

tutti frutti

Job Pack

Arts Engagement Coordinator 2021

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In separate documents/links:

- **Application Form**
- **Equal Opportunities Monitoring Form link**

About tutti frutti

tutti frutti productions was founded in Leeds in 1991 and 2021 marked our 30th birthday. Our work is aimed specifically for children aged 3+ and their parents/carers for which we have built up a high quality product and excellent reputation.

In the 90's whilst staying true to our core, we developed, to much acclaim, a series of mid-scale theatre productions during our residency at the Lawrence Batley Theatre Huddersfield. In 2006, we moved back to Leeds, developing our core activity of touring productions nationally and internationally as well as building a successful partnership with York Theatre Royal and other venues. Since 2014 we have been expanding our international touring market and in 2016 secured a USA agent for touring there. A new series of spring shows, starting with science based reasearch, developed a new strand of exceptional spring touring productions interrogating; memory, ADHD, sport, emotional literacy and sleep, all in relation to children's lives, opening up new partnerships, funding opportunitites and audiences. Developing stronger links with our home city of Leeds in more schools, venues and a run at Leeds Libraries, have also been important developments for us.

We perform in a host of different types of venues nationally, undertaking around 250 performances a year and in 2019/20 reaching audiences in the region of 50,000. We have developed our international touring taking work to Ireland and upscaled work for tours to Hong Kong, Singapore and extensively in the USA. Venues range from studio theatres of producing venues to art centres, schools, libraries and rural touring schemes. We have for the last 10 years curated the biennial Little Feet Festival of Children's Theatre with York Theatre Royal.

The company's offices are at [Shine](#), an accesible community interest company based in the Harehills area of Leeds. The core team comprises of four people:

	<p>Wendy Harris (She/Her)</p> <p>Artistic Director Full Time</p>		<p>Emma Killick (She/Her)</p> <p>Executive Director Part Time</p>
	<p>Mosa Mpetha (She/Her)</p> <p>Admin & Operations Manager Part Time</p>		<p>Sophie Backhouse (She/Her)</p> <p>Sales & Marketing Manager Part Time</p>

All other staff working for the company are appointed on a freelance basis. This includes press and media, casting, creative theatre artists and performers/stage managers.

The diverse board of directors currently numbers 8 and includes a barrister, marketing professional, primary school teacher, primary school arts co-ordinator, accountant, chief librarian, venue producer and arts professional. We have representation of people of the global majority* those who identify as disabled and LGBTQIA+ on the board and are looking to grow this further.

*By Global Majority we mean people from the African Diaspora, South, East and South Asian people or those from culturally and ethnically diverse backgrounds who experience racism in our society.

MISSION

Our mission is to delight children with imaginative and meaningful theatre.

VISION

We want all children, no matter who they are or where they live, to have creative experiences that will stimulate their imaginations and allow them to engage in the wonder of theatre in order to help them make sense of the world.

VALUES

Children and family

- We believe all children should be happy and so everything we do and create is for them
- We believe in happy teams and a family friendly, flexible and considerate place to work

Working together

- Working and creating together makes quality theatre
- We value relationships and welcome partnerships
- We want diverse teams that reflect the audience we reach

To be the best we can

- All our work is the best it can be
- We empower people who work with us to thrive artistically, to grow and feel safe being who they are
- We think locally and globally

Change is possible

- We listen, learn and respond
- We dream big and care about the world

ARTISTIC POLICY

- To make delightful newly commissioned theatre for all children and family audiences.
- To place children at the centre of the shows we create.
- To create work that has a strong visual and physical storytelling style.
- To create shows that are beautiful, engage the imagination of the audience and provide a meaningful theatrical experience.
- To deliver creative work and projects which align with our environmental ambitions and plans.
- To prioritise inclusivity in the influences, making and production of our shows.
- To tour regionally, nationally and internationally to venues, rural settings and schools.
- To increase our representation and nurture and support artists who wish to develop their careers in our sector.
- To deliver relevant, fun, arts activity with children in our local community.

ANTIRACISM

We are committed to becoming an antiracist organisation and to create a culture within the company that allows an open space so people can speak their truth, be listened to and have others listen to what is not acceptable, to listen and learn. Furthermore, we are committed to ensuring that no group or individual is discriminated against on the grounds of the 9 protected characteristics in the Equality Act 2010 and will continue to pursue an inclusive approach to all areas of our work.

We use the term *Global Majority to mean people from the African Diaspora, South, East and South Asian people or those from culturally and ethnically diverse backgrounds who experience racism in our society.

Antiracist Promise

***‘When you know better, you do better’* Maya Angelou**

We acknowledge the deep distress and anguish that Global Majority people experience in their daily lives from the systemic racism in our society and in our sector of work.

