



**ASSISTANT PRODUCER - Mafwa Theatre**  
Leeds

Part time (15 hours per week)

Short-term 22 days over 3 months from January - March 2021 (£125 per day total £2750)  
(Funding is secured for 3 months. There is potential for the post to be extended)

Closing date for applications: 9am on 4 January 2021

Join us on Zoom for an informal conversation about the role and meet the team on **17 December 12:00-13:00**.

<https://us02web.zoom.us/j/86745806456>

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**1. Job Description**

At Mafwa Theatre we are trying to build an organisation with a structure which reflects our values. We want somebody who will develop into a key player in the small Mafwa Team - someone who will be comfortable to grow into making important decisions alongside the existing Artistic Directors. Someone who is happy to take on a vast array of different tasks.

**Covid-19 and places of work**

You will need to be able to work from home at times. In response to the coronavirus situation, we have moved all of our activities online. All staff team are currently working from home, with support (including contribution to utilities bills and provision of equipment) to make sure that home working conditions are appropriate. As soon as it is safe to do so, we will return to face-to-face workshops and events.

**Induction period**

When you start in post we will support you to get settled in, to gain a full understanding of the company, agree a work plan, and identify areas of the work that you feel are your strengths, and which you may need more support with. Appropriate training, internal and external, will be provided where necessary.

**Main activities and responsibilities**

We are recruiting a part-time Assistant Producer to assist in the day to day running of the company. We are looking for someone who is ready for a new challenge, who shares Mafwa's values and is willing to learn and grow into this new role.

We are looking for someone who can handle a wide variety of tasks: take a seat at the table for important strategy meetings, make calls to remind members to attend a session, work independently on an admin task, before dishing out refreshments at a Mafwa event.



- **Administrative tasks**

Your role will support the day to day running of the company including: responding to enquiries about Mafwa Theatre, writing agendas for and taking minutes at Board meetings, assisting with future recruitment campaigns, communications with partner organisations and advertising call outs, maintain the website, building Mafwa Theatre's social media presence and broadening Mafwa Theatre's knowledge of and presence within the migrant support sector.

- **Organising events and activities**

The assistant producer will assist in supporting delivery and events by: creating and maintaining an effective Member booking system, ensuring all new Members fill in a new Member form, maintaining the participant database, assisting with gathering data for evaluations, ordering equipment and supplies (eg. PPE, bus tickets).

- **Financial support**

The role will support the company's financial security and stability by: maintaining funding and training databases and communicate relevant information to the team, drafting funding applications, creating invoices, paying suppliers in a timely manner, keeping financial records and running reports using our accounting package, assisting in the preparation of annual accounts, maintaining good filing and coding practices and administering data payments for members.

- **Teamwork**

While we work remotely, you will often be working on your own. You will be in regular contact with the Mafwa Theatre team and Right to Remain colleagues, keep them updated on your work, and work together on activities as well as attend weekly team meetings.

## **2. Person Specification**

The skills, knowledge and experience required for the job

Note: In addition to formal, paid work experience, we recognise the great value of lived experience and voluntary activities. Your personal life experience of the immigration system, for example, can be as valuable for this job as any other experience.

If you would like to discuss this in advance of applying, please feel free to get in touch for an informal chat with the team: email [admin@mafwa-theatre.co.uk](mailto:admin@mafwa-theatre.co.uk) to arrange a call.

### **Core skills, knowledge and experience:**

- Ability to work independently and use your initiative. You will be part of a small team, but much of the work will be on your own, keeping in touch with the team remotely, for example via video calls.
- Excellent organisational skills. Able to organise and prioritise your workload. Able to organise meetings and events for and with other people.
- Good spoken English of at least intermediate level.
- Written English of at least intermediate level; a level allowing you to communicate with team members and partners by email, write social media posts, keep notes of



meetings, and contribute to project documents.

- Experience writing and managing budgets and contributing to reports.
- IT skills. Proficient in the use of general office software for notes, documents, report writing, basic spreadsheets, email, file management. You will also need to have experience using digital platforms for communication and marketing.
- Ability to work from home, at least during times of Coronavirus lockdown (equipment and support will be available, and extra working-from-home costs such as towards utilities bills will be paid)
- Ability to work flexible hours including evenings and some weekends.

**Additional skills, knowledge and experience:**

- Experience of navigating the immigration and asylum system, in your own life or helping someone else.

- Experience of working with people with complex needs: you will be working with people who may be struggling with the impacts of precarious immigration status, experience of detention, poverty, varying levels of English skills.

- Knowledge of the theatre and creative arts sector in Leeds and West Yorkshire
- Understanding of the UK immigration system

**Please note we are unfortunately unable to arrange work permits for people who do not already have the right to work in the UK.**

**3. About Mafwa Theatre**

Mafwa Theatre is a community theatre company which brings refugees, asylum seekers and settled communities together. We use drama and the arts to create work that celebrates our similarities and differences, brings people together and speaks truth to power. We use our platform to highlight and enable development opportunities for artists and theatre makers from migrant backgrounds, advocate for migrant rights and celebrate diverse communities. Find out more at [www.mafwatheatre.co.uk](http://www.mafwatheatre.co.uk)

Until March 2021, we will continue to deliver weekly workshops for women, during which we will work towards our next theatre piece. We are also developing our Associate Artist programme; working with 6 members of Mafwa Theatre to develop their artistic practice with mentoring sessions, training in facilitation and ensuring access to artistic and further development opportunities. All delivery is online until it is safe to meet in person.

**How to Apply**

To apply, please send the following to [mafwatheatre@gmail.com](mailto:mafwatheatre@gmail.com) by **9am on Monday 4th January 2021**.



- A cover letter detailing how your past experience relates to this role (maximum 2 pages A4)  
OR a short video/ voice note detailing how your past experience relates to this role  
(maximum 5 minutes.)

Please note we will not accept CVs. We cannot consider applications that arrive after the closing date.

We will send a standard acknowledgement of all applications received, but will only individually contact short-listed candidates. You will be notified if you have not been selected for an interview.

### **The assessment process**

All applications will be assessed by a panel comprising Mafwa Theatre's 2 Co-artistic Directors, a board member and a Mafwa Member.

The panel will assess all applications on an equal basis, with a points system to evaluate how the application meