

# Producer - Recruitment Pack

We're looking for a dynamic and proactive Producer to work closely with our Directors to lead on the planning and delivery of our Schools programme, and our engagement with wider communities in Tower Hamlets. The Producer will also support the development of the company's wider practice, known as our 'core engine'.

## About Coney

Coney is an acclaimed arts and social change charity, on a mission to **spark change through the power of play**. For over 15 years, we've honed our expertise co-creating interactive experiences for, by and with communities, responding to their needs; from nurturing self-care and resilience for individuals and their communities, to inspiring action affecting impactful change beyond.

Our distinctive, playful practice lands almost anywhere you can imagine:

- in **schools**, predominantly located in our local London borough of Tower Hamlets;
- in **communities**, most recently in Gloucester and Eastbourne;
- at **heritage sites**, such as Peckover House and Flag Fen Archeology Site in East Anglia;
- with **academic institutions**, including University of Bristol and Bath Spa University;
- on the **streets**, in **theatres** and **online**.

In 2022-23, our work reached over 33,000 people. We're BAFTA award-winning, listed in The Stage 100, and '*pushing at the boundaries of theatre and technology*' (Lyn Gardner, Stagedoor).

Our small but mighty HQ team takes a hybrid approach to work, with our base at Tounbee Studios in Tower Hamlets (a short walk from Aldgate East station).

## What we do

We make play to spark change, using **interactive storytelling**, **gameplay** and **impact design** as our tools. This change can be a great number of things, but often it's to do with **building connections**, **shifting perspectives**, **making meaningful space for active learning** and **agency**, or a combination of all three.

Dialogue and collaboration is at the core of our work – co-creating experiences with audiences, communities, partners, and fellow makers. In response to certain causes and impacts, we develop playful change-making practice through research and

exchange with partners and other makers, particularly our **Associates**. This is our cohort of regular collaborators with skills spanning diverse disciplines, including creative programmers, performance directors, and impact researchers. We then adapt this practice into co-designed projects and experiences, landing with impact in many different contexts.

## Schools

Our well-established and innovative Schools programme is a central pillar of our work. Distinctively for an organisation engaging young people in social action, most of our work takes place in primary schools. Our Primary Schools Programme has been developed over the last five years in partnership with local young people and teachers at our six partner schools, known as *The Tower Hamlets Six*. The programme features:

- [\*The Young Coneys Training Programme \(YCTP\)\*](#) - our annual workshop series for Year 5s, focussed on youth empowerment and social change, in which pupils develop tools for making playful and artistic social action projects, or 'gifts', that can positively impact their communities. YCTP is primarily delivered across seven sessions taking place at each school by a team of facilitators and artists, culminating in a Graduation Event providing an opportunity for young people to celebrate their achievements, and to share their stories of change-making with their peers. Young Coneys are then invited to our Graduate Week; a chance to explore game making in greater depth, and to co-create ideas for new projects to land in their schools in the coming years.
- [\*The Undercover Caretaker Agency \(UCA\)\*](#) - a series of teacher-led interactive adventures for Years 3 and 4 that uses our distinctive playful practice to help teachers and students tackle difficult issues from youth mental health to climate action, in an accessible, engaging way. Through an innovative combination of an interactive online platform and an escape-room-style box containing puzzles and challenges, UCA offers a foundational toolkit for cultivating personal wellbeing and successful peer to peer collaborations at a crucial, often overlooked, stage of development.

We also deploy our practice of **'Playful Activism'** in secondary schools. Recently, we have collaborated with Greenpeace to pilot [\*The Climate Agency Box\*](#) - a new box-project similar in format to UCA, revealing creative tools to support students to develop their resilience to eco-anxiety and take meaningful climate action at their school.

## Communities

Our blossoming Communities programme celebrates the loveliness of localities and the people who make them. We've recently been commissioned by LIFT to deliver *A Workplace Boost* - a series of playful workshops for workers in the City of London, inviting them to connect with their team, workplace and environment in the Square Mile, through creative games and missions, both in person and online.

