Theatre Royal Plymouth Drum debut with *2000 Stories*. Due to Covid, we were unable to produce this year's production, but we were able to make a 40 minute theatrical film which will be released in February 2021.

Up & Coming Programme:

- **The Youth Company:** Beyond Face Youth Company gives young people from the ages of 11-18 the opportunity to work with Professional Directors, Choreographers and Writers to create new work, perform in professional theatre venues and watch performances at local theatres in the city. The Youth Company is currently supported by Widening Participation at Plymouth University.
- **Schools:** We are a part of the With Flying Colours project held by Plymouth Cultural Education Partnership, co-creating a school play with young people at Stoke Damerel Community College from September 2020-July 2021.
- **The Beyond Ensemble:** The Beyond Ensemble is our development and training programme for early career artists. Bespoke to the artists in our region, the ensemble is an opportunity for artists to create, learn and develop under the guidance of the Beyond Face team. Members from the Beyond Ensemble performed in our professional production *Alright Petal?* at the Theatre Royal Plymouth in August 2019.
- **Creative Artist in Residence:** A 6-10 month residency opportunity for an early career artist to work with the Beyond Face team, developing their practice and career ambitions. We are committed to developing and nurturing artists in the South West, enabling a pathway for artists to develop a sustainable arts career in the region.

Learning Organisation: We are committed to the personal and professional development of each team member of Beyond Face. This includes, where possible, mentoring and training as well regular goal setting and team away days.



(Gem Ward Photographer, 2019)

3. Job Description

Role: Up & Coming Programme Producer

Location: Within commutable distance from Plymouth & Exeter

Contract: 0.4FTE (2 days a week) 25th January 2021 – 31st March 2022

Evening and weekend work may be required, flexible working.

Salary: £24,000 pro rata

Reporting to: Executive Producer

Job purpose: To manage and strengthen the Up & Coming Programme and sustain partnerships with education settings across the South West. The person in this position needs to be passionate about the mission that Beyond Face is trying to achieve and how it aims to challenge the ecology of representation in the industry.

Responsibilities:

Creative

All of our creative strands of work are responsive to the artists and young people that we engage with. Our team is small, but each of us in every aspect of the job operates creatively to make things happen. You will be joining us to support the growth of the company's creative delivery by:

- Having creative conversations with participants & artists, identifying the gaps in theatre and dance opportunities & supporting the design and development of new projects for the youth company & Beyond Ensemble.
- Advocating and championing Beyond Face locally and nationally within the cultural sector by looking for networking opportunities, attending events and shouting about the work that we do.
- Upholding existing, and developing new relationships with schools across the South West region, and helping to build confidence in teachers around the opportunities for young people to engage with our work.

- Maintaining relationships with Universities and the Widening Participation departments to aid recruitment onto our programmes.
- Maintaining relationships with youth partnerships i.e Doorstep Arts & Talawa.

Administrative

- Hold responsibility for GDPR and Safeguarding with the young company, ensemble and all outreach related matters
- Support the Artistic Director on all administrative matters relating to the Ensemble
- Support the management of budgets relating to the Up & Coming Programme
- Lead on all evaluation and monitoring for the Up & Coming Programme

Development

- Identify and research new possible income streams to support the delivery of new projects
- Work with Producer and Artistic Director to write funding bids and proposals for new projects

Remote working- the team are currently working remotely due to Covid-19. Regular contact is maintained, with regular staff meetings and check-ins. Live activity in Devon will continue when safely deliverable.



2000 Stories, Theatre Royal Plymouth (Dom Moore, 2019)

4. Person specification

	Essential	Desirable
Workshop facilitation experience	✓	
Minimum of 2 year's experience working professionally within the performance sector	✓	
A proven knowledge and understanding of the regional performance sector	✓	
Inspired by the work of Beyond Face and peer companies such as Eclipse, Talawa, Tamasha and 20 Stories High.	✓	
Excellent organisational and planning skills	✓	
Proactive self-starter capable of managing their own work load whilst supporting Producer and Artistic Director to deliver areas of their work	✓	
Strong communicator and ability to work well in small teams	✓	
Good knowledge of budget setting and management	✓	
A commitment to collaboration	✓	
Excellent IT skills including knowledge of Microsoft Office, the use of databases and social media and G Suite (including Gmail and Google Drive)	✓	
Experience working with or within education settings such as Schools, Colleges and Universities		✓
Full Clean Driving Licence		✓
Clean DBS		✓
Fundraising experience		✓
An art form specialism		✓
A sense of humour		✓

How to apply:

Please send us an up to date C.V. and a personal statement (no more than 2 sides of A4 or a 5-10 minute video or audio file), to info@beyondface.co.uk. This personal statement should detail your skills and experience and, ultimately, why you would like this role and how you would fit with the company.

We will let all applicants know whether or not they have been invited for an interview.

If applicants have questions about the role, we invite you to email them to us and we will post a FAQ's page on our website.

Our interview process will be conducted via Zoom and will involve a 30 minute conversation and a series of questions from our Artistic Director, Alix Harris, Executive Producer, Helen Bovey and our Creative Artist in Residence. This will also be an opportunity for you to ask us any questions you may have about the role, or Company. It is important for us that you feel comfortable in this process, so although we are asking questions please view this more as a chance for us to get to know you and hear your ideas about the Up & Coming Programme.

If you are sending in a video please share via WeTransfer, Dropbox or Google Drive with info@beyondface.co.uk

Further details:

Deadline: 1pm on 11th December 2020

Interviews: Monday 4th January 2021

Start Date: W/C 25th January 2021

If you have any questions or would like to talk to a member of the team about any requirements you have, please email helen@beyondface.co.uk



(Gem Ward Photographer, 2018)



2000 Stories, Theatre Royal Plymouth (Dom Moore, 2019)

Equal Opportunities

We are fully committed to the provision of equal access and opportunity, both through the lottery funds we distribute and as an employer. Applications are particularly welcome from people who identify as coming from Black or Asian backgrounds to align with our mission statement to align with the under representation in the industry, particularly in the South West of England.

Please complete the equal opportunities form by [clicking here](#)

Accessibility

If you would like this document in another format please contact helen@beyondface.co.uk



We Are Here (Dom Moore, 2020)