

CLEAN BREAK

Recruitment Pack

Producer

August 2017



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Dear Applicant

Thank you for your interest in the Producer post at Clean Break. This is an exciting opportunity to make a significant contribution to the support offered to women with experience of the criminal justice system and women at risk of offending who are studying at Clean Break.

I have pleasure in enclosing the recruitment pack which includes the following:

- Background information about Clean Break
- Artistic Plans
- Job description, person specification, terms and conditions
- Application form
- Equality & diversity policy statement and monitoring form
- Criminal records disclosure notification statement

Please advise us if you require a copy in large print or an alternative format.

If you would like an informal discussion about the position before applying, please call 020 7482 8600 to arrange a time to speak with Charlotte Gwinner.

Here are the key dates:

September 4th 2017	10am	Deadline for completed applications
September 11th 2017		Interviews

You should complete the enclosed application form addressing the points on the person specification. We also ask that you complete the equal opportunities monitoring form to help us with implementing and monitoring our equality and diversity policy. This will be separated from your application on receipt. Please note that if you state that you are disabled, an ex-offender or a former student of Clean Break and you demonstrate that you meet the essential criteria on the person specification, you will be guaranteed an interview.

We expect to receive a typed application. Please feel free to use the same headings on your own version of the form. Additional headings, CVs or other material will not be taken into account. Please email your application to recruitment@cleanbreak.org.uk, or alternatively send by post or hand deliver marking your envelope for the attention of the Buildings and Administration Manager- applications can be brought in during office hours, Monday-Friday 9.30am-5.30pm.

Good luck with your application and we look forward to hearing from you.

Best wishes

Lucy Perman
Executive Director

CLEAN BREAK – OUR HISTORY, VISION AND MISSION

Our history

Clean Break was set up in 1979 by two women prisoners who believed that theatre could bring the hidden stories of imprisoned women to a wider audience. Still the only women's theatre company of its kind today, Clean Break has remained true to these roots, continuing to inspire playwrights around the complex theme of women and crime - enlightening and entertaining audiences. Integral to this, is the company's long-established theatre-based education and training programme enabling women offenders and those at risk of offending to develop personal, social, professional and creative skills leading to education and employment.

Our rationale/the context

The treatment of women by the criminal justice system is one of the clearest demonstrations that our society is still fundamentally unequal and that women are judged by different standards to men. The causes of crime are inextricably linked to poverty, lack of education, racism and poor mental health. Most women offenders have also experienced male violence and are victims of crime, yet first-time women offenders are twice as likely as men to be sent to prison. Black and minority ethnic women comprise over a quarter of the women's prison population – over three times that in the general population¹.

Our vision

We believe that theatre is a powerful form through which women can challenge their oppression by society in general and by the criminal justice system in particular. We believe that an unequal society criminalises women. Our vision is of a society where women are not criminalised unjustly nor imprisoned unnecessarily.

Our mission

Clean Break is a producing theatre company with an independent education programme. Both strands of our work are rooted in the belief that theatre changes lives. Behind the scenes, we provide high-quality theatre-based courses, qualifications, training opportunities and specialist support which are critical for the rehabilitation of women offenders. On the stage, we produce ground-breaking and award-winning plays which dramatise women's experience of, and relationship to, crime and punishment. Our women-only identity is crucial to our history and rationale, and provides us with the most effective model for representing, understanding and meeting the complex needs of women who offend. We work together with allies and partners from all sectors to further our aims.

