

## **About Us**

### **What is STRIVE ?**

STRIVE is a brand new collective composed of two exciting and established Deaf & hearing led companies with a shared ethos, Hot Coals Productions and The DH Ensemble. Both companies have a reputation for creating high quality productions which are inclusive to Deaf and hearing audiences and share a desire to push boundaries in theatre and champion access.

Through STRIVE, we aim to work together to build resilience and sustainability for the future by sharing resources. Both companies continue to operate independently but will share administrative resources and work together on projects.

For more information on the companies which make up STRIVE, see:

[www.dhensemble.com](http://www.dhensemble.com)

[www.hotcoalsproductions.co.uk](http://www.hotcoalsproductions.co.uk)

### **What is The Green Room?**

The Green Room marks our first project under the banner of STRIVE. Funded by Arts Council England, it is a series of twelve accessible digital video and audio interviews. Each will be hosted by a different member of STRIVE (the artists who run Hot Coals and The DH Ensemble). The series will be fun, entertaining and enlightening. It will celebrate Deaf and disabled artists, companies which demonstrate creativity & excellence in access and creatives who have adapted their working style to accommodate Deaf & disabled artists.

## **About You**

We are looking for someone with excellent organisational, interpersonal and communication skills, proven experience in a project manager, producer or arts marketer role, a passion for working in the arts and an interest in accessible performance/content.

## **Job Description**

**Job Title:** Project Manager

**Fee and Contract:** 3 days a week for 12 weeks a fee of £3920 (paid monthly, on the provision of a monthly invoice)

**Working Hours:** 3 days a week, hours to be

negotiated, some flexibility required **Start date:**

Immediate start

### **Working location:**

Working from home. You must be set up to work remotely with a good internet connection and webcam. If based in the same location as a member of STRIVE , you may be occasionally asked to meet them should government guidelines permit.

The contract offered will be one for the provision of services and not an employment contract.

**Closing date for applications:** end of day  
Wednesday 18th November

**Application process:**

Please send your CV and covering letter identifying how you meet the Person Specification to STRIVE at [collective.strive@gmail.com](mailto:collective.strive@gmail.com)

If you require any reasonable adjustments to the interview or application process please let us know in your covering letter.

**Selection process & criteria:**

We are actively seeking to improve the cultural diversity of our company through our hiring process. We also welcome Deaf/disabled artists for this role as a company led by Deaf and disabled artists and allies. This role is open to applicants from across the United Kingdom and could lead to further work with STRIVE in future.

Shortlisting will take place immediately after the deadline and will be matched to the Person Specification. You will be contacted if we wish to invite you to an interview.

The first round interview panel will consist of two people and will last 30-40mins.

If you have access requirements we will give you an opportunity to tell us about those before your interview.

**Purpose of Role:**

The Project Manager will be responsible for organising, marketing and delivering the digital The Green Room project. The Project Manager reports to the STRIVE management team and will be the main point of liaison for internal and external personnel.

They will work closely with the Access and Wellbeing Manager to ensure participants' access needs are met and will be responsible for the day to day running of the project.

## **Key Responsibilities:**

### **1. For The Green Room Project:**

#### **Marketing**

- Create and deliver a digital marketing plan to build an audience for The Green Room
- Manage social media accounts
- Liaise with freelance PR company to manage press coverage and PR opportunities
- Create simple marketing materials and social media posts

#### **Management**

- Arrange and record Zoom interviews with STRIVE artists (interviewers) and guests (interviewees) for The Green Room
- Assist with research on interview subjects
- Write copy for website including guest biogs etc
- Liaise with video editor to deliver edited content to meet the deadline for release
- Organising release forms/contracts for interviewees
- Liaise with Access & Wellbeing Officer to ensure all access needs and COVID compliance is met
- To act in accordance with the Equal Opportunities policy
- Contribute to evaluation and reporting for THE GREEN ROOM - Work alongside the Access Manager to engage with and uphold best practice approaches to inclusivity and access.

## **Financial**

- Deliver The Green Room project to the agreed budget
- Process invoices and updating accounting software

## **2. For STRIVE :**

### **Strategic planning:**

- Audience Development: Identify and reach target groups and initiate dialogues with the aim of building long term relationships and furthering the reach of STRIVE 's work
- Organisational Development: Work with STRIVE core artists to develop a long term development plan for the company
- To contribute to and implement the STRIVE cultural diversity strategy

### **Person Specification**

This role would suit someone who comes from a background of theatre producing, arts management or arts marketing and has an interest in accessible work.

### **Essential qualities, skills and experience:**

- A minimum of 3 years relevant industry experience
- Successful track record marketing digital content / performances
- Experience or an interest in working with Deaf and disabled artists
- A passion for the arts and accessibility
- Confidence with online platforms and SEO
- Excellent organisation and planning skills with proven ability to work flexibly under

- pressure, to prioritise and to meet deadlines
- Self motivated and able to work independently remotely
  - The ability to work collaboratively and form effective partnerships internally and externally
  - Excellent communication skills, both verbal and written. (NB STRIVE recognises that this can be achieved by various means, e.g. through a third party communicator)
  - Experience in problem solving both creatively and pragmatically - Flexibility and the ability to adapt to changing circumstances - Excellent IT skills across a range of software packages including Microsoft Office
  - An understanding of the importance of confidentiality and basic understanding of GDPR policies
  - Progressive, open minded and respectful to others

**Desirable:**

- British Sign Language skills
- Knowledge of editing software (e.g. iMovie or Adobe Premiere)