





# HELLO AND WELCOME

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**Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.**

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.



# OUR MISSION AND VALUES

## NEW VALUES TO INSPIRE

**ACTING TOGETHER:** We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

**COME AS YOU ARE:** We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

**ALWAYS EVOLVING:** We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

## OUR STRATEGIC PRIORITIES

**REPUTATION:** Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

**RESILIENCE:** Future proof the organisation, securing long-term financial and environmental sustainability.

**INCLUSION:** Embed diversity, access and inclusion in every aspect of what we do.

## A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

## AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

## AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

## AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.



# JOB DESCRIPTION

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**Post:**

COMMUNITY EMBEDDED PRODUCER

**Salary & Band:**

£31,000-34,000 depending on experience

**Department:**

Producing

**Contract:**

Fixed Term to April 2027

**Hours:**

Full-Time

**Reporting To:**

Creative Director

**Responsible For:**

Freelance Creatives

**Location:**

The Belgrade Theatre, Coventry

**JOB PURPOSE AND ROLE:**

To deepen the Theatre's relationship with its communities, as part of a co creation approach that reflects our communities' experiences in the work we commission, produce and present. To build a wider range of diverse audiences, particularly for our home-produced work.

Based in the Belgrade Theatre, the *Community Embedded Producer* will work closely with the Artistic and Associate Directors to strengthening the Belgrade's co creation approach across community, talent development, programming and home-produced work.

Through an embedded approach to working directly in the community, they will be a key point of contact for members of the community, an advocate for new ideas, information, and insight into how the Belgrade can better support and engage our local communities in the now and into the future.

In consultation with community, they will develop and deliver activity that feeds directly into our home-produced programme of produced and participatory work. They will be a dynamic, person-centred producer with a strong track record of community engaged practice.



# JOB DESCRIPTION Cont

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In addition, this post will help support and implement the Belgrade's overarching Audience Development strategy, by identifying and building relationships with potential audience groups, from Coventry's various communities, including, but not limited to, Global Majority and Irish communities; audiences with access needs; the elderly, LGBTQI+ community; students.

It is expected that the Community Embedded Producer will spend a significant part of the week working offsite, on the ground, connecting with communities.



# WHAT YOU WILL DO

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## **PRINCIPLE DUTIES & RESPONSIBILITIES:**

### **Community Engagement and Producing**

- To work in the community and become a key point of contact for members of the community, with a view to creating meaningful relationships between the organisation and the people it serves,
- An advocate for new ideas, information and insight into how the Belgrade can better support and engage our local communities in the now and into the future and deliver these to the Senior Team,
- To develop activity proposals and plans, in relation to our proposed creative programme of produced, presented and participatory work,
- To ensure that these plans consider the needs of different communities or individuals, participating, to provide inspiring, safe and enjoyable creative experiences,
- To inform and develop new ideas that have a direct impact on our produced programme and flagship productions,
- Develop and manage budgets for the work, reporting regularly to the Director of Producing and Co Creation,
- To inform and develop new ideas that support our planned home-produced work,
- To inform and develop new ideas that feed into our commissioning and producing strands of work for 2026 and beyond,
- Manage the Coventry Building Society partnership and programme of work, 'CBS Connects', which provides opportunities for community engagement at the Belgrade.

### **Communication**

- To work closely with the Marketing and Communications team to identify, develop and maintain relationships with key communities and individuals,
- Leverage external partnerships to identify potential audience groups, leading to interactions that encourage increased attendance at the theatre,
- Develop opportunities for greater audience engagement with priority groups within these targeted groups,
- Lead on establishing appropriate methods of communication with audiences, developing relationships and helping to grow audiences across priority groups,
- Host and attend events to help promote the theatre to targeted groups to keep the community informed and engaged with the Theatre's work and to elevate the Theatre's local impact,



# WHAT YOU WILL DO cont

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- To listen to local feedback on the Theatre and work, to create responses to local ideas, needs and barriers to engagement.

## **Financial**

- Manage programme budgets reporting regularly to project partners where appropriate,
- Identify and manage budgets for new programmes of work, reporting regularly to the Director of Producing and Co-Creation,
- Negotiate and manage contracts,
- Work within the Theatre's agreed finance and accountancy procedures.