Our achievements

Clean Break has thrived since its establishment and this is testimony to the power of theatre and the strength of the company's work. The women-only building in Kentish Town provides a safe space where transformation and learning become possible. The unique repertory which has been created by playwrights commissioned by Clean Break, and the ongoing relationship between these writers and the company, is something of which we are immensely proud. Clean Break has used theatre to put the issue of women in prison firmly on the cultural map and to reveal the damage caused by the failures of the criminal justice system. Through the theatre we make we continue to raise difficult questions with our growing audience, initiate debate more widely and work towards effecting profound and positive change in the lives of women offenders. Recent awards include: two Koestler Awards for prison playwriting projects; Lucy Kirkwood jointly winning The Whiting Award supported by Peter Wolff Theatre Trust for her Clean Break play *it felt empty when the heart went at first but it is alright now* (Arcola Theatre); Chloë Moss winning the Susan Smith Blackburn Prize for *This Wide Night* (Soho Theatre); and the *Charged* (Soho Theatre) stage management team winning Stage Management Association Team of the Year award. Clean Break was also shortlisted in the inaugural 2011 European Diversity Awards as Charity of the Year.

CLEAN BREAK - ARTISTIC PLANS

2017-2019 marks the beginning of an exciting and adventurous new chapter for Clean Break, building on its rich legacy of producing relevant and dynamic productions about women in the criminal justice system, we will be diversifying our theatre output in scale, form and reach.

We will be developing new opportunities to combine the voice and participation of marginalised women with high calibre theatre makers and deliver excellent new work that impacts on a wider audience. Our current co-commissions reflect our newly integrated approach as well as a diverse slate of writers, artists and partnerships.

In 2018, we will produce three productions: a new play, *Blista* by Clean Break graduate and playwright, Sonya Hale at Soho Theatre. In addition, a witty and provocative performance piece, *Inside Bitch*, by playwright and former Resident Playwright Stacey Gregg and performance artist Deborah Pearson and a new play, *Between Us* by Katherine Chandler that opens in Theatre Clywd and will tour regionally with a London home, to be confirmed.

2019 marks the 40th Anniversary of Clean Break, featuring 40 projects that include 4 cornerstone productions as well as provocations, participation projects, digital output and promises to be high impact celebration of our legacy but also our future programme

Our four key productions will be: a co-commission by Morgan Lloyd Malcolm at the RSC, inspired by her Clean Break residencies and exploring women in punk; a new co-production of Alice Birch's new play – building on our 2018 co-commission with NT Connections; a new collaboration with Manchester International Festival, involving graduates from Clean Break's education programme with highly acclaimed international director, Lies Pauwels; and a new co-production of a new play by award winning writer, Theresa Ikoko with the Bush Theatre.

We are also reshaping our current theatre education programme as a new creative learning offer to infuse the new artistic programme. We are exploring different models of participation to create meaningful opportunities for our students and graduates to play an active role in the company's theatre-making and creative life. Alongside this we continue to deliver our vibrant programme of theatre-writing and theatre-making prison residencies.

“Tanya Moodie's engaging performance... touches us in a way that news stories and reportage can't” Alison Benjamin, The Guardian on *Joanne* at Soho Theatre 2015 and the RSC Making Mischief Festival 2016.

JOB DESCRIPTION

Post title: PRODUCER

9 month contract (with option to extend)

Responsible to: Head of Artistic Programme

Works closely with Executive Director, members of senior team and the Executive Assistant / Literary Producer.

Job summary: To fulfil producing responsibilities during the company's year of transition and learning with specific responsibility for: working on producing plans for 2018; working on the new company business plan and helping to shape a new producing model; creating a producing framework for 40x40, the company's 40th anniversary celebrations in 2019.

KEY TASKS

Business planning and strategy

1. Bring ideas, creativity and research industry best practice to innovate Clean Break's producing model. Help the company to shape a new producing model which will deliver its future ambitions, achieve maximum impact and reach new audiences.
2. Work closely with the Head of Finance and Head of Development and Communications to cost up model options and explore fundraised and earned income potential to create sustainability.
3. Support the team with the development of new ideas and facilitate creative conversations across the company with internal and external stakeholders.
4. Be a strong ambassador and advocate for the company's future plans, and act as a key contact point for venues and artists and maintaining strong relationships throughout.

