

PARTICIPATION COORDINATOR RECRUITMENT PACK

JOB DESCRIPTION



Job title:	Participation Coordinator
Responsible to:	Artistic Director
Salary:	£27,000 - £30,000 per annum, dependant on experience.
Employment type:	Permanent contract
Work schedule:	40 hours per week. Normal office hours are 9.00 a.m. to 5 p.m. We are open to flexible working hours to be negotiated with the Artistic Director. Some hours outside of office hours may be required, for which overtime is not paid but TOIL (Time Off In Lieu) can be taken. We anticipate some evening, weekend work and travel across the UK.
Location:	Ideally, 2 days per week in-person at our office base in Lincoln. Zest is open to flexible, remote working arrangements that best support our staff's needs and development. We therefore encourage candidates from across the UK to apply.
Probationary period:	3 months.
Holiday allowance:	20 days holiday + Bank Holidays.
Benefits:	+ Birthdays off + 2-week Christmas office shut down (inc. Bank Holidays) as standard, in addition to holiday allowance. + Spring and/or Summer office shut down as needed to ensure TOIL is taken + Free Headspace subscription + £70 monthly budget for supervision with a therapist or coach of your choice + PRINT personal insights report and session with a coach during induction
Pension:	Zest Theatre is currently using the Smart Pension scheme. In 2024/25, the employer contribution made by Zest Theatre to the scheme is 3% of your monthly salary, which adds to the minimum Member contribution of 5%.
Line manages:	The Participation Coordinator will line manage freelancers who are recruited to deliver Zest's participation projects.
DBS Check:	The successful applicant will be required to undertake an enhanced Disclosure and Barring Service check (DBS) where the barred list will also be checked. Appointment to this post is subject to Zest Theatre being in receipt of a satisfactory DBS Disclosure, under section 115 of the Police Act 1997.
Closing date:	12 noon 22 nd May 2024
Interview dates:	Thursday 30 th or Friday 31 st May 2024
Anticipated Start Date:	As soon as possible, to be negotiated with the successful candidate.

ABOUT ZEST THEATRE

Established in 2007, Zest is an award-winning company that creates exhilarating theatre and cultural experiences for, with and inspired by those under 25. Zest exists to make space for young people to be heard, using creativity to amplify their voices through theatre and public art. We aim to release the voice of a generation to make the world a better, and more creative, place.

Based in Lincoln, we make a range of national touring work for theatres, festivals, public spaces, schools, and digital platforms described as 'unpretentious' (The Stage) and 'essential' (The Guardian). We place young people at the centre of our creative process, and the audience right at the heart of the story.

During the pandemic Zest overhauled its practice and processes to better impact the communities we serve:

- Widening our age range to include 9 –11-year-olds transitioning into Secondary School.
- Pivoting into a wider range of artforms and cultural practice, including public art.
- Placing young people in leadership positions across the organisation through our new Youth Advisory Board, Future Proof, and paid opportunities for those aged 16+ to co-lead community projects.

Our work has toured venues and festivals across the length and breadth of the country, including ARC, ArtsDepot, Barnsley Civic, Bradford Festival, Cast, Gulbenkian, Half Moon Theatre, Lincoln Arts Centre, Lyric Hammersmith, Northern Stage, Southbank Centre, Theatre Hullabaloo, The Albany, The Baltic, The Egg, The Garage, The Marlowe, and York Theatre Royal.

Zest Theatre joined Arts Council England's National Portfolio (NPO) in April 2023, receiving £540,000 of support between 2023-26. This investment is enabling Zest to create increasingly transformative, high-quality theatre and cultural experiences for thousands of young people across the length of the country, whilst expanding our core team to 4 permanent staff.

We are passionate about the development of young people and the amplification of their voices. Each production and public art installation is inspired by the needs, lives, and imaginations of those aged under 25. This approach creates work that's unique, relevant, and engaging – sharing the voice of a generation that too often goes unheard.

