



**Learn & Train
Project Manager
Job Pack 2019**

**FRANTIC
ASSEMBLY**

Learn & Train Project Manager (FTC) Application Pack

Thank you for your interest in the post of Learn & Train Project Manager (FTC) at Frantic Assembly.

The contents of this pack include:

- [a job description](#)
- [a person specification](#)
- [information about the company](#)
- [guidance for applicants](#)

We're searching for a talented individual, passionate about working with young people in the arts, to join our team as Learn & Train Project Manager on a fixed term contract.

As our Artistic and Participatory activity grows across the UK and internationally, we are looking for someone to support this ambitious programme. This role will take responsibility for a number of projects related to our Learning & Participation work, primarily Frantic Assembly's flagship Ignition project, which focuses on providing opportunities for young people who may not think that theatre is for them.

Ignition is Frantic Assembly's free, national training programme, which until 2019 has been for young men aged 16-20. The programme seeks out talent in unexpected places, from sports groups to youth centres, and is committed to helping young men find their individual and collective strength. We bring together dynamic groups from across the UK with different backgrounds, skills and stories.

For the last ten years, Taster and Trial workshops have been delivered with regional arts partners across the UK so that 12 of the brightest and bravest young men can be selected to form the Ignition Company. Those selected are brought to London to live and work together for 7 days to create an original performance with Frantic Assembly Directors.

This year Frantic Assembly are excited to develop our first pilot project of female Ignition. As with the original concept, this will be aimed at young women aged 16-20, from different backgrounds to bring them together to create an original performance in April 2019. In years to come, the aim is to run two full scale Ignition projects side by side, providing a path into the arts for all young people, who may otherwise struggle to get a foot in the door. The Learn & Train Project Manager (will play an important role in taking the lessons learned from the pilot to build the new strand of the programme going forward.

Learn & Train is at the heart of what we do. The accessibility of The Frantic Method has empowered and inspired people to participate, educate, collaborate and make thrilling work.

The Learn & Train Project Manager will join our motivated and busy office as an integral member of the team. The role would suit someone who is highly organised and proactive in their approach to a varied workload.

This is the ideal next step for someone who already has project management experience working with young people and hard to reach groups in the arts. This role gives someone the opportunity to develop their career in arts participation management with an internationally renowned theatre company.

Frantic Assembly believes theatre is for all and promotes diversity and access across its activities. We are committed to building a culturally diverse workforce and actively encourage applicants from different backgrounds.

How to apply

To apply, please read through the information and guidance notes provided in this pack. Complete the application form referring directly to the job description and person specification.

If you require this pack or the application form in an alternative format, please contact us on 020 7841 3115 or recruitment@franticassembly.co.uk

Submit your application

By email to: recruitment@franticassembly.co.uk

Vacancy dates

Closing date for applications: 28 March 2019

Interview date & location: [w/c 1st April 2019, London](#)

Frantic Assembly Learn & Train Project Manager (FTC) Job Description

| | |
|--------------------------|----------------------------------------------------------------------------------------------------|
| Job Title | Learn & Train Project Manager (fixed term contract) |
| Reports to | Head of Learning & Participation |
| Office hours | 9.30am - 5.30pm although flexibility is required for this role to include evening and weekend work |
| Terms of contract | Fixed Term Contract: |
| Start date | ASAP |
| End Date | 22 November 2019 |
| Salary | Up to £25,000 per annum |
| Holiday | 20 days holiday, 8 statutory bank holidays |
| Probation | 6 months from first day of appointment |
| Notice Period | 8 weeks |
| References | All offers of employment are subject to the receipt of satisfactory references |
| DBS | This role is subject to satisfactory DBS check |

Role overview:

Project managing Frantic Assembly's flagship national training programme, Ignition, and other projects related to our Learn & Train activity, including the International Summer School.

