

May 2025

## Producer – Storytellers Start Here



<b>RESPONSIBLE TO:</b>	Executive Director/Chief Operating Officer
<b>WORKING WITH:</b>	Engagement with NYT's Senior Management Team and producing teams to shape programmes and reporting; the young people with whom we engage; and our freelancers and volunteers as and when required
<b>WORKING HOURS:</b>	This is a fixed term post for 18 months working 3 days a week with additional hours as and when required to collaboratively meet the needs of National Youth Theatre, and agreed with the Executive Director
<b>SALARY</b>	£22,500 pa for 3 days per week (£37,500 FTE)
<b>LOCATION</b>	National Youth Theatre's National Creative Production House for Young People at 443-445 Holloway Road, London, N7 6LW (NCPH) and, as required, other venues where National Youth Theatre is delivering work. Hybrid working practices operate at NYT.

### About National Youth Theatre

The National Youth Theatre of Great Britain is an ambitious and vibrant youth arts charity that nurtures creative expression, personal wellbeing, and skills development, engaging thousands of young people aged 11-25 locally, pan London and around the UK every year. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people for nearly 70 years. We enable, nurture, and showcase exceptional performers and theatre technicians from Great Britain and Northern Ireland, commissioning brave and relevant new writing and reinterpreting classic stories for our time. Every year we reach out across the country to engage thousands of young people and deliver skills-based courses for members and non-members. We also produce ambitious theatrical productions in leading theatres across the UK and around the world.

### Our Culture

At the National Youth Theatre, we work towards a culture that is inclusive, creative, and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness, and respect. We believe that we do better working together than we would apart and that our work is richer and stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our communities, our industry, and the wider world. Whatever your background or wherever you are from, we invite you to support our mission to be a creative force for good at a critical time for our industry, country, and world.

### Main purpose of position

National Youth Theatre (NYT) celebrates its 70th anniversary with **Storytellers Start Here (SSH)** – a transformative programme that honours our legacy of youth development, leadership, and storytelling. This ground-breaking project will engage young volunteers and participants to:

- **Share:** Engage audiences with NYT's legacy through a dedicated digital platform, on-site displays, live performances, new creative works, and educational resources.
- **Explore:** Place young people at the forefront of interpreting NYT's heritage, connecting historical stories to today's issues through archive digitisation and analysis.
- **Revitalise:** Collect and preserve 70 new oral histories, create a "living archive" enriched by community contributions, and use innovative digital tools to bring at-risk heritage to life.
- **Sustain:** Build permanent platforms and partnerships to ensure NYT's heritage remains vibrant and accessible for future generations.

We are seeking an enthusiastic and organised Programme Producer to lead this ambitious initiative, ensuring its success from inception to completion.

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. **Storytellers Start Here** is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we are celebrating our 70<sup>th</sup> anniversary by uncovering and sharing stories to bring our rich history to life through compelling content across both digital platforms and physical spaces.

## Key responsibilities

- **Project Management:** Manage the day-to-day delivery and production for the Storytellers Start Here project, ensuring milestones are met and objectives achieved.
- **Volunteer Coordination:** Work with and support 100+ young volunteers in exploring, interpreting, and sharing NYT's heritage.
- **Digital & Creative Oversight:** Collaborate with digital and creative teams to develop and launch the dedicated platform, digitised archives, and interactive tools.
- **Stakeholder Engagement:** Build and maintain strong relationships with internal teams, external partners, funders, and community contributors.
- **Budget Management:** Oversee the project budget, ensuring efficient use of resources while maintaining alignment with project goals.
- **Heritage Preservation:** Act as producer for the collection of oral histories and develop systems to safeguard and activate NYT's archive for future use.
- **Monitoring & Evaluation:** Track progress against KPIs, produce regular reports for stakeholders, and ensure project outcomes are documented and shared.
- **Sustainability Planning:** Support the development of policies and partnerships to ensure the ongoing impact and accessibility of NYT heritage.

## General

- Have a good working knowledge of NYT's vision and aspirations and contribute to its impacts
- Attend NYT productions and projects including press nights and fundraising events where appropriate
- Represent the interests of NYT at meetings with stakeholders and partners, and at other events
- Keep abreast of developments in contemporary theatre and arts management practice
- Develop a wide network of contacts to increase awareness of NYT
- Ensure that delivery complies with NYT data capture and information management procedures
- Support the implementation of monitoring and evaluation processes across NYT
- Operate within NYT's policy framework at all times
- Ensure that NYT's Diversity & Equality Policy; Equality, Diversity & Inclusion Action Plan; and Safeguarding Policy are adhered to at all times by freelance staff contracted
- Work within agreed budgets and in the best financial interests of NYT and our charitable aims
- Contribute to the smooth-running of the office and organisation
- Take part in regular staff meetings and attend NYT programmes, events and shows to represent the company

- Undertake any other duties reasonably requested by the Chief Executive & Artistic Director and the Executive Director

## Information

Training:	The Producer – Storytellers Start Here will participate in the Continuing Professional Development (CPD) opportunities offered by NYT and mandatory training in safeguarding, equality and intersectionality. They will also participate in Inclusive Practice Training and other opportunities to extend skills and experience and to network with other organisations.
DBS:	In keeping with our Safeguarding Policy, employment with NYT is contingent upon the receipt of a valid Enhanced <a href="#">Disclosure and Barring Service</a> (DBS) Certificate, which NYT can facilitate.
Volunteering:	NYT offers all staff a voluntary additional (pro rata) 4 days of paid leave in order to volunteer within a charity or organisation. This is intended to directly enhance our collective and individual awareness and understanding of social impact, equality, equity, inclusion & diversity and to directly or indirectly inform our broader work.
Staff Support	All NYT staff have access to a confidential staff support and counselling service operated by Health Assured.

## Person Specification

### Essential Experience and Characteristics:

- Proven experience producing and delivering complex projects with multiple stakeholders.
- Experience working with volunteers or in youth-focused programmes
- Strong organisational skills, with the ability to manage competing priorities and deliver results on time and within budget.
- Confident communication style when dealing with potential participants, partners, stakeholders and supporters in person, on the phone, via Canva or equivalent and via online communication tools
- Ability to adapt communication styles to a range of different audiences and purposes
- Familiarity with digital tools and platforms for project management, archives, or creative collaboration or equivalent.
- A passion for heritage, the arts, and storytelling.
- A can do attitude and ambitious spirit
- A willingness to work flexible hours as required
- Strong understanding of and commitment to diversity, equality, equity and inclusion
- Personal understanding of and commitment to Equality of Opportunity and inclusion

### Desirable Experience and Characteristics

- Knowledge of archive management, oral history collection, or heritage preservation.
- Knowledge of producing oral histories or personal testimonies.
- Experience in digital transformation projects, particularly in the arts or cultural sector.
- Knowledge of AI or digital tools for heritage activation.
- Experience of the arts, education and creative sectors and the breadth of opportunities provided and facilitated by NYT
- Safeguarding training
- Recent disability awareness training or equivalent and commitment to continual personal growth
- Professional commitment to inclusion and the delivery of arts or educational programmes to a broad range of participants and to removing barriers to participation that might otherwise exist

