



Music. Theatre. Wales. are recruiting!

PROJECT MANAGER – FUTURE DIRECTIONS (RCT)

MTW is looking for a Project Manager on a freelance basis to support us with the delivery of our Future Directions programme across Rhondda Cynon Taff county over a 12 month period.

This is a freelance contract paying a total fee of £6,000 (plus expenses) for up to 30 days work between May 2024-May 2025.

This equates to approximately 2.5 days per month but role requires a flexible approach with some periods requiring greater commitment to ensure the success of the project.

We are looking for an individual who brings experience and expertise in project management and community engagement, who can work at pace to efficiently deliver and report on the funded project from end-to-end.

Knowledge of the RCT area, and it's creative and youth services, is key to success in this role so we are keen to recruit someone working or living within RCT or with demonstrable knowledge of the RCT community.



Company Background

MTW has been a force for change and development in opera in the UK, creating transformational opportunities for artists and audiences to create and access contemporary opera, often for the first time. We have worked with many of the most acclaimed composers of our time, we have created 53 live productions, including 23 world premieres, and in 2021 we set off on a new journey, asking what is it that opera needs to do NOW to play a vital role in contemporary life.

With a history of creating innovative work, we have applied this thinking to ourselves – asking what value can we bring to society as makers of new opera? Our answer is to re-imagine what opera is and create work that truly reflects Wales and the UK as it now is. We will achieve this by asking the very artists who have been ignored or excluded from opera to bring their skills, vision, stories and music to a form which is crying out for a new direction and a new audience. We aim to bring opera back in touch with more people and more communities.

Music Theatre Wales is re-imagining opera. We are asking What is Opera? Who is making it? and Who is it for?



FUTURE. DIRECTIONS.



A young people's programme which brings together neurotypical and neurodivergent, learning disabled and autistic people age 16 – 25 to create a digital opera that gives voice to who they are. The young people's work is made in collaboration with music, theatre, opera and film professionals and presented as a Music Theatre Wales production.



Young people are the future, and we want to inspire them to explore how opera can extend their creativity and strengthen their sense of personal identity and give them a voice in the world. At the same time, the work of the Young Company will help develop MTW's own approach to making new work.

Working in collaboration with professional artists (the "creative team" of director/dramaturg, composer, singer and film-maker), the young, neurodiverse group of people devise and make a new opera, exploring their ideas and learning from and inspiring each other and the supporting artists. The work created is presented as a Music Theatre Wales production, extending the range of our work, developing new ways of working for the company and connecting with audiences who might not have considered opera as something that could be relevant to their lives.

The project is delivered in partnership with Hijinx Theatre and is led creatively by Project Facilitator Jain Boon. In 2024-2025, the project will take place in and around the RCT area and is supported by RCT County Borough Council (specifically the Council's Arts and Music services).

Brief: Future Directions Project Manager (RCT)



Are you passionate about arts and inclusion, skilled at building new connections and audiences and nurturing existing ones?

You will report to the General Manager, working closely with the Director as well as a range of freelancers. You will work collaboratively with the project partners - Hijinx and RCT CBC - and the Project Facilitator to plan, schedule and achieve the project and to support the creation of a new digital opera by the Future Directions creative team and young participants.

We are a small team working in a hybrid nature from our office based at Chapter Arts Centre, Cardiff. We are a flexible working employer, and this role will work as a blended home and office role, with the assumption that the majority of work will be carried out from the postholders home based and within the RCT area.

On the next page you will find an idea of how the time requirements of the position has been calculated but the postholder will be able to schedule their days and hours according to the demands of the role.

We will review this contract on a regular basis, with the possibility of adjusting it if it is deemed necessary for the good management of the company and the project.

As MTW is located within Wales, with a strong commitment to our Welsh language policy, the ability to communicate in Welsh is desirable for this position.

