

**MUSIC.  
THEATRE.  
WALES.**

# COMMUNITY PRODUCER

**EASY READ JOB DESCRIPTION AND  
APPLICATION INFORMATION**

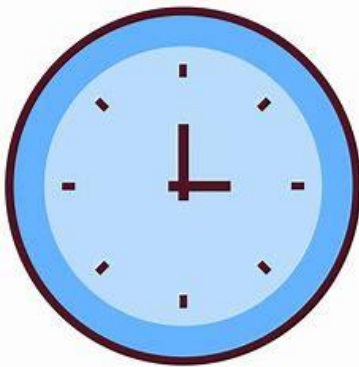




**What is this?**

Music Theatre Wales ("MTW") is looking for someone to join our team as a Community Producer on a part-time, freelance basis.

This document explains more about the job and how to apply.



**Time commitment**

Approximately 11 hour, or 1.5 days, a week (worked flexibly).

This is a 21-month contract from 4 August 2025 to end of April 2027.



**Payment**

£26,100 total contract fee (equivalent to £210 per day)

Paid monthly upon presentation of invoice.

# MUSIC. THEATRE. WALES.

## About MTW

MTW offers opportunities for artists and audiences to create and experience contemporary opera.

We present live performances in theatres and community spaces, and create short digital works and "street art opera" in Welsh and English.

We work with young people, neurodivergent people, and within community settings, to use music as a storytelling tool.

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



MTW is a registered charity funded by the Arts Council of Wales.



## About this role

You will be supporting our creative programmes in Grangetown and Butetown.

You will work closely with community participants, creative team members, MTW and other project partners.

	<p>The work will include:</p> <ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• Programme and Partnership Development</li> <li>• Project Management</li> </ul>
	<p><b>How do we work?</b></p> <ul style="list-style-type: none"> <li>• A mix of working from the Grange Pavilion and the Loudoun Culture and Media Centre (CMC).</li> <li>• Some work at the MTW offices at Chapter Arts Centre, Canton.</li> <li>• Home working as required.</li> <li>• Approximately 11 hours per week scheduled flexibly.</li> <li>• Some evening and weekend work.</li> <li>• Part-time freelance contract with 4 weeks of unpaid leave.</li> </ul>
	<p><b>What does a Community Producer do?</b></p> <p><b><u>Community Engagement</u></b></p> <ul style="list-style-type: none"> <li>• Develop a community-focused recruitment strategy.</li> <li>• Establish relationships with key community stakeholders.</li> <li>• Create and share information (online, digital and on paper).</li> </ul>



### **Programme and Partnership Development**

- Plan and deliver community events (workshops, recruitment sessions and online campaigns).
- Coordinate artists, participants and partners.
- Identify new partnerships with organisations with similar goals.
- Ensure that activities are inclusive, accessible and safe.
- Prepare information that is easy for everyone to understand.

### **Project Management**

- Plan and schedule projects and update timetables.
- Organise places, equipment and staff for activities.
- Manage budgets and spend with MTW's General Manager.
- Prepare risk assessments for all activities.
- Collect and review data to assess the impact of the projects.

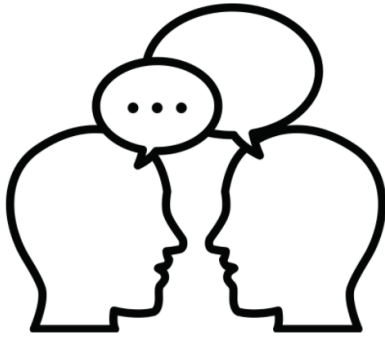


### **General**

- Track your hours on a timesheet.
- Attend and contribute to project meetings.
- Complete online safeguarding training and any other training as required.
- Undertake a DBS check (paid for by MTW).
- Company with policies and values of MTW and the project partners.
- Advocate for our work.

**MTW will support you to do all of this.**







## Who we're looking for

People who have:

- The ability to hold inclusive spaces for a wide range of people.
- Kindness, approachability and integrity.
- Skills in building new connections and audiences.
- Interest in the arts or able to use creativity.
- Motivated by social justice and change.
- Knowledge of the Grangetown and Butetown communities.
- A team player who can communicate ideas and keeping everyone involved and informed.

These things are more “would be nice to have”:

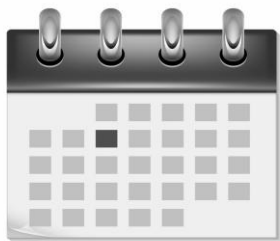
- Experience in the arts or a track record of project management and community engagement.
- Experience of activism, organising, or collective action.
- Lived experience that reflects the Grangetown and Butetown communities.
- An understanding of the wider cultural sector.
- Able to speak Welsh or other languages used by community members.
- Experience of working on projects for people who have encountered barriers to the arts and/or people who are neurodivergent or learning disabled.
- A working knowledge of safeguarding, health and safety and risk assessments.

	<p>MTW encourage applicants from the broadest range of backgrounds and provide a guaranteed interview to applicants who meet the minimum requirements for the job who are disabled, neurodivergent or people of the global majority.</p>
  	<p><b>How to apply:</b> You can apply in <b>one</b> of the following ways:</p> <ol style="list-style-type: none"><li>1. <b>Online:</b> Submit your information and answers online via the google form linked <a href="#">here</a>.</li><li>2. <b>Document via email:</b><ul style="list-style-type: none"><li>• Download a copy of the form linked <a href="#">here</a> and type in your answers</li><li>• Email the completed form to <a href="mailto:kathryn@musictheatre.wales">kathryn@musictheatre.wales</a> with the subject line "Community Producer Application"</li></ul></li><li>3. <b>Video or audio:</b><ul style="list-style-type: none"><li>• Record answers to the questions asked in the application form linked above in video or audio only format</li><li>• Video and audio files can be up to 10 minutes long.</li><li>• Send your video or audio file to <a href="mailto:kathryn@musictheatre.wales">kathryn@musictheatre.wales</a> via WeTransfer</li><li>• Also add your name, email address and phone number in your WeTransfer message</li></ul></li></ol>



#### 4. **Equal Opportunities Form:**

- All applicants must also complete the anonymous Equal Opportunities Form linked [here](#).



#### **Dates and deadlines:**

Closing date: 5pm on Wednesday 4 June 2025

Interviews: Monday 16 & Tuesday 17 June 2025

Start date: Monday 4 August 2025



#### **Any questions?**

Email MTW's General Manager, Kathryn Joyce, at [kathryn@musictheatre.wales](mailto:kathryn@musictheatre.wales)



#### **Tips**

- Don't worry about meeting ALL the criteria, we want to know who you are and why you want this job
- Take your time with the application. Use the job description to help you.
- To chat through any additional access or inclusion requirements or other reasonable adjustments, please contact [kathryn@musictheatre.wales](mailto:kathryn@musictheatre.wales)





## **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 EDI Policy [here](#).