We stand beside our staff, creative teams, performers, trustees in supporting the Black Lives Matter movement, and wish to stand up against all prejudices, macro and micro aggressions, abuse and the barriers to personal and professional development that black people systemically experience in our culture and society.

We recognise our responsibility to listen, learn and take the action required to make meaningful change for our Global Majority colleagues, audiences and our area of influence.

Our Promises...

We promise to be actively anti-racist, not passively non-racist. We will take action to stop racism where we see it and be open to being challenged. Antiracism is a responsibility of the whole company and is an individual responsibility.

We promise to be disruptive and courageous in making the changes that are needed within our sphere of influence.

We promise to create a space that is safe for Global Majority people to be their authentic selves by listening, learning, supporting and recognising individual needs and intersectionality.

We promise to make a working environment in which conversations about race are normalised and encouraged.

We promise to hold ourselves accountable for our antiracist ambitions and to be honest and transparent about where we fail or can do better.

We promise to use our anti-racist learning and practice to inform how we can better work with other marginalised groups in our society.

About the role

We have received funding from [Didymus Charity](#) to appoint an Arts Engagement Coordinator to focus on developing relationships in areas of low arts engagement and low socio-economic areas in our home city of Leeds. This is a part-time (2 day a week) role on a 5-year contract, giving a candidate the opportunity to be nurtured in the early stages of their career.

The overall objective of the role and funding is improved participation levels in creative activity from global majority children and their families/carers in the local Harehills community and beyond. The creativity of each child should be valued and given the chance to flourish, building hope and enrichment of life.

How will this be done?

In Year 1, the initial focus will be in the local Harehills community where the tutti frutti office is based. Gipton & Harehills ranks within the 1% most deprived areas nationally (Multiple Deprivation Index 2019) with a very diverse ethnicity and a transient population. Following the appointment of the Arts Engagement Coordinator their initial focus will be to help engage hard to reach communities in a new pilot project, the tutti frutti club. A group of approximately 30 local children, aged 5-7, will be invited to attend weekly theatre arts workshops that take place after school hours in Harehills, Leeds. The role-holder will for example work with local organisations and schools to encourage and recruit children, who do not normally have the opportunity to participate in any extra-curricular arts activities and to help navigate and timetable appropriately to meet the needs of the specific cultural or religious activities.

In the following 4 years of the role, the Arts Engagement Coordinator will develop new proposals to reach additional children in areas of low arts engagement in Leeds, based on the research and monitoring they undertake. We do not underestimate the time it takes to embed good practice and build trust within a local community so additional projects will be added over time.

What the role entails

JOB DESCRIPTION

Position: Arts Engagement Coordinator

Responsible to: Wendy Harris, Artistic Director of tutti frutti

Objectives and Responsibilities

- To help engage primary aged children in hard to reach communities into arts activity
- To support the coordination and development of the tutti frutti club
- To set up and manage a local advisory group, made up of local teachers, teaching assistants, community workers and parents to inform our local projects.
- Build relationships and awareness of tutti frutti through participation in local community events, meetings and presentations.
- To seek opportunities to expand community arts provision with other partners

Duties

- To develop community relationships in the Leeds Harehills & Gipton area
- With the tutti frutti team, coordinate the tutti frutti club and engage hard to reach local communities
- Working with the tutti frutti team, start and coordinate new arts projects and activities
- Work with local community organisations and schools to encourage children to attend arts projects who do not normally have the opportunity to participate in any extra-curricular arts activities
- To help timetable community activities to meet the needs of the specific cultural or religious groups.
- Promote good relations and practices between different local groups.
- Work with the Admin & Operations Manager on company operations and activity
- To coordinate artists who will deliver creative sessions
- Work with local schools to set up workshop opportunities that support tutti frutti theatre productions
- Manage a local advisory group, made up of local teachers, teaching assistants, community workers and parents, to inform our local projects and assess local needs
- Work with the Sales and Marketing Manager to promote local arts activity.
- Work with the Admin and Operations Manager to monitor and evaluate projects and implement the learning on new projects
- To work within the boundaries of tutti frutti's working policies including Equal Opportunities Policy, Safeguarding, and Health & Safety.
- To align with tutti frutti's anti-racism statement and promise and adhere to all tutti frutti's values and mission
- To be a champion for the company.

A proportion of time will also be allocated to training and developing the role-holder, working closely with the Admin & Operations Manager. Relevant training will be provided on community arts outreach work, project and events management and best practice.

Terms and Conditions

This is a PAYE role, but can be freelance if required.