2018 productions

5. Work closely with the Head of Artistic Programme to produce a realistic and deliverable production and projects schedule for 2018 with clear project plans and milestones.
6. Work with the Head of Finance to create project budgets and support the Development Team with information for funding applications.
7. Work closely with the Head of Development and Communications on audience development plans.
8. Work closely with the wider team on engagement of company members (women with criminal justice experience engaged in company creative learning) in and around the productions, and achieve buy-in to our wider offer from partners and venues.
9. Specifically work in partnership with the Head of Artistic Programme and other staff to work on the following productions, pursuing venue and artist contractual and co-producing negotiations, and all other aspects of producing as required:

9.1 Sonya Hale – early summer 2018, Soho Theatre

9.2 Katherine Chandler/Theatr Clwyd/tour – Autumn 2018

9.4 Deborah Pearson/Stacey Gregg – date and partners tbc

9.5 Alice Birch/NT Connections – 2018 and 2019

9.10 Other projects as required

40x40 (Clean Break's 40th anniversary year in 2019)

10. Facilitate creative conversations to realise our ambitions for the year. Creating an ideas and then producing framework to project manage the different productions and events.
11. Maintain a strong relationship, move forward and realise projects, with already identified partners including the RSC (Morgan Lloyd Malcolm) and Manchester International Festival. Identify new partners as required.
12. Work with the Head of Finance on the production budget for the year.
13. Work with the Head of Development and Communications to achieve our fundraising goals for the year.

Other producing responsibilities

14. Support the wider team in fulfilling other producing responsibilities including student onsite work, prison residencies and other offsite work.
15. Maintain active and dynamic communications across the staff team to keep live all of our produced and planned work.
16. Work with the Head of Operations and Head of Artistic Programme on writer and artist contracts.
17. Work collaboratively with the Head of Artistic Programme on budgetary responsibilities – maintaining current budgets and forecasting future budgets.

Other

18. Maintain confidentiality and adhere to other Clean Break codes of practice, including Health & Safety.
19. Carry out other tasks as reasonably required by the Head of Artistic Programme or Executive Director.

PERSON SPECIFICATION

<p>Skills, knowledge & experience: essential</p> <ul style="list-style-type: none"> • Experience in producing theatre • Proven ability of negotiating deals and contracts arrangements with venues and partners • Experience of financial management and budget-control • Experience of making co-production deals • Ability to implement the company's artistic plans for the period • Ability to play an active role and have a strong artistic voice in future plans and decision-making • Up-to-date knowledge of current developments in contemporary theatre. • Strong relationships with venues and understanding of the key networks and opportunities for Clean Break to tap into • Strong organisational skills and ability to organise own time and work effectively and manage multiple priorities • Well-developed people skills and ability to inspire and nurture others • Strong team player • Computer skills 	<p>Skills, knowledge & experience: desirable</p> <ul style="list-style-type: none"> • Experience of working directly with women artists • Understanding of the needs of women with experience of the criminal justice system, and/or of addiction and mental ill-health • Experience of touring smallscale theatre • Experience of working with non-professional actors in artistic projects
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Proven commitment to and passion for theatre in the UK; a regular theatre-goer • Ability to work flexibly and adapt to delivering work across different areas of the organisation • Conscientious, good attention to detail • Good team player • Integrity and ability to manage confidential information. • Commitment to equal opportunities and diversity 	

<p>Other criteria - essential</p> <ul style="list-style-type: none"> • Ability to work occasional evenings. • The post is open to women only (exempt under the Equality Act 2010 Schedule 9, part 1) • The post is subject to an enhanced DBS check 	
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TERMS AND CONDITIONS: Producer

Salary	£35,000 (pro rata)
Working hours	3 days per week (21 hours) 9 month period (with an option to extend)
Annual leave	28 days plus bank holidays (all pro rata for part-time posts)
Pension	Scottish Widows pension scheme: Clean Break will contribute 3.5% of your salary when you contribute at least 2.5% of your net salary.
Other benefits	Company childcare vouchers scheme; Staff training and development scheme; Theatre ticket scheme.
Location	Clean Break offices, Kentish Town, North London; some visits off-site to meetings, events and performances.

