

## Job Description

<b>Job Title:</b>	Project Producer
<b>Service:</b>	Coram Shakespeare Schools Foundation
<b>Reporting to:</b>	Head of Coram Shakespeare Schools Foundation
<b>Salary:</b>	£35,000 (pro rata)
<b>Work Pattern:</b>	Part time, 0.8 FTE 28 hours per week, flexible (core hours 10am-4pm)
<b>Location:</b>	Coram Campus (Central London) Some travel within the UK will be required
<b>Contract Type</b>	12-month fixed term

**We transform lives through the unique power of Shakespeare.**

Coram Shakespeare Schools Foundation (CSSF) is a cultural education charity that gives young people the confidence and skills to succeed in life. We exist to instil curiosity and empathy, boost aspiration and self-esteem, oracy and teamwork - giving young people the confidence to stride onto whatever stage they choose. We follow a rigorous and supportive process to train teachers and young people in an active and ambitious way of working with Shakespeare.

**Shakespeare Schools Theatre Festival** – Every year, thousands of young people unite in theatres across the UK. After months of preparation, students perform Shakespeare in professional theatres, raising aspirations and unlocking potential. Over 25 years, we've engaged over 350,000 young people, supporting their wellbeing, unlocking skills and promoting social inclusion.

**International Shakespeare Schools Film Festival** – Building on our experience imagining Shakespeare for the stage, our innovative film festival develops children's confidence, creativity, collaboration, and technical skills, producing high quality films you can showcase and keep.

**Workshops** – Our customisable workshops actively engage students with Shakespeare's works and the curriculum. We offer teacher training to make Shakespeare accessible and engaging in classrooms, supporting oracy, creativity and professional development.

Our objectives are:

- To promote life skills, social cohesion and ambition
- To promote educational attainment - especially in literacy and performing arts
- To provide a unique cultural and creative experience to young people from disadvantaged backgrounds

## Job Purpose

We are seeking a proactive Project Producer to drive the development of new projects from idea generation to pilot delivery, helping expand our offer and deepen our impact in 2025. This is a new role created to develop and pilot work for vulnerable and less advantaged children and young people as part of the charity's 2030 Strategy plan.

## Key Responsibilities

### Project Development

- Drive the discovery, creation and delivery of new projects including an expanded portfolio of (i) specialist youth groups participating in our Theatre and Film Festivals, and (ii) standalone targeted projects for Virtual Schools, SEND, Pupil Referral Units (PRUs) and/or other settings
- Ensure three (3) of these projects reach concept stage and one (1) reaches pilot stage within 12 months
- Work with Programmes & Creative Lead, Workshops Manager, freelance staff and consultants to inform the development, creation and piloting of new work
- Collaborate with Head of CSSF and Fundraising Team to seek support for the work through grant applications and proposals
- Work with the Management Team to ensure sustainable project development and delivery alongside core programmes, including monitoring and evaluation metrics and quality assurance measures
- Lead outreach to prospective project partners and participants, with support from Sales & Marketing Team, acting as an ambassador for our work
- Ensure young people's voices are central in development of new projects, embodying best practice in creative co-production with children
- Galvanise a network of advisers, supporters and collaborators within and external to Coram, ensure new projects meet highest standards
- Work with the Sales and Marketing Manager and Coram Communications Team to maximise promotion and recognition of new projects

### Financial and Project Management

- Lead on scoping, project planning, budgeting and pilot delivery of new projects, ensuring timelines, budgets, and objectives are met
- Develop financial models to demonstrate viability for concept stage projects, with a cost recovery model drawn from participant fees, sales, grant or fundraised income, and other revenue streams
- Develop a financial sustainability plan for project(s) that reach pilot stage, ensuring projected revenue covers operational costs for at least two (2) years post-launch
- Maintain effective communication with partners, funders, and stakeholders and provide relevant, timely and accurate reports to Senior Management Team
- Oversee administrative systems for storing and using data from our partners, stakeholders and participants in line with the charity's GDPR responsibilities
- Supervise staff, volunteers or contributors on projects as assigned
- Ensure partnership agreements are in place which contribute to the mission and financial sustainability of the charity

- Recognise and challenge all forms of discrimination and prejudice in the workplace
- Treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity
- Maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures
- Maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR)

## Person Specification

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Coram Shakespeare Schools Foundation is excited to meet candidates from a range of backgrounds - there are no specific qualification requirements for this role.

As Project Producer, you will identify, develop, and deliver new projects. You'll manage the entire production process, from discovery and planning to financial modelling, budgeting and execution. Central to the role is engaging young people, partners, and stakeholders to ensure all work aligns with the organisation's mission and 2030 Strategy Plan.

**We are looking for** a Producer with assured creative judgement and developmental ability, able to work with professionals and contributors of different disciplines and create work of high integrity and interest. Ideally, you will have experience working nationally with theatres and/or creative practitioners. You will combine excellent communication and organisation skills with creativity and innovation. You'll identify with Coram Shakespeare Schools Foundation's mission and values and be able to advocate for the organisation to theatres and practitioners. You will be flexible, organised and able to work under pressure.

## Candidates must show evidence of

- highly developed independent working and a positive, proactive attitude
- exceptional organisational skills, with an ability to prioritise and show flexibility
- strong written and verbal communication
- ability to build relationships with a wide range of internal and external stakeholders
- motivation and drive to hit targets and encourage others to do the same
- calmness under pressure and a creative approach to problem-solving

### Essential Experience or Skills

- thorough understanding of creative project development and proven experience producing arts or creative projects, ideally in schools, youth or community settings
- knowledge of and engagement with the creative and youth sector landscape in England, particularly London
- strong project management skills, with experience in budgeting, planning and risk management
- experience of delivery or oversight of complex programmes involving multiple stakeholders
- ability to build relationships, negotiate and galvanise support to achieve goals
- experience of working with children and young people or in youth sector with an understanding of safeguarding needs and best practice
- able to exercise discretion, responsiveness and awareness of issues and risks which may affect young people in school and other settings
- data collection and analysis, data-led decision-making

### Desirable Experience or Skills

- an understanding of drama and performing arts within the UK educational system
- a network of contacts within the performing arts and community arts sectors
- experience of working with vulnerable young people, including care experienced young people and those attending Alternative Provision or SEND settings
- writing and securing funding bids
- awareness of promotional, social media and communications requirements for audience development, fundraising and partnership building
- event risk management and mitigation
- working knowledge of Microsoft Office, Outlook and OneDrive
- working knowledge of Salesforce CRM database
- experience of or an interest in Shakespeare