We have eclectic tastes and love creating bold new ideas – this means that there is no such thing as a 'Zest Style'; each of our shows and installations are very different. However, honesty, humour, empowerment, inclusion, and accessibility are integral to every show we produce, creating a DNA that is unmistakably Zest's.

Zest Theatre is proudly based in Lincoln and works closely with local partners to support the development of Lincolnshire's arts and culture sector. Each of our productions and installations start their life in the Lincolnshire community in some way, before touring the country. Zest are Associate Artists of Lincoln Arts Centre, and will be the first anchor tenants of [Barbican Creative Hub](#), with our office base moving into this brand-new facility in January 2025.

In 2024/25, Zest will launch a ground-breaking new project for young people in Lincoln, creating an exciting new touring youth space for those aged 11-18. Beyond our home city, Zest will create a range of new public art installations across the country, lead participatory programmes to support young people's mental wellbeing, and R&D a new production for touring in 2026.

For more information about Zest and our current projects please visit: <http://zesttheatre.com>

PURPOSE OF ROLE

The Participation Coordinator will organise, manage, facilitate, and curate a range of Zest's participatory activities alongside the Artistic Director & CEO. They'll work across theatre, public art, and digital artforms to engage children and young people nationally, including the coordination and oversight of our new touring youth space which will deliver 360 hours of youth work across Lincoln between 2024-26.

DUTIES AND RESPONSIBILITIES

Engagement Programmes / Project Delivery

- To oversee, administer, and deliver workshops and programmes to engage children and young people in schools, colleges, theatre, and other relevant settings. This will be on a national scale.
- To work alongside the Artistic Director to plan and develop participatory activity and new programmes, ensuring our aims and objectives are met.
- Identify and liaise with existing and emerging key project stakeholders and potential partners to maximise engagement with specific communities.
- To continually ensure Zest's participatory work is accessible to, and inclusive of, the broadest range of young people regardless of background or ability and protected characteristics as defined by the Equality Act 2010.
- For all national touring projects, coordinate and support youth casts in person, travelling to tour venues/locations as required.
- Support the facilitation and delivery of all the participatory and outreach elements for Zest's touring projects.
- To meet all aims and targets set out for the projects you are tasked to deliver.
- Project manage and deliver participatory activity for Zest's new installations for public spaces, including duty management, and detached youth work as required.
- To facilitate Zest's existing portfolio of projects such as *The Forum*, and *Refresh* across the country, developing new skills in artforms that are new to your practice.
- To coordinate the monthly meetings of *Future Proof*, Zest's youth advisory Board, and *Future Proof+*, Zest's Shadow Board, working alongside the Artistic Director to facilitate both groups.

Management and support of Participation freelancers

- Work alongside the Executive Producer to recruit and contract a pool of diverse freelance artists/staff relevant to the needs of each project.
- Ensure that every workshop/project you are responsible for has appropriate staffing.
- Monitor and evaluate the work of freelance artists/staff, observing workshops sessions and evaluating of participant responses.
- To line manage/supervise Participation freelancers.

Monitoring, evaluating, and reporting

- Support the Artistic Director and Executive Producer to monitor and evaluate progress against the agreed project Key Performance Indicator's milestones, outcomes, and deliverables, contributing to reports as required.
- To plan and manage budgets for your areas of responsibility with support from the Executive Producer.

General

- To work alongside the Artistic Director, Executive Producer, Assistant Producer, freelance creatives, and young people to develop Zest's productions, installations, and participation projects.
- Apply and seek opportunities for funding as necessary.
- Cultivate relationships with potential funders and partners to look for opportunities for sponsorship and funding where appropriate.
- To stay up to date with current theatre practice and youth culture to ensure Zest's work remains fresh, relevant, and engaging.
- To grow and chart the growth of our engagement practices and revenue.
- Contribute to annual reports, business plans and other strategic documents for the Company.
- To calmly problem solve with positivity.
- To work within Zest Theatre's policies and procedures.
- To represent Zest Theatre at events, meetings, conferences, and performances.
- To support social media output and creative content.
- Promote the work of Zest to the industry and audience members.
- To work with passion and Zest!
- To complete any other reasonable duties requested by Zest Theatre management.