## **Monitoring and Evaluation**

- Ensure activity for which you are responsible is properly evaluated, in line with the Theatre's Evaluation Framework and that the necessary information is available for monitoring and evaluation,
- Where necessary, work with project partners to establish KPIs to ensure activity is evaluated and strong impact is delivered against project criteria,
- Work closely with members of the Marketing and Communications Team to monitor, review & develop strategies to engage communities with the output of the Theatre.



# WHAT ARE WE LOOKING FOR

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## **PERSONAL ATTRIBUTES:**

### Skills and Experience

- A dynamic producer, with significant experience in developing and producing community projects in partnership with individuals and organisations, ideally in an arts environment,
- Experience and strong commitment to working with a wide range of people, of all ages and abilities,
- Demonstratable knowledge and understanding of community arts practice,
- Experience of developing and managing stakeholder relationships with individuals, communities and other organisations,
- Experience of putting together project plans and budgets, to ensure any activity can reach its potential,
- Experience of effectively managing project and event plans, budgets, staff and volunteers,
- Ability to manage multiple priorities and meet deadlines,
- Excellent team worker, understanding and supporting the work of colleagues as well as inviting support and input in return,
- An effective champion of the value of live theatre,
- Willingness to embrace the Belgrade Brand Values,
- Ability to work effectively within a team and to lead, manage and motivate artists, staff, participants and partners to achieve outstanding results.

### Desirable

- A knowledge of Coventry and its communities,
- Language skills relevant to Coventry's diverse communities,
- Experience of negotiating and issuing contracts with artists, individuals, groups and partners,
- Good numeracy and literacy standards; Computer Literacy: Proficiency in the use of Word, Outlook and Excel and willingness to learn other computer packages used by the theatre, where appropriate.





# ADDITIONAL INFORMATION

- The Belgrade operates a House Agreement based on the UK Theatre (formerly TMA)/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters
- Employees' health and safety is of paramount importance, and Management insists that an employee obtains written express permission to take on any paid work or other employment during periods of TOIL (Time Off In Lieu) or holiday. No permission will be given for the first 28 days of holiday as this is a statutory requirement
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with the Belgrade Theatre does not come into force until the first day of work
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to particular conditions and 10% discount at the Theatre's Café and Bars
- Starting date: ASAP
- Salary: 31,000-34,000 depending on experience
- Probationary period: There is a probation period of 3 months during which the notice period is two weeks. After confirmation of appointment the notice period is 2 months
- Working Hours: This is a full-time post which is based on 39 hours Monday to Friday, with occasional weekend work. Sunday working paid as TOIL.
- Pension: The Belgrade Theatre runs pension auto enrolment and is currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available
- Holidays: 28 days per annum including Bank Holidays, rising by one day every complete year worked, to a maximum annual holiday entitlement of 33 days (including Bank Holidays). Pro Rata for part time working
- Location: Coventry



# HOW TO APPLY

Please send a **CV** and **covering letter** by **12 midday on Tuesday 26 November** to [recruitment@belgrade.co.uk](mailto:recruitment@belgrade.co.uk) or via post to: **Recruitment, Belgrade Theatre, Belgrade Square, Coventry, CV1 1GS.**

Please clearly mark the subject of your email, or address on the front of your envelope, as Community Embedded Producer.

**Your CV should include:** dates (months/years) of employment, job title and location. It should also include the name, work address, email address and phone numbers of two referees with a note to say how they know you.

**Your covering letter should include:** why are you interested in this post (e.g. what qualities you think you can bring to the job, your relevant skills, any additional information you feel supports your application). We recommend that you tell us what you can about yourself, with reference to the **What You Will Do & What We Are Looking For** sections. Please also include any relevant qualifications or training courses attended.

Alternatively, we can accept applications in other formats, including voicenote or video.

Your covering letter should be no more than two sides of A4/500 words or a video/voicenote of no more than five minutes in length.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and also complete the disability confident survey via this link: [Disability Confident Survey](#).

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. We particularly welcome applications from people of the Global Majority, people who are disabled, neurodivergent and people who are currently under-represented in our industry.

Interviews will take place **w/c 2 December**

## EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

Please complete our monitoring form via this link: [Diversity and Equal Opportunities form](#).



**BELGRADE  
THEATRE**