



Schools Programme Producer: KIT Theatre

Fixed Term Contract 34 month contract

About KIT:

KIT Theatre (www.KITtheatre.org) brings award-winning immersive theatre into schools, museums & libraries. We seek to improve pupils' engagement with learning and develop their creativity, resilience and critical thinking. KIT was founded in 2015 as a not-for-profit Community Interest Company. At the heart of our practice are Adventures in Learning (AiL), interactive stories which erupt unexpectedly and combine immersive theatre and game mechanics to make impact on young people. Since 2015 KIT has delivered AiL to more than 16,000 young people and collaborated with over 300 teachers across 50 schools in London, Manchester, Birmingham, Essex and Scarborough.

KIT is committed to delivering work to young people in the UK where need is greatest. We know that for many young people, school represents their best opportunity for creative and cultural experiences, and so we focus our recruitment on state schools with a high proportion of disadvantaged pupils. This short film about Wardrobes gives a taste of KIT's Adventures in Learning:

<https://www.youtube.com/watch?v=xm1oROvhdH8&feature=youtu.be>

Vision

KIT's vision is to use Adventures in Learning to support the emergence of a generation of resilient, questioning young people; inspired to learn through adventure.

Mission

Our mission is to make playful, immersive theatre for (and with) young people which improves their relationship to learning, triggers creative (r)evolution in their schools and develops their empathy, resilience and critical thinking.

Destination

KIT Theatre will apply to join Arts Council England's National Portfolio in Spring 2026, with the Schools Programme Producer playing an important part in ensuring we are in the best possible place to be successful.



About The Role:

KIT is looking for a producer with experience of working with young people to lead the delivery of our Schools Programme, focussing on leading the delivery of KIT's Adventures in Learning in schools, particularly our Paul Hamlyn Foundation funded Pathways Programme in Thurrock and New Shores programme created with our partners Arcade in Scarborough.

The Schools Programme Producer will be joining KIT's small HQ team of 2, and our wider group of 30 associate artists who are at the heart of our delivery.

This role is largely funded by a 3-year Arts Based Learning Grant from Paul Hamlyn Foundation.

Job Specification

- Job title: Schools Programme Producer
- Fixed term contract running through to August 2026.
- Part-time PAYE position, 3 days a week.
- Hybrid online/in person working with a minimum of one day per week in London
- Candidate needs to live within commutable distance from London

Salary

- £34,500 per annum Pro Rata (0.6 FTE)
- Pay is reviewed annually at the end of KIT's financial year in March.

Job Description - Schools Programme Producer:

Producing

- Lead delivery of KIT's Paul Hamlyn Foundation Funded Pathways, New Shores Programme in Scarborough & KIT's other schools' focused Adventures in Learning.
- Ensure projects are produced in line with KIT's vision, mission and high standards of artistic quality; through liaising with both artistic and teacher teams, hosting regular production meetings, and supporting delivery.
- Recruit, manage & support KIT's freelancer teams for Schools Programme.
- Draft, negotiate and manage contracts with the creative team, performers, rights holders, venues and schools, as appropriate;
- Manage budgets & financial paperwork for Schools Programme, including forecasting, raising invoices, overseeing contract settlements.
- Ensure all relevant permissions are in place from schools and parents (where relevant) and that all necessary health and safety, DBS and online safety checks are carried out, under instruction from KIT's Director/Safeguarding Lead.
- Support KIT's Director in producing additional commissions on a project-by-project basis, as capacity allows.
- Alongside KIT's Artistic Director & the Company Producer, develop and manage the delivery of KIT's Trainee Programme

Evaluation and reporting

- Manage the evaluation for Schools Programme in close liaison with the external evaluator team and Artistic Director.
- Ensure evaluation is used effectively to influence project delivery & to ensure KIT's compliance with the conditions of grant funding requirements, feeding back any areas of learning/improvement to the Artistic Director and Advisory Board;
- Alongside the Director, prepare appropriate reports as required by funders or other stakeholders to ensure timely reporting.

Marketing & PR

- Support delivery of company Marketing strategy related to Schools Programme

Fundraising & Strategic

- Support the Director and Board in preparing fundraising applications.
- Maintain existing relationships with KIT's cultural venue & educational partners and seek new school relationships in the UK.

Additional

- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours linked to KIT's activities;
- Undertake any other duties that may reasonably be required of the Producer as deemed appropriate by the Artistic Director.
- At all times to carry out duties and responsibilities with regard to KIT's Equal Opportunities and Health and Safety Policies.

Personal Specification

Essential Skills and Experience:

- At least 3 years' experience of producing / project management theatre.
- Experience of producing work aimed at young people
- Excellent planning and time management, with the ability to work across a range of projects, meeting targets and deadlines.
- Excellent financial management skills
- Excellent verbal, written and interpersonal communication skills.
- Excellent administrative skills and competence of Microsoft Word, Excel and Google Drive.
- An understanding of the realities of working within a small team, supporting colleagues where necessary.
- Demonstrable experience of managing teams.

Desirable Skills and Experience:

- Experience of working with teachers and schools.
- Experience of producing immersive or site-specific theatre.
- Experience of creating work which relates to the National Curriculum.
- Experience of making work for/by/with young people.
- Knowledge of the arts education and/or museum and/or theatre sector.
- Knowledge and understanding of Safeguarding.
- Experience of writing funding applications.

Requirements:

- Commitment to equal opportunities, promoting diversity within the arts and supporting emerging talent.
- If offered the role, an Enhanced Disclosure form will be required (paid for by the company).
- Occasional travel across the UK, sometimes with overnight stays, paid for by the company.

Company Context

KIT was founded in 2015 and is a Community Interest Company. At the heart of our practice are Adventures in Learning (AiL), interactive stories which erupt unexpectedly in classrooms and cultural spaces and combine immersive theatre and game mechanics to make an impact.

Since 2015 KIT has delivered AiL to over 15,000 pupils and collaborated with teachers across 100 schools in London, Birmingham, Essex, Manchester and Scarborough. KIT is committed to delivering work to young people in the UK where need is greatest. We know that for many young people, school represents their best opportunity for creative and cultural experiences, and so we focus our recruitment on state schools with a high proportion of disadvantaged pupils.

For more information about us check out our website: <https://www.kittheatre.org/>



Application process

To apply, please send us your CV (or 3 min film) and a personal statement (maximum 2 x A4 side or 3 minute film) describing your suitability for the position and specifically how your experience matches the essential and desirable skills and experience.

KIT 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 complete the online monitoring form.

If you have any questions regarding this or any other aspect of this role, please email: Eleanor@kittheatre.org

Keys dates:

Please submit your application by email to KITtheatrerecruitment@gmail.com by **Monday 21st of October 2024.**

After the closing date we will create a shortlist and invite selected candidates for interviews. We will aim to respond to all applications by Friday 1st of November. If you are invited for an interview, this will take place between Monday 28th of October and Friday 1st of November.

Access

We welcome applications from people of all backgrounds and walks of life, and we aim to be an inclusive and supportive team to work with.

Please let us know if you require any support to apply, for instance:

- If you prefer this document in an alternative format please email Eleanor@kittheatre.org.
- If you prefer to apply for the role in a different format (to that which is described above) please let us know by emailing Eleanor@kittheatre.org to let us know what works for you and we will do our best to accommodate this
- Interview questions will be provided in advance.