

## COMMUNITY PRODUCER - JOB PACK

### KEY INFORMATION

<b>Position</b>	Community Producer (with a focus on Butetown and Grangetown)
<b>Salary</b>	£26,100 total contract fee (equivalent to £210 per day)
<b>Hours</b>	Approximately 11 hours or 1.5 days per week (worked flexibly)
<b>Location</b>	Flexible and hybrid Likely to be based at Grange Pavilion and Loudoun Culture and Media Centre (CMC), with some work at MTW's offices at Chapter Arts Centre as well as the post-holders home base.
<b>Contract</b>	21 months - August 2025 to April 2027
<b>Deadline</b>	5pm on Wednesday 4 June 2025

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### ACCESS

This document is 8 pages long and will take approximately 12 to 18 minutes to read. You can also find:

[An audio version of the Job Description and application form](#)

[An easy read version of the Job Description](#)

# MUSIC. THEATRE. WALES.

## WHO WE ARE

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. 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?

As a company and employer, we are guided by the values of:

**Commitment** - to developing opera as an art-form that is representative and accessible for everyone and to achieving greater equality as an organisation and as an employer.

**Learning** - we want our work to be led by the creativity of the people we work with. We believe the only way to progress is to learn from the experience and knowledge of others.

**Respect** - nurturing the potential of everyone we work with and supporting their continued development whenever possible.

**Art in society** - we believe a healthy society needs the arts to thrive, to give voice to ideas and identities, to help us see and understand the world we live in, and to bring us together.

**Our Welsh identity** - we are proud to support and showcase Welsh talent, and to play our part in the well-being and cultural life of Wales.

Want to get an idea of who we are and what we do? Get a flavour of our live, digital and participatory projects and productions here: [Our Work | Music Theatre Wales](#)

## WHO YOU ARE

To support our programmes of creative work in Butetown and Grangetown, we need someone who is focused on bringing people from these communities together and nurturing their potential. Someone who will empower people of all ages to join with us to explore what opera can and should look like within communities today, as audience, participants, facilitators and creators.

# MUSIC. THEATRE. WALES.

We want to know what you can bring to the table. You could be an experienced facilitator, community organiser or have experience organising events and getting the word out about what's going on. What matters is that you are excited by the prospect of mobilising people to come together in their community, develop their creativity, to shake up the arts sector, and to bring opera back in touch with more people.

## ABOUT THIS ROLE

MTW is planning a programme of creative projects in the Butetown and Grangetown areas over the period of this contract, working in partnership with the Grange Pavilion, Loudoun Culture and Media Centre (CMC), Arts Active, Fio and Hijinx. These will include:

1. Performance of presentation of **“The Jollof House Party Opera”** (a revival of our 15 minute hip hop inspired opera created and performed by Tumi Williams) in October 2025.
2. The creation of a **new community opera**, developed alongside Fio, starting in September 2025. This will include community engagement sessions, regular creative workshops with community participants, culminating in an intensive rehearsal period and final presentation / performance sometime in late Spring or early Summer 2026.
3. **Future Directions** – delivery of our 4<sup>th</sup> Future Directions project, in partnership with Hijinx, which brings together neurotypical, neurodivergent, learning disabled and autistic people age 16 to 25 to create a digital opera that gives voice to who they are. Recruitment workshops from September 2026 with creative residencies in Spring 2027.

This is a new role that will be employed and paid by MTW with support and assistance from the Grange Pavilion and CMC.

We anticipate that the majority of the work will fall into the following main strands:

- Community engagement
- Programme and partnership development
- Project management

The remit of these strands is sketched out below but the role can be adapted to emphasize your individual skills and experience. And, if you have less experience in a certain area, don't let that put you off – we can support you in these areas and provide training and advice as required.

This freelance contract has been calculated on the basis of approximately 11 hours a week but you would be able to schedule your days and hours according to the demands of the role. You could work these hours in a concise 1.5 day chunk or spread them across the week in a different way that works for you. There will be intensive times within the contract (likely to be towards the end of each project) where you may need to work extra hours, but there will also

be quieter periods where you will be able to claim back these extra hours worked. We envision there will be some evening or weekend working hours to ensure events are held in times that work best for the community.

It is a 21 month contract from 1 August 2025 to 30 April 2027, reporting to MTW's General Manager, with a probationary period of 3 months. Across the contract period we would also expect you to have 4 weeks unpaid holiday – the contract fee takes this into account.

This is a hybrid role as we expect candidates to spend periods of time at the Grangetown Pavilion and Loudoun Culture and Media Centre (CMC) as well as attending meetings at MTW's offices at Chapter Arts Centre, Canton. You are also welcome to work from the MTW offices, or from home, as best suits your working style and the requirements of the role.