PERSON SPECIFICATION

We want our team to be ideas-driven and excited about pushing boundaries and discovering new ways of connecting with young people.

The person appointed will, therefore, need to be able to demonstrate the following:

Essential:

1. A demonstrable passion for the arts, theatre, and young people.
2. Professional experience of coordinating and delivering projects within the theatre sector, especially for, by, and with young people.
3. Professional experience of planning and delivering theatre workshops with children and young people.
4. Have training or experience in community focussed arts projects / co-creation with young people.

5. A readiness to expand current practice, develop new skills in new artforms, and innovate what youth participation the arts could look like.
6. Experience of implementing good safeguarding practices.
7. Strong pastoral care skills and an enthusiasm for supporting children and young people in challenging circumstances while ensuring self-care is part of your working practice.
8. Line management and/or supervision experience.
9. Excellent organisational and administrative skills and attention to detail.
10. Excellent communication skills, a good level of face-to-face presentation skills, a confident telephone manner and good written communication skills.
11. Evidence of working effectively with stakeholders across education, theatre, and community settings.
12. Good level of computer literacy (Microsoft office) is essential.
13. Competent with online platforms (Zoom/Teams) for the delivery of digital creative work or workshops.
14. The ability to prioritise and take ownership of tasks.
15. The ability to work effectively as part of a team as well as independently using initiative and a proactive approach to work.
16. An excellent team player.
17. An interest in the tastes, attitudes and concerns of young people and a passion for all aspects of diverse youth culture.
18. To regularly work from Zest's office base in central Lincoln (ideally at least 2 days per week), to be agreed with the successful candidate.
19. A flexible approach to work and working hours when needed and agreed.

Desirable:

1. Knowledge or passion for theatre and / or current practice across artforms.
2. A qualification or experience in Youth Work would be advantageous.
3. Experience of budget control.

ACCESS & INCLUSION

If you think you are on the edge of being the right fit, feel free to initially send your CV, website, or your LinkedIn profile to jobs@zesttheatre.com and we can get back to let you know if you should apply. It is widely known that people who experience barriers to arts employment due to factors such as race, gender, ethnicity, disability, or people from a working-class background, are more likely to assume that they are not the right person for a role like this. We warmly encourage you to apply!

Zest Theatre is committed to inclusion and equal opportunities in the workplace. Zest makes appointments based solely on ability to fulfil the duties of the post. We actively encourage applicants from all backgrounds, of different ages, genders, social and economic backgrounds, religions, and sexual orientations and people with and without disabilities.

In particular, Zest is committed to anti-racist practice across our whole organisation and encourages applications from all global majority backgrounds. We are dedicated to reflecting the wider world and pursuing an increasingly more representative practice.

HOW TO APPLY

1. To apply, please complete the application form that can be found [HERE](#)

Zest Theatre wants to make this application process open and accessible to all. If you feel you meet the requirements of the Job Description, we want you to apply.

Our application form outlines all the key information we need to know as part of this recruitment process. How you respond is up to you: you can complete the form, or even submit a video or audio file of your responses. We are open to receiving your application in any format that best suits you and your access needs.

If you have any questions about submitting your application, please email jobs@zesttheatre.com and we'd be happy to help.

2. Complete our Equal Opportunities Monitoring Form that can be found [HERE](#)

3. Return your completed Application and Equal Opportunities Monitoring Form

Please submit both forms to jobs@zesttheatre.com with the email heading 'Participation Coordinator'.

KEY DATES

Closing date: 12 noon 22nd May 2024

Interview dates: Thursday 30th or Friday 31st May 2024. All candidates will receive the interview questions in advance.