We're also working with climate organisations and a range of artists to build sustained relationships with community organisations and residents in Eastbourne. Our mission? Creating a series of creative, playful activities and games to explore community resilience in the face of adversity, including flood risk and the cost-of-living crisis. We've dubbed our approach [The Local Resilience Crew](#), a group that anyone can be a part of. Inspired by Asset-Based Community Development Practice, we aim to empower communities to mobilise their own strengths in dealing with crises.

## Our work elsewhere

[Common Ground](#) is an example of our work with **heritage sites**. We were commissioned by Norfolk & Norwich Festival to create and deliver a series of creative, playful workshops for 13-18 year-olds across heritage sites in East Anglia. Over the summer holidays, young people learned about game-design, teamwork and interactive design, to dream up new ways for audiences to explore their local heritage sites.

While much of our work is created for, by and with distinct groups, we also create games and experiences for audiences in **public spaces**, theatres and online. We recently presented [1884](#) at Shoreditch Town Hall - an anti-colonial game-theatre show inspired by the legacy of the 1884 Berlin Conference, created with Associate Rhianna llube. You can still play [The 188.4FM Experience](#) - an online companion game to the show, as well as other games in our [Pop Up Playhouse](#).

You can find out more on our [What We Do](#) page, and you can see more previous Coney projects by delving into our [Project Directory](#).



A group of the *Young Coney*s at the Graduate Week.



Our new interactive game-theatre piece *1884* at Shoreditch Town Hall.



A student opening up *The Climate Agency Box* - a collaboration with Greenpeace tackling eco-anxiety.





## Terms, conditions and benefits

<b>Days:</b>	4 days per week
<b>Salary:</b>	£33,000 - £35,000 FTE pro rata, dependent on experience
<b>Hours of work:</b>	Our typical office hours are 10am-6pm, with occasional evening and weekend work as required. Coney operates a time off in lieu (TOIL) system.
<b>Period of contract:</b>	Permanent
<b>Probation period:</b>	Three months, during which either party may terminate the contract with one months' notice. The notice period for this role is three months, following the successful completion of the probation period.
<b>Start date:</b>	As soon as possible (in post by the start of September ideally, but can be discussed).
<b>Location:</b>	We operate a hybrid working model, and our office is currently in Toynbee Studios, 28 Commercial Street, London, E1 6AB. We are very open to discuss working models that work best for the candidate.
<b>Responsible to:</b>	Executive Programme Director & JCEO, and Director & JCEO.
<b>Responsible for:</b>	Freelance staff and placements as required.
<b>Annual leave:</b>	28 days per annum, plus bank holidays (pro rata).
<b>Agreed absence:</b>	An agreed absence entitlement is available for up to 10 working days per year (pro rata). This is a reciprocal relationship allowing the post-holder to fulfil professional development opportunities beyond their role at Coney, such as personal creative projects, freelance work and volunteering.
<b>Pension:</b>	You will be auto-enrolled to Coney's pension scheme provider with 5% employer contribution rates.
<b>Right to work:</b>	The candidate must have the right to work in the UK to take up this role.

## Job Description

The Producer will work closely with the Directors to lead on the planning and delivery of our Schools programme, and our engagement with wider communities in Tower Hamlets. The Producer will also support the development of the company's wider practice, known as our 'core engine'.

As we continue to refine our strategic direction, innovating new models and formats for meaningful connection and play, you will play a critical role in delivering the charity's mission, providing support across these three distinctive areas of our practice.

This job description is not an exhaustive list of duties but it is intended to give an indication of the range of work undertaken, and will vary in light of changing demands and priorities within the organisation. We also recognise that the successful candidate will bring their own skills and interests, which will likely shape the role.

- Plan and deliver Coney's Schools Programme (including *The Young Coneys Training Programme* and *The Undercover Caretaker Agency*), and other playful experiences for young people and families commissioned by partners, in collaboration with the Associate Director.
- Plan and deliver Coney's work with communities, specifically in Tower Hamlets and neighbouring areas, in collaboration with the Directors.
- Plan and deliver activities and development as part of Coney's 'core engine' - to include fostering connection between practitioners in our Associates and our wider network, identifying and researching new income avenues relating to core Coney practice, organising practice sharings and workshops, and documenting practice.
- Work with the Directors to research, cultivate and build partnerships with artistic organisations, businesses, partners and stakeholders.
- Support freelancers represented in Coney's Associates, The Guild and our wider network, by maintaining positive relationships and consistent communication, and maximising engagement and opportunities presented.
- Recruit and line manage project teams to support programme delivery and development.
- Create and manage project budgets, ensuring they are kept up to date and accurate, and are delivered to budget.