Supporting the Collaborative Theatre Making MA, run by Frantic Assembly and Coventry University, and other Learn & Train activity supporting Frantic's productions as needed.

Key Responsibilities:

The Learn & Train Project Manager will project manage the different strands of Frantic Assembly's Ignition programme, coordinating Taster workshops and Trials, and producing the Ignition Intensive residency, to culminate in an original performance. Key responsibilities include:

Ignition

Budgets and Contracts

- To cost all Ignition activity and manage the budgets for each project, managing all expenditure and bringing in all activity within budget.
- To select, contract and manage Project Practitioners and additional Creatives for the Ignition Intensive productions.

- To support the recruitment, training and development of Peer Mentors.
- To ensure all staff are DBS checked and are aware of Frantic Assembly's Safeguarding Policy, and are confident and able to follow it at all times.

Outreach & Participation

- Developing the existing Outreach Strategy for Male Ignition and build upon existing relationships with organisations and venues to engage young people from backgrounds underrepresented in the arts.
- Managing and maintaining relationships with organisations and artists to promote and develop Ignition.
- To ensure partners set up suitable outreach workshop groups and all necessary arrangements have been put in place.
- To set up an online Eventbrite registration, process applications, contact participants and send out workshop details.
- Booking all travel and accommodation for Practitioners, Peer Mentors, and core staff, maintaining accurate records and liaising with the Administrator to ensure budgets are kept up to date.
- To support the delivery of activities by preparing registers, equipment, refreshments and other tasks as required.
- Providing practical support for practitioners and pastoral support to participants and peer mentors.

Productions

- Organising Ignition Intensive production meetings, any pre-production and workshops / rehearsals during the Intensive residency week
- To manage all set, prop, lighting and costume requests, liaising with the performance venue Technical and FOH team
- To arrange travel and itineraries for participants
- To arrange all food, theatre trips & gifts for the boys
- Creating the guest lists for any performances and working with the Administrator to manage invitations and ticketing with the venue.

Marketing

- Reviewing the existing Marketing Strategy for Male Ignition and develop to increase reach and impact with targeted groups.
- To create engaging marketing material, liaising with film makers, graphic designers and print publishers.
- Collaborating with the Frantic Assembly Administrator to create newsletter and website content at every stage of each project.
- To create a programme for any performances, ensuring all print is delivered in good time before the productions commence.
- To commission a photographer for rehearsal and production images.
- To commission video recordings of the Ignition productions and liaise with film makers to edit the final cut.

Monitoring & Evaluation

- To manage the evaluation of all Learn & Train projects, keeping an accurate record of participant statistics and feedback, in line with the requirements of the ACE annual submission
- To respond to general enquiries about Ignition and other Learn & Train projects as required.
- To analyse the data and create end of project report for partners and Frantic Assembly.

Female Ignition Pilot Evaluation and Development

- Thoroughly reviewing the pilot project to and taking forward the experience to launch a full-scale version of the Female Ignition in 2020.

Other Learn & Train Projects

International Summer School

- To project manage the International Summer School, recruiting participants, booking space, producing the week-long residency to finish with an original performance.

General

Meetings and Performance

- To attend and contribute to Frantic Assembly team meetings
- To represent Frantic Assembly at external meetings as required
- To attend Frantic Assembly performances and events

Other

- Coordinating travel and accommodation as required on Learn & Train projects.
- Other tasks as required by the Artistic Director, Head of Learning & Participation, Associate Director (Learn & Train), Executive Director, General Manager or Producer

Company Policies

- To adhere to the company's policies on Health and Safety, Safeguarding, Data Protection, Environmental and Equal Opportunities