*For office use only – please do not write in
this box. _____*

Clean Break 2 Patshull Road London NW5 2LB

APPLICATION FORM

All sections including the attached equal opportunities monitoring form must be completed by applicants and returned by the deadline. If you do not have enough room for your answers, you may continue on a separate sheet. Please feel free to recreate this form using the same structure and headings on your computer, however additional materials will not be accepted. Applications can be emailed to recruitment@cleanbreak.org.uk.

Post applied for: **Producer** _____
Personal Details: NAME: _____
 ADDRESS: _____
 HOME TELEPHONE: _____
 DAYTIME CONTACT: _____
 EMAIL: _____

(Please provide a daytime telephone number or somewhere a message can be left during the day.)

Do you require a work permit to work in the UK? ☐ Yes ☐ No *(tick one)*

If yes, please give details: _____

Please state the documentation you will provide to demonstrate this (i.e. British passport, birth certificate, EC identity card, that shows authorisation to live and work in UK etc):

In order to comply with the Asylum and Immigration Act (1996) we must ensure that all new staff have the right to work in UK. Prior to an offer of work, we will require evidence that you have permission to work in the United Kingdom and a copy will be retained. This will be treated as confidential and held under our Data Protection Policy and Confidentiality Policy.

REFERENCES

Please list 2 referees – one should be your current or last employer. References will only be taken up after the interview once a firm job offer is made.

Reference 1	Reference 2
Name: Address: Daytime telephone: Email: Job title: How known to you:	Name: Address: Daytime telephone: Email: Job title: How known to you:

This page will be kept separately and not seen by the short-listing panel

EDUCATION AND QUALIFICATIONS

Starting with the most recent, please give details of your education and qualifications.

School, college or university	Start date	End date	Qualifications

TRAINING AND PROFESSIONAL DEVELOPMENT

Please tell us about any relevant training/development courses or activities you have taken part in and any qualifications obtained.

Activity	Start date	End date	Qualifications

EMPLOYMENT HISTORY

Please list in order with the most recent first the organisation/s you have worked for in full and/or part time employment including relevant voluntary or unpaid work. If not currently employed, list your most recent employer first.

Company/ Organisation and address	Start date	End date	Job title and job description

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PERSONAL STATEMENT

Drawing on your knowledge, experience, skills and abilities, please explain how you meet each point on the person specification. You should take this opportunity to give examples of your work and transferable skills from your life to demonstrate your suitability for this job.

Do you consider yourself to have a disability?

(Please tick one)

☐ No

☐ Yes *(If "yes," please write in)* _____

☐ Prefer not to say

Applicants who state that they are disabled and who meet the essential criteria on the person specification will be guaranteed an interview.

Declaration

I confirm that to the best of my knowledge the information given in this application is true and correct and can be treated as part of a subsequent contract of employment.

Signature: _____ Date: _____

EQUAL OPPORTUNITIES MONITORING FORM

Please fill in the form and return with your completed application. The form will be separated from your application prior to shortlisting and does not form part of the assessment process.

Clean Break is committed to developing positive policies to promote equal opportunities in employment and to prohibit unlawful or unfair discrimination on the grounds of an applicant's ethnic origin, age, or disability. In order to ensure that these policies are being carried out, and for no other purpose, all applicants are asked to provide this information.

Post title:

1. Where did you see the post advertised?

- ☐ Local newspaper advert, i.e. Camden New Journal (please write in _____)
- ☐ ArtsJobs
- ☐ Clean Break website
- ☐ I heard about it from *(Please write in)*: _____

2. What is your ethnic group?

(Please tick one of the appropriate boxes in one of the categories A-E)

A White

- ☐ British
- ☐ Any other white background *(Please write in)*: _____

B Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed background *(Please write in)*: _____

C Asian and Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any Other Asian background *(Please write in)*: _____

D Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any Other Black background *(Please write in)*: _____

E Chinese and other ethnic group

☐ Chinese

☐ Any Other (*Please write in*): _____

3. My age range is:

(*Please tick one*)

☐ 16 – 24

☐ 25 – 29

☐ 30 – 34

☐ 35 – 39

☐ 40 – 65

4. I consider myself to have a disability

(*Please tick one*)

☐ No

☐ Yes (*If “yes,” please write in*) _____

☐ Prefer not to say

Equality & Diversity Policy extract:**Our Principle Commitments**

Clean Break is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group, deserve to be treated equally, consistently and fairly.