- Create and manage project timelines and schedules, ensuring projects are delivered on time.
- Negotiate and agree contract terms with project teams and ensure contracts are distributed promptly.
- Support the Directors to negotiate contracts with commissioners, consultancy clients and project partners, and ensure project teams are aware of contractual obligations.
- Manage project resources and materials as assigned, to ensure our activities and processes are of the highest quality, fit for purpose, efficient and cost effective.
- Act as Deputy Safeguarding Officer, providing support to the Designated Safeguarding Officer in ensuring that appropriate arrangements for keeping children and young people safe are in place.
- Ensure procedures for Health and Safety are in place across all Coney projects.
- Along with the rest of the HQ team, write funding applications, proposals and bids to support the programme, produce documentation and reports in line with project grant conditions, managing systems for the collection of statistical and qualitative information.
- Liaise with project partners and the HQ team to support the marketing of Coney's projects, including writing copy for print and online campaigns, sourcing images and supporting ticketing.
- Support the Executive Programme Director and General Manager to produce and maintain programme budgets, manage individual project budgets and contribute to the day-to-day financial processes of Coney and ensure efficient reconciliation of Coney's financial systems.
- Ensure Equality, Diversity and Inclusion, Environmental and other company policies are embedded across all programmes and projects.
- Engender positive staff relations and good communication throughout the company, those representing Coney, and its networks.
- Commit to the principles of Coney and champion our work.
- Represent Coney at conferences, formal and informal meetings and other events as required.
- Attend Coney projects, shows and events – occasional overnight stays required.

## Person Specification

### Essential

- At least three years experience of producing programmes with young people and/or with communities.
- Experience working with diverse artists, and working collaboratively with partner organisations to support, develop and deliver projects.
- Significant experience of confidently creating and effectively managing project budgets.
- Experience of writing and negotiating contracts, from artists' agreements to partnership or co-production agreements.
- Ability to multitask, meet deadlines, adapt in a fast-changing environment and find practical solutions to creative challenges.
- Excellent written and verbal skills, including the ability to write copy for different audiences.
- Competence in standard office software.
- A commitment to diversity, inclusion and access, and the ability to work with people of all ages and backgrounds.
- An appreciation for Coney's principles of adventure, curiosity and loveliness.

### Desirable

- Experience of writing and managing funding applications.
- Experience of working in a charitable organisation.
- Experience of working in an artist-led environment.
- Knowledge of any of the following: theatre and live performance, interactive work, online platforms and digital technologies, arts-based education.
- First-hand knowledge of Coney's work.



## How to apply

### Applications:

To apply, please:

- Download and complete the [application form here](#). You will be asked to write a short supporting statement describing your suitability for the position, and to provide two references (who will only be contacted after an offer of employment has been made).
- Send the completed application form, along with [your CV](#), to [knock@coneyhq.org](mailto:knock@coneyhq.org) with the subject, 'Producer application'.
- Complete our [Equal Opportunities monitoring form here](#). Forms will be processed separately from your application and there is an option for 'prefer not to say' for any questions you do not wish to answer.

The deadline for applications is **Sunday 7 July 2024, 23:59 GMT**. We aim to communicate with all applicants by Wednesday 10 July 2024.

If you would like to have a confidential conversation about the role, or if you require any additional support, including a request to apply in a different format - e.g. by video - please contact our General Manager, Kit Denison ([kit@coneyhq.org](mailto:kit@coneyhq.org)).

Coney strives to be an Equal Opportunities employer. We actively encourage applications from all backgrounds and communities, and especially welcome applicants from backgrounds currently underrepresented in our sector. Lived and volunteer experience can be substituted for the essential or desired experience listed in Person Specification, if you can demonstrate how the skills you have developed are transferable.

This post, due to its duties and responsibilities, will be subject to a DBS check.

### Interviews:

Interviews will be held online on **Wednesday 17 July 2024**.

There's space in the application form to inform us if you already know this date won't be feasible for you to attend an interview. You will be given details in advance, including the areas that will be covered in the interview.