Learn & Train Project Manager (FTC) Person Specification

ESSENTIAL

- A minimum of two years' experience of project management in an arts environment.
- Experience of managing complex projects, including staff and budgets.
- Experience of undertaking outreach projects to engage young people or schools, with a focus on diverse and hard to reach groups.
- Strong IT knowledge of Office 365 including Word, Excel and Outlook.
- A solid understanding of the barriers that prevent young people from accessing the arts.
- Excellent organisation and coordination skills with demonstrable ability to deliver participatory projects.
- Experience of managing complex budgets on a wide range of projects.
- A positive, friendly and professional attitude, able to demonstrate excellent verbal and written communication skills, for a variety of audiences.
- Proven ability to manage and motivate others.
- Strong organisational and time management skills with strong attention to detail.
- The ability to deliver in a fast-paced environment.
- The ability to make decisions and solve problems creatively and pragmatically
- A commitment to creating opportunities for young people to engage in the arts

DESIRABLE

- A minimum of two years' experience of working with young people in an arts environment.
- Experience of producing theatre shows, ideally working with young people.
- An understanding of safeguarding best practice, when working with young people and vulnerable participants
- An existing network of contacts throughout the theatre industry, ideally within the area of Learning and Participation and Outreach.
- A collaborative approach to working in a small, busy team
- An understanding of the current issues affecting the arts sector.
- A strong interest in contemporary theatre and dance.

Guidance notes for applicants

How Frantic recruit

You will be marked on the information you provide within your application form and in your interview only. We will not be assessing you based on existing knowledge of your professional experience that we might have.

It is therefore important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.

These notes are intended to help you to participate in our selection process as effectively as possible and assist you in providing us with all the information that we need to help us understand how you meet the requirements of the role. Please read these notes carefully before completing your application form.

Examine the Job Description and Person Specification

The job vacancy includes a full job description with a person specification. The purpose and main duties and responsibilities of the post are set out in the job description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

Analyse your experience

Look at the activities involved in the vacancy. Ask yourself why you are interested in this vacancy? Would it be a good career move for you? Is the move a promotion, which would enable you to gain more responsibility or enhance your skills, or is it a sideways move intended to broaden your skills and experience? Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience.

Completing the Form

If you require an application form in an alternative format please contact us on 020 7841 3115. Please do not attach any additional information to your application form. CVs will not be considered.

The section headed 'Supporting Information for Application' is a very important part of the form. This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required. Provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

Don't forget to proof-read your form and check for any errors before submitting it to us.

Application Form marking system

Your application form forms part of the assessment process and you will be marked on both your application form and your interview. When marking we are assessing how closely your application meets the selection criteria set out in the person specification. We will go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to score highly.

Interviews

We will contact you by phone to invite you to interview followed by an email. This email will give full details of what the selection process will involve. This may include carrying out a selection exercise to test out your ability to carry out specific requirements of the role for which you have applied.

Offers

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK. You will be required to undertake an enhanced DBS check.

We hope you find the above helpful and good luck with your application.

About Frantic Assembly

Frantic Assembly creates thrilling, energetic and unforgettable theatre (“the most innovative and progressive theatre company around” The Times).

Led by founding Artistic Director Scott Graham the company attracts new and young audiences with work that reflects contemporary culture. Vivid and dynamic, with a unique physical style, the company has built a reputation as one of the most exciting companies in the country. Frantic Assembly has toured widely throughout the UK, since its inception in 1994 and has performed, created and collaborated in 40 countries internationally.

Frantic Assembly collaborates with many of the UK’s leading artists, regularly commissioning writers to create original works for the stage. In past productions we have worked with playwrights Simon Stephens, Andrew Bovell, Mark Ravenhill, Abi Morgan and Bryony Lavery. Our distinct creative approach has influenced contemporary theatre-making and prioritised the use of movement directors and choreographers in new dramatic works. It has inspired writers to embrace new creative processes and opened up actors and dancers to new techniques. This is a matter of great pride as we continue to do something different and to do it differently.

Sharing our work and the way we work is at the heart of what we do. The accessibility of the Frantic Method has empowered and inspired people to participate, educate, collaborate and make thrilling work. Our learning and participation work is therefore symbiotic with and emanates from our artistic output. Our performances fire people up to attend Frantic Assembly workshops, which in turn creates new and diverse audiences for our show and the wider theatre industry.