We aspire to deliver consistently good practice and to set a high standard of equal opportunities within our service delivery; employment and volunteering; Board and advisory group structures; building and physical access and with the partnerships we forge.

In the case of Clean Break itself, we work with women who have personal experience of the criminal justice system and those at risk of offending as a result of their mental health distress and/or drug/alcohol use. In light of this, we employ only women to deliver our services in accordance with our exemption under The Equality Act 2010, Part 1, Schedule 9.

We recognise that many women are excluded from areas of society (such as employment, services, education) because of society's prejudice and discrimination. Women experience additional discrimination on the grounds of their: 'race, colour, ethnic or national origins, gender, gender-reassignment, disability, sexuality (the legislation uses the term "sexual orientation" but this policy will use the term "sexuality" instead), age, political beliefs, religious beliefs, trade union membership, economic status or class, offending background, marital status or family circumstances. As a Company, our particular priority is working with women who have experience of the criminal justice system and those at risk of offending as a result of their mental health distress and/or drug/alcohol use.

Within the parameters of the Company's mission, we are committed to being an inclusive organisation which reflects and values the diversity of the women that we work with. We recognise the significant benefits to the Company of working with a diverse team of women. We actively seek the creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work, which is enriched through collective experiences.

We strive to embrace and celebrate a broad definition of diversity within the framework of existing legislation and to develop a comprehensive action plan and provide training in specific areas of the main policy.

Clean Break is committed to consulting with women beneficiaries in relation to new policy development and project activity. We will bring annual plans to our student body for discussion and set up forums, where appropriate, to consult on particular project activity.

Disclosure and Barring Service Checks Statement for Potential Applicants (for further information please request a copy of our Disclosure and Barring Service Checks Policy)

Clean Break aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Clean Break welcomes applications from diverse candidates, and as such **welcomes applications from ex-offenders** for this post. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

This post involves access to vulnerable adults and/or young people. As such, it meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, and an enhanced disclosure form is required by Clean Break before a final recruitment decision is made. An Enhanced Disclosure contains details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions. These are shown on a criminal records check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

Criminal record information will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Disclosure information **will be interpreted fairly** and discussed openly with you in order to assess job-related risks.

At application stage

Clean Break encourages applicants to declare any convictions, or other matters that might be relevant at application stage. If you would like to meet with the relevant Manager to discuss your disclosure prior to an interview or following a provisional offer of work, please contact Clean Break on 020 7482 8600 and ask to speak to the relevant person. Alternatively, written details and dates can be submitted in confidence to the manager responsible for the appointment using an envelope marked 'private and confidential'. Applicants are encouraged to provide any other information they wish to draw attention to that may improve understanding of their situation and fair decision-making.

The first step in the selection process will always be to assess the applicant's relevant skills, experience, qualifications and ability to do the job. Applicants will be judged on merit, as to whether they meet the requirements in the person specification.

Following a job offer

Clean Break is currently using the Independent Theatre Council's (ITC) Disclosure service. Your disclosure information will only be seen by the relevant Manager at Clean Break, and if it requires further discussion, it will be brought to the attention of the Executive Director. In line with the Disclosure & Barring Service's (DBS) code of practice, we will take into account the seriousness and nature of any offence, the length of time since the offence was committed, the circumstances surrounding the offence and any explanation offered by the applicant. Criminal record information is regarded as sensitive personal information which will be kept confidential in line with Clean Break's Confidentiality Policy.