



**Royal Court Theatre**  
Sloane Square, London, SW1W 8AS  
Admin 020 7565 5050  
royalcourttheatre.com  
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 931147

## **JOB DESCRIPTION**

### **NEW WRITERS & PARTICIPATION PRODUCER**

**Full time, permanent**

### **ABOUT THE ROYAL COURT**

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

### **ABOUT THIS ROLE**

**Job Title:** New Writers & Participation Producer

**Line Manager:** Head of Producing & Partnerships

### **MAIN PURPOSE**

This new role will be central to delivering the Royal Court's future participation work with schools and young people; and our open-access programmes for early-career and aspiring writers. This will include the oversight and practical, day-to-day delivery of year-round programmes and one-off projects; as well as the opportunity to shape future plans. The role requires strong administrative, communication and project management skills, alongside direct experience and understanding of working with young people, school and community groups, and aspiring writers of all ages and diverse backgrounds.

While working flexibly across different participant and engagement programmes according to workload through the year, the role is expected to break down as approximately 3 days per week managing work with schools and young people; and 2 days a week our open-access writers support activities. This role requires regular travel and in-person engagement both at the Royal Court and off-site. The role and its continuity is subject to third party funding



**Royal Court Theatre**  
Sloane Square, London, SW1W 8AS  
Admin 020 7565 5050  
royalcourttheatre.com  
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 931147

## RESPONSIBILITIES

### Producing & Strategy

- Developing and implementing Royal Court participation strategy, including work with young people; and our open-access offer for early career and aspiring playwrights, working closely with the Artistic Team and Associate Playwrights
- Producing and project management to convert strategy into clear project plans, timelines, budgets and cross-departmental co-ordination to ensure smooth delivery.
- Maintaining a good working knowledge of our local communities, wider national trends and opportunities in arts participation and engagement in order to inform future work.
- Collaborating with the Development team to ensure fundraising activities are best aligned to new strategic planning around participation and engagement at the Royal Court.

### Young People & Participation

- Leading on the management and practical delivery of year-round participation projects, focused on work with young people, schools and community groups.
- Managing key moments when young people send scripts or other work to the Royal Court, including co-ordinating with freelancers and our Artistic Teams to manage and respond to submissions.
- Building and managing relationships as the key contact point for schools, youth and community groups and cultural partners to ensure positive communication, uptake and engagement with our work; as well as signposting opportunities for school bookings and educational resources.
- Managing digital and in-person offers for young people, including the creation of resources and activity plans, liaising with artists, specialists, facilitators, schools/groups and young people to ensure this work is delivered at the highest standard.
- Working with the Production and Theatre Management teams to deliver key events, festivals and other activity with young people at the Royal Court.
- Working with Producing team colleagues to recruit, contract and supervise freelance artists, education specialists and facilitators, maintaining budgets agreed with the Director of Finance.
- Directly working with young people in school or community settings, or at the Royal Court, facilitating events and ensuring a welcoming environment for participants.
- Working with our Communications Team to ensure our participation offers are best promoted to a wide range of partners, schools, community groups and young people.
- Acting as a designated safeguarding lead, undertaking relevant training and maintaining up-to-date knowledge and strict compliance with relevant safeguarding procedures.
- Ensuring that participation activities are risk assessed and comply with all relevant policies.

### Open-Access Writers Programmes

- Producing and practical delivery of our year-round open-access offer for playwrights, including but not limited to regular events, career surgeries, discussion nights, zoom sessions, writer's nights and more.
- Liaising with our Artistic, Bar & Kitchen and Front of House Teams to ensure a joined-up approach across specific writer events and writers' wider use of the building resources.
- Hosting and running a range of events and activity for writers, both in-person and digitally.