The Unreturning



Fatherland

Our Learn & Train activity currently encompasses four key programmes:

- [Our Learn workshops for students](#). We are studied as leading contemporary theatre practitioners on five British and international academic syllabuses. We work with schools in the UK and abroad, including touring workshops and residences to Asia, America, Canada and Australia.
- [Our Train workshops for emerging artists, practitioners, and teachers](#). Our introductory, intermediate and advanced workshops draw participants from all over the world.
- [Ignition; our ground breaking, innovative vocational training project for young men](#). Targeting those with little previous experience of or exposure to the arts, Ignition engages the least engaged and unlocks creative potential in boys across the UK.
- [A Collaborative Theatre-Making MA](#), delivered with Coventry University.

Productions

| PRODUCTION | WRITER | YEAR | TOURING |
|--------------------------|---------------------------------------------|----------------|-------------------------------------------|
| The Unreturning | Anna Jordan | 2018/2019 | UK |
| Fatherland | Scott Graham, Karl Hyde and Simon Stephens | 2017/2018 | UK |
| This Will All Be Gone | Devised by the company | 2017 | ASIA |
| Things I Know to Be True | Andrew Bovell | 2016/2017/2018 | AUSTRALIA UK |
| No Way Back | Scott Graham, Neil Bettles and the company | 2015 | UK |
| The Believers | Bryony Lavery | 2014 | UK |
| Little Dogs | Scott Graham and Steven Hoggett | 2012 | UK |
| Lovesong | Abi Morgan | 2011 | UK |
| Beautiful Burnout | Bryony Lavery | 2010/2011/2012 | UK, AMERICA, AUSTRALIA, NEW ZEALAND |
| Othello | William Shakespeare | 2008/2014/2015 | UK |
| Stockholm | Bryony Lavery | 2007/2008 | UK |
| pool (no water) | Mark Ravenhill | 2006 | UK |
| Dirty Wonderland | Michael Wynne | 2005 | UK |
| On Blindness | Glyn Cannon | 2004 | UK |
| Rabbit | Brendan Cowell | 2003 | UK |
| Peepshow | Isabel Wright | 2002 | UK |
| Heavenly | Scott Graham, Steven Hoggett and Liam Steel | 2002 | UK |
| Tiny Dynamite | Abi Morgan | 2001 | UK |
| Underworld | Nicola McCartney | 2000 | UK |
| Hymns | Chris O'Connell | 1999/2000/2005 | UK |
| Sell Out | Michael Wynne | 1998 | UK |
| Zero | Devised by the company | 1997 | UK |
| Flesh | Spencer Hazel | 1996 | UK |
| Klub | Spencer Hazel | 1995 | UK |
| Look Back In Anger | John Osborne | 1994 | UK |

The Company

Artistic Director Scott Graham
Executive Director Kerry Whelan

Associate Director Neil Bettles
Producer Peter Holland

General Manager Angie Fullman
Office and Finance Administrator Vicky Olusanya

Head of Learning & Participation Sharon Kanolik
Associate Director (Learn & Train) Simon Pittman
Learning & Participation Coordinator Maya Pindar

Board

Sian Alexander (Chair), Julie Crofts, Amit Kataria, Tina Kokkinos, Matthew Littleford, Sally Noonan and Joanna Read.

Practitioners

Maggie Ann Bain, Sofie Burgoyne, Amelia Cardwell, Michelle Edwards, Delphine Gaborit, David Gilbert, Paolo Guidi, Sean Hollands, Richard James Neale, Perry Johnson, Eddie Kay, Steve Kirkham, Vicki Manderson, Gavin Maxwell, Steven Miller, Jonnie Riordan, Naomi Said, Sophie Shaw, Krista Vuori, Jess Williams.