May to August 2024

Work with project partners, local organisations and networks to plan, schedule and book participatory recruitment workshops in the RCT area - **approx. 10 half days**

September to November 2024

Implement approx. 5 participatory recruitment workshops on the RCT area plus final planning details in advance – **approx. 8 days**

December 2024 to February 2025

Confirm young participants involvement in creative residencies. Working with project partners and venues, plan, organise and manage the first creative residency, due to take place in w/c 24 February 2025 – **approx. 10 days**

March to May 2025

- In consultation with the Project Facilitator, schedule and support online creative sessions between residencies. Working with project partners and venues, plan, organise and manage the second creative residency, due to take place in w/c 26 May 2025 – **approx. 10 days**
 - Prepare a post-project evaluation report and collate for the Company any production photographs, videos or other project assets for future use – **approx. 2 days**
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Principal Responsibilities

Please note that this Job Description is designed to give you an overall view of the job and is not a definitive list of tasks.

Recruitment workshops

- Alongside the project partners and Project Facilitator, develop and manage an engagement-led and community focussed recruitment strategy to encourage attendance, from a neurodiverse group of young people, at the participatory recruitment workshops.
- Build relationships with schools, colleges/universities, creative groups and other young persons networks, sourcing partners to host approx. 5 recruitment workshops and to engage with their networks to support and increase attendance.
- Attend the recruitment workshops and be the first port of call for host venues, and the young people and their parents / carers / support workers attending, in advance and following the workshops.
- Prepare and collate all information and paperwork required for the workshops, including information for hosts and attendees in advance, and any documents required by the host venue (risk assessments, insurance documents, safeguarding plan etc).
- Following the recruitment workshops, be the first port of call for the young people and their parents / carers / support workers who decide to attend the creative residencies, providing them with clear and regular information on the process as required.



Creative Process

Plan and implement two 3-day residencies (February and May 2025) to include:

- sourcing and booking appropriate venues within the RCT area for the residencies
- sourcing and booking travel and accommodation for the creative team and young participants as required
- preparing clear and detailed information packs with all relevant information about the residencies for all involved;
- preparing all necessary plans and paperwork to ensure the smooth and safe running of the residencies (to include risk assessments, insurance documentation, safeguarding plan etc.)
- gathering personal and pertinent information from all participants in advance to ensure that everyone's individual requirements are supported
- arranging catering as required
- sourcing and buying any production materials (props, costumes etc) required by the creative team.

Liaising with the creative team, schedule in online creative sessions between residencies as required.



Inclusion and well-being

- Work with Hijinx and the Project Facilitator to ensure all recruitment workshops, online creative sessions and the 2 creative residencies are accessible and inclusive of all involved.
- In collaboration with Hijinx, ensure the welfare team is in place and able to undertake the work.
- Work with Hijinx and the Project Facilitator to schedule activities around the individual requirements of the young people involved.
- Develop accessible easyread information documents suitable for a wide audience and provide relevant information to all involved in advance of each stage of the project.



Marketing and Communications

Working with MTW's Marketing and Communications Manager:

- Document the process with photos, videos, quotes and other assets that reflect the process from end to end.
- Work in collaboration with partner organisations and host organisations to create a joint approach to spreading information and updates about the project via social media platforms and newsletters .
- Be an advocate for Music Theatre Wales and the Future Directions programme.

Budgeting

- In collaboration with the General Manager, manage and monitor the project budget effectively, ensuring value for money and sustainability are constant consideration

Data analysis, evaluation and reporting

- Provide regular updates to the General Manager & Director, attending meetings as necessary.
- Prepare a post-project report that includes both qualitative and quantitative data, a step-by-step overview of each phase of the project and evaluation of what worked well and not so well (guidance on this to be provided by the General Manager):

Other

- An enhanced DBS check will be completed and paid for by the Company in advance of the contract start date.
 - Safeguarding training will be provided and paid for by the Company in advance of the first recruitment workshop.
 - Adhere to relevant policies and values of the organisation, including Health & Safety, Safeguarding, Welsh Language, Environmental, EDI, and others to be provided as part of the induction process.
 - Any other duties that are commensurate with the responsibility of the post.
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Equality And Inclusion

At Music Theatre Wales we are committed to achieving greater equality as an organisation and as an employer, and we aim to ensure that no one receives less favourable treatment as a consequence of having a protected characteristic. We believe that this is a matter of social justice and human rights, and that quotas don't help to effect change unless cultures change within organisations. Change is happening throughout our organisation – in the work we make and the people who make it; the people we reach; the board of trustees and our staff.

You can read our full Strategic Equalities Plan [here](#).

Person Specification

Please ensure your application directly addresses these criteria as our shortlisting panel will assess against these.