**Royal Court Theatre**  
Sloane Square, London, SW1W 8AS  
Admin 020 7565 5050  
royalcourttheatre.com  
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 931147

- Working with our Communications Team to ensure we maintain up-to-date information for writers (including website / newsletters) and manage ticketed or sign-up events.
- Managing key moments such as funding and support schemes or programme call-outs/submissions for emerging and aspiring writers, supported by the wider teams.
- Co-ordinating with the Artistic & Literary Teams to support and ensure a consistent approach to how we engage with new writers, including contributing to planning of writer development, workshops, residencies, retreats and other activity as appropriate.

### **Finance, Reporting & Evaluation**

- Acting as a budget-holder and managing delegated spending for relevant projects and activity.
- Liaising with the Finance department to ensure accurate reporting, budget reconciliation and reforecasting.
- Maintaining logs and filing systems to ensure efficient, accessible information-sharing and records.
- Contributing to data capture including participant surveys and event reports, supporting the Executive and Development teams reporting on our work to funders and stakeholders.
- Gathering participant and partner feedback and case studies to inform evaluation and planning, and to underpin a case for support for future funders, partners and supporters.

### **General**

- Representing the Royal Court with discretion and care at all times, particularly as a frontline representative of the organisation for young people, schools and community partners.
- Contributing to a respectful and inspirational working culture at the Royal Court, including upholding and developing our commitments and practice around anti-racism and anti-oppression as well as sustainability, health and safety and others.
- Attending and contributing to artistic team meetings, taking a flexible, collaborative approach to the delivery of all our work with young, aspiring and early-career writers.
- Attending regular cross-departmental meetings and working to ensure effective information-sharing around artistic programmes to support the overall work of the teams at the Royal Court

This job description is a guide to the nature of the work required of the role. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with their line manager and/or the Executive team.



**Royal Court Theatre**  
Sloane Square, London, SW1W 8AS  
Admin 020 7565 5050  
royalcourttheatre.com  
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 9311 47

## PERSON SPECIFICATION

### Knowledge and Experience

- Experience working with school and/or youth groups in the management and delivery of participatory projects, in the theatre or wider arts sectors.
- Experience working directly with young people, including as a confident facilitator with insight into the needs of diverse young participants from a range of backgrounds and contexts.
- Experience in project and activity planning and implementation, including budget management, scheduling and project communications.
- Clear understanding of key safeguarding issues for young people, both digitally and in-person.
- Understanding of Safeguarding legislation and how it relates to the role.
- Knowledge of theatre and new writing, including the challenges facing early-career writers.
- Understanding of and commitment to the progression of anti-racism and anti-oppression in the workplace and through participation and engagement work.

### Skills and Abilities

- Highly organized, self-motivated and efficient, with a systematic approach to administrative and management tasks and the ability to forward-plan in managing a busy schedule.
- An energetic approach to leading on projects, motivating others and setting a positive culture of welcome and openness across our activities.
- Excellent written and verbal communication and interpersonal skills, able to establish positive relationships with a wide range of partners, stakeholders, participants and artists.
- Good financial and project management skills, including a strong eye for detail and the ability to work to tight deadlines and handle pressurized situations.
- An effective team player with a flexible, collaborative approach to achieving tasks.
- The ability to deal sensitively and discreetly when handling confidential and personal information, especially in a safeguarding context with young people.
- Excellent IT skills including for the creation of public-facing documents, digital materials and internal spreadsheets and project trackers.



**Royal Court Theatre**  
Sloane Square, London, SW1W 8AS  
Admin 020 7565 5050  
royalcourttheatre.com  
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 931147

## TERMS AND CONDITIONS

**Hours:** 40 hours per week, usually 10m - 6pm Monday – Friday (1 hour lunch break)  
Due to the nature of this role some evening and weekend work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

**Contract:** Full time/Permanent

**Salary:** £34,320.00 (gross) per year

**Holiday Entitlement:** 25 days per year, plus bank holidays

**Pension:** The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Note: given the nature of this role, any appointment will also be subject to an enhanced DBS check.

### Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events