Benefits include: Access to MTW's Employee Assistance Programme 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 you to ensure that your needs in this area are met. Recognised safeguarding training will be provided and paid for as part of the role.

## **RESPONSIBILITIES**

This is a general outline of what we think the role will include over the initial 12 months. You will be responsible for (with support from the MTW, Grange Pavilion and CMC team):

### **Community Engagement:**

- Develop and implement an engagement-led and community focussed recruitment strategy aligned with the project goals, audience and recruitment targets.
- Establish and maintain relationships with key community stakeholders, including individuals, groups, and organisations.
- Create and distribute information and content on platforms (virtual, digital and physical) that showcases MTW's projects and the benefits of attending and being involved.
- Develop and manage communication channels to effectively reach and engage the community.
- Facilitate online and offline discussions and interactions within the community.
- Look for opportunities to talk at events around the city to people who may want to join or learn about our projects.

### **Program and Partnership Development:**

- Plan and deliver a variety of community events (including recruitment sessions, creative workshops and online campaigns).
- Co-ordinate between artists, participants and partners, working collaboratively to enhance programs and community outreach.
- Identify and create strategic partnerships with other organisations that share common goals.

- Ensure programs are inclusive, accessible, safe and relevant to diverse community members.
- Prepare accessible information documents suitable for a wide audience and provide relevant information to all involved in advance of each stage of the project.

## **Project Management**

Manage all aspects of project delivery, including;

- Planning and scheduling – creating detailed schedules for the projects, in collaboration with the facilitators and creators, and ensure that the project plans and schedules are regularly updated and communicated to all participants.
- Logistics – ensuring that all parts of the project are efficiently resourced (in terms of space / room hire, equipment required, personnel allocated etc.)
- Budgeting – in collaboration with MTW’s General Manager, manage and monitor the project budgets effectively, ensuring value for money and sustainability are constant considerations.
- Risk management – prepare risk assessments for all events, circulate key information and work within MTW’s safeguarding policy and procedures to assist in the management of the health and safety of everyone involved in the projects.
- Evaluation - collect and analyse data to evaluate the effectiveness of the community projects, prepare reports to communicate project outcomes and recommendations to inform project improvements and future planning.

## **General**

- Keep track of hours through a timesheet provided - to ensure you don’t exceed the contracted hours, and to make sure you take any time off in lieu you’re owed and holiday as agreed.
- Come to and contribute to regular project meetings.
- Participate in project evaluation and reviews.
- Complete mandatory safeguarding training (online) and any other planned team training, as well as asking for any further training you need or want for yourself or the project team.
- Undertake a DBS check (provided and paid for by MTW).
- Adhere to relevant policies and values (of MTW, Grange Pavillion and CMC) including Health & Safety, Safeguarding, Welsh Language, Environmental, EDI, and others to be provided as part of the induction process.
- Advocate for MTW, Grange Pavillion and CMC’s work.

## WHAT WE'LL BE LOOKING FOR

Whilst we're open to those with applicable skills rather than direct experience we know it's helpful for applicants to know what exactly we'll be looking for as part of the recruitment process. Here are some things you might want to cover in your application - we've also made sure the questions we'll ask you speak directly to these points:

- Ability to hold inclusive spaces for a range of people.
- Kindness, approachability and integrity - that you are someone that anyone could talk to regardless of their lived experience.
- Skills in building new connections and audiences and nurturing existing ones.
- Proven interest in the arts or ability to use creativity.
- Ability to deliver a meaningful engaged, mission-led, project.
- Motivated by social justice and change.
- Knowledge of the Grangetown and Butetown communities.
- A collaborative approach to team-work with the ability to communicate ideas, keeping everyone involved and informed.

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

- Experience in the arts as an artist, producer or similar.
- 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 (Cardiff, Wales and beyond).
- The ability to communicate in 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.

## 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](#).

## HOW TO APPLY

You can apply in the following way:

1. Apply via the [google form](#) or download a copy of the [application form](#) and type in your answers.
2. Record a video or audio piece of no more than 10 minutes long of you answering the questions in the application form.

Please also complete our Equal Opportunities Monitoring Form linked [here](#). Please confirm in your email that you have completed this form.

All applications should be emailed to **kathryn@musictheatre.wales** with the subject “Community Producer Application”. Video or audio files must be sent to this email via WeTransfer.

Closing date: 5pm on Wednesday 4 June 2025

Interviews: Monday 16 & Tuesday 17 June 2025

Start date: Monday 4 August 2025

## 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](mailto: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.