

A photograph of a workshop table covered with various tools and handmade letters. The letters are made of different materials like foam, wood, and fabric, and are decorated with gold fringe and red velvet. Tools include a utility knife, a blue vise, a metal mold, a measuring tape, and several brushes. The scene is lit from above, casting soft shadows.

National
Theatre

Job Pack

**Public Acts Project Manager (Digital and Communications)
Fixed Term Contract**

About the National Theatre



Our Purpose

The National Theatre's mission is to make world class theatre that's entertaining, challenging and inspiring – and to make it for everyone. It aims to reach the widest possible audience and to be as inclusive, diverse and national as possible with a broad range of productions that play in London, on tour around the UK, on Broadway and across the globe.

The National Theatre's extensive UK-wide learning and participation programme supports young people and schools through performance and writing programmes like Connections, New Views and Let's Play, while Public Acts creates ambitious new works of participatory theatre in sustained partnership with theatres and community organisations around the country.

The National Theatre extends its reach through digital programmes including NT at Home, a streaming service offering unforgettable plays available to watch any time, anywhere, NT Live, which broadcasts some of the best of British theatre to over 2,500 venues in 65 countries, and the National Theatre Collection, which makes recordings of shows available to UK schools and the global education sector.

The National Theatre invests in the future of theatre by developing talent, creating bold new work and building audiences, partnering with a range of UK theatres and theatre companies.



About the Learning Department



Through a nationwide programme the NT shares the power and potential of theatre with young people, adults and communities across the UK, giving as many people as possible the chance to make, experience and be inspired by theatre. In 2021-22 we reached over 245,000 people with engagements of nearly half a million. Since it's opening, the Clore Learning Centre and the NT Collection (our schools' streaming service) have transformed the scale and reach of our work. During the past year, the Learning programme has responded rapidly to the current environment by delivering a large proportion of the programme digitally, consistently working with schools, partner organisations and individuals from April 2020 onwards. With a focus on working nationwide and with new partners, and our increasing commitment to working with underrepresented participants and practitioners, this is an exciting time to join an ambitious programme as it evolves into a hybrid of digital and in-person work.

The Secondary and FE Programme Coordinator will join a large and talented team, working with a wide range of partners across the UK.

For further information on our current programme please see: www.nationaltheatre.org.uk/learning

Job Description

Public Acts Project Manager
(Digital and Communications)

Contract Type: 10-month Fixed Term Contract (November 2022 – August 2023)

Hours: 21 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements.

Salary: £33,280 per annum, pro rata

Responsible to:
Public Acts Senior Producer

Responsible for:
Freelancers



Purpose of the Role

Public Acts is rooted in the concept of partnership: in learning from one another, as individuals and organisations. Our partnerships with theatres and community organisations across the country lie at the heart of the programme.

The Project Manager will work in close collaboration with the Public Acts Senior Producer and Director on all aspects of programme communications and digital activity around 'The Odyssey' our next large-scale participatory theatre project taking place across England in 2023.

The Odyssey will be told in five episodes, Episodes 1–4 will be written, created and performed by local artists and communities in four partner organisations across the country and performed at the Partners' venues and Episode 5 will be performed on the Olivier stage of the National Theatre featuring community performers from all four Partners as well as from our London community partners.

We are open to hearing from people who would benefit from flexible working, reduced hours and compressed hours.



Duties and Responsibilities

- To Project Manage The Odyssey documentary activity in collaboration with the Director and Senior Producer of Public Acts, the Digital Department and freelance film makers
- Be the Public Acts central point of coordination for the capture of all 5 Episodes of the in collaboration with the Digital Department
- Work with the Senior Producer of Public Acts to facilitate, manage and write copy as needed for external and internal communications
- Proofread documents as required
- Manage NT comps, tickets and guest invitations (company, partners, guests, stakeholders, Alumni company etc) for all 5 Episodes of the Odyssey
- To successfully manage multiple projects and deadlines with shifting priorities

Communications:

- Work in collaboration with the Public Acts Senior Producer and the Marketing, Press and Graphics departments to contribute to the communication and marketing of the Public Acts programme
- Manage Public Acts web presence and social media communications in collaboration with the Marketing Department
- Work with the Public Acts Senior Producer to ensure effective internal communications within the Public Acts team and across the NT
- Support the work of the Public Acts Research Partner, facilitating the involvement of researchers in the programme and supporting the collection of data and evidence

General:

- Contribute to a creative and collaborative working culture across Public Acts, the Learning and other departments at the NT.
- Support the National's communications objectives by sharing information with the Learning team and NT colleagues as appropriate whilst respecting confidentiality, so that all information needed to perform duties effectively is shared
- Comply with the National's Equal Opportunities and Health & Safety policies at all times
- Undertake any other duties which may reasonably be required

The key responsibilities are a guide to those required when starting the role with The National Theatre. You may be required to carry out responsibilities outside of these and if this is the case we will discuss this with you. In addition, if there are changes required to the role these will be discussed with you as and when required.

Person Specification

Essential:

- Experience of digital and broadcast
- Significant experience of external and internal communications
- Excellent interpersonal skills with the ability to communicate with a wide range of audiences
- Excellent writing, editing and proof-reading skills, with the ability to write concise and engaging copy in a range of styles and for a variety of audiences
- Excellent attention to detail
- Able to demonstrate initiative, work autonomously and to be forward-thinking
- Excellent IT skills, with good knowledge of Microsoft Office applications
- Ability to work under pressure and to manage competing priorities
- Experience of partnership working

Recruitment Process

Link to apply: <https://candidate.nationaltheatre.org.uk/181014RNT>

Closing date: Friday 2nd September 2022, midday

Interview dates: 16/09/2022, 23/09/2022

Further queries: email recruitment@nationaltheatre.org.uk

Perks

- Complimentary staff tickets for shows and NT Talks & Events, subject to availability and policy
- Discounts in the NT's bars, cafes, restaurants and bookshop and in local businesses (from Wagamama to local childcare providers & gyms on and around the South Bank)
- Interest-free season ticket and cycle-scheme loans
- Pension schemes with Legal & General and NEST
- 28 days annual leave (including bank holidays), pro rata, increasing with length of service
- In-house Training & Development Programme including a free e-learning platform
- An Employee Assistance Programme, Mental Health First Aiders scheme and an in-house Wellbeing Programme including monthly talks and events
- Buddy scheme for New Starters
- On-site staff canteen and bar
- Staff networks including the Disability Staff network, Ethnically Diverse network, LGBTQ+ network and Women's network
- The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We want our workforce to be representative of all sections of society and welcome applications from everyone.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the essential criteria for our vacancies.

HR Department 2022