	Essential	Desirable
EXPERIENCE	A track record of project management and community engagement.	Experience of working on projects for young people and/or people who are neurodivergent or learning disabled.
	Knowledge of the RCT area and it's creative and youth groups and networks.	Knowledge of the arts, culture and media context in Wales.
	A working knowledge of current H&S legislation and risk assessments.	Experience of working within or with a education setting, or arts/music service setting.
		Experience of project budget management.
		Safeguarding training or experience.

	Essential	Desirable
SKILLS	A creative thinker able to deliver a meaningful engaged, mission-led, project.	Ability to communicate through the Welsh Language, verbally and in writing.
	Strong organisational and project management skills, with the ability to manage multiple priorities, deadlines and stakeholders.	
	A collaborative approach to team-work with the ability to communicate ideas, keeping everyone involved and informed.	
	Ability to build strong and effective relationships, with excellent social listening skills.	
	High level of computer skills with excellent attention to detail.	

	Essential	Desirable
PERSONAL QUALITIES	An energetic, confident decision maker and creative problem solver, able to use own initiative and judgement when needed.	
	A passionate belief that new opera and music theatre, live and digital, can attract a much wider and more diverse audience, can be made available and enjoyed by everyone	
	An active listener, in-tune and aware of any emerging problems or issues for the young participants or professional facilitators.	
QUALIFICATIONS	A mix of relevant qualifications and/or experience.	A Welsh language qualification





TERMS

Line Manager: **General Manager**

Contract: **Freelance contract for approx. 12 months (dependent on start date)**

Hours: **Flexible and part-time, up to 30 days over the contract period**

Based at: **Chapter, Cardiff – hybrid working available**

This is a remote/home-working role as we expect candidates to be based in RCT or spend periods of time there. Some in person meetings in Cardiff may be required and should the chosen candidate wish to work from MTW's offices at Chapter, Cardiff, this will be welcomed and accommodated.

Fee / Benefits: **£6,000, based on £200 per day for 30 days work**

Reasonable and pre-agreed expenses will be reimbursed – these will be discussed and agreed based on the postholders home base / working location.

MTW offers an Employee Assistance Programme via Health Assured which provides health and wellbeing support for anyone working for MTW on either a permanent, freelance or volunteer basis.

MTW is committed to supporting ongoing professional development and will work closely with the postholder to ensure that their needs in this area are met. Recognised safeguarding training will be provided and paid for as part of the role.



HOW TO APPLY

To apply, please send us:

- Your current CV highlighting relevant experience, skills and qualifications
- A short covering letter or email detailing your suitability for the post and how you would approach the responsibilities of the role
- 2 x references and their contact details (these can be included in your CV or covering letter)
- A completed Equal Opportunities Monitoring Form, to be completed online [here](#). Please confirm in your covering letter or email that you have completed this form.

Applications should be sent to kathryn@musictheatre.wales

Closing date: Friday 10 May, 12noon

Interviews: Wednesday 15 & Thursday 16 May via Zoom or in person at MTW's offices in Chapter, as preferred.

Start date: ASAP following interviews; ideally by end of May 2024.

Diversity, Equality & Access

If you would like to submit your application in a different format, we would be happy to accommodate this. To discuss this, or to chat through any additional access or inclusion requirements or other reasonable adjustments, please contact kathryn@musictheatre.wales.

MTW is committed to being an equal opportunities employer and is committed to improving its diversity in order to reflect the communities it serves. We encourage applicants from the broadest range of backgrounds, with different skills and experiences to bring into our organisation. As part of our commitment to increasing the diversity of our workforce we provide a guaranteed interview scheme to applicants who meet the minimum requirements for the job who are disabled, neurodivergent or people of the global majority.

To ensure our interview process is accessible to the widest candidate pool, we will provide all candidates with interview questions, and details about the format of the interview, in advance.



DATA PROTECTION

Music Theatre Wales will collect and process personal data from you to manage the recruitment process. Any data MTW holds about you will be stored securely with access restricted to those involved in administering the recruitment process. MTW will hold your data on file for six months after the end of the recruitment process. In order to carry out the recruitment process MTW will share the personal data received from you amongst its administrative team, shortlisting, and interview panel. Access will be restricted to those involved in the recruitment process.