Salary:	£22,000 pro rata (3% pension contribution) This means it is £8,800 per year when working 2 days a week
Contract:	5 years
Probation:	3 months
Holiday:	30 days pro rata + statutory holidays
Hours:	2 days per week (15 hours working flexibly). Working days will be flexible around the working days of the team and the Arts Engagement Coordinator. Occasional evening and weekend work may be required.
Base:	Based at the tutti frutti office in Shine , however home working is possible. Shine is a wheelchair accessible building. There will be a desk and laptop available to use.
Notice Period:	1 month
Access:	We will make reasonable adjustments depending on the needs of the role holder. For example: BSL Interpreter, level access, amended methods of communication and format, working times etc

What we are looking for

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training		<ul style="list-style-type: none"> • Training or qualifications in arts, safeguarding, community working, education, working with children
Experience (paid or unpaid)	<ul style="list-style-type: none"> • Experience of working with a team of people • Experience of coordinating a project or event • Experience in working to deadlines • Experience of working with or engaging with community groups OR working with children • Experience of working with communities of low arts or socio-economic engagement 	<ul style="list-style-type: none"> • Experience of managing or coordinating artists • Experience of managing community events • Experience of running children's arts projects • Experience of working in Harehills/Gipton
Specialist Knowledge & Skills	<ul style="list-style-type: none"> • Confident using computers and admin software (such as word/excel) • Clear, confident and friendly communication skills • Self-motivation and ability to work with others • Problem solving skills • Excellent organisational skills • An understanding of diversity and inclusion 	<ul style="list-style-type: none"> • Knowledge of community arts • Knowledge and understanding of Health & Safety at work • Skilled in managing budgets • Knowledge of monitoring and evaluation • Knowledge of and connections with Leeds primary schools • Knowledge and awareness of accessibility and working with people with additional needs • Knowledge of Harehills/Gipton and the different communities that live there
Personal Qualities	<ul style="list-style-type: none"> • A passion and enthusiasm for community work • A commitment to equality and inclusion • A flexible and adaptable approach • A mature and professional manner • A willingness to learn and try new things. • A desire to grow and develop skills • Confidence to meet new people and network 	<ul style="list-style-type: none"> • An interest and enthusiasm for children's arts

How to apply

To apply for this job please complete the application questions attached as a separate document and send to emma@tutti-frutti.org.uk

Please note we are interested in what you say rather than how you say it.

So please answer in the format that best suits you and enables you to respond fully to the questions. This could be written English, video (BSL/spoken, English/SSE), audio recording, or bullet points etc.

* If you require any of the application materials in alternative format, or wish to discuss submitting an application in an alternative format, please don't hesitate to contact emma@tutti-frutti.org.uk. Additionally, if you are unable to complete the Application & Monitoring forms in the given written format, please email emma@tutti-frutti.org.uk. She can arrange a phone or video call to take down your answers.

Emma is not involved in the applicant selection process and all monitoring form discussions will be kept strictly confidential.

Within the application form, please make sure you click on the link to complete the anonymous equal opportunities data google form. This data will be stored separately to your application.

We welcome diversity in all its forms and we positively encourage deaf and disabled people and/or people from the global majority * to apply. We guarantee an interview to any candidate with a disability or from the global majority who shows in their application that they have the skills, values and experience needed for this role.

We hope this pack provides you with plenty of information about applying, but if you do have any further questions, please don't hesitate to email mosa@tutti-frutti.org.uk with questions.

We are also holding an open day to answer questions about the job at Shine (Harehills road, Leeds, LS8 5HS) on Tuesday 5 October 2021 10am – 5pm

Call on 0113 388 0027 on that day for telephone questions, or drop in to Shine and ask for Mosa from tutti frutti at the reception.

What happens next

1. Please submit an application and the anonymous equal opportunities google form to emma@tutti-frutti.org.uk. The deadline to send in your application is **9am on Monday 25 October 2021**. We will not accept applications that arrive after the deadline.
2. We will let all applicants know whether or not they have been invited to interview by **Wednesday 27 October 2021**.
3. We will hold interviews in [Shine](#) or on Zoom on **Tuesday 2 and Wednesday 3 November 2021**.
4. We will inform all interviewees the result by **Tuesday 9 November 2021**.
5. The role will start as soon as possible.

About the interview:

- We will send you the interview questions to you to look at in advance.
- You will be interviewed by two of the tutti frutti team – Wendy Harris, Artistic Director and Mosa Mpetha, Admin & Operations Manager.
- You will be asked a series of questions about the job you are applying for in a relaxed, friendly and informal manner.
- You will have an opportunity to ask questions.
- We want you to be able to be at your best and as comfortable as possible, please let us know if you have any additional needs or if there is anything, we can do for you.
- We can arrange for a BSL interpreter if required.
- You do not need to dress formally.
- Depending on the circumstances/distance, we may be able to offer reasonable travel expenses for interviews. Or we can offer an online zoom interview instead.

Thank you for your interest in working for tutti frutti and we wish you the best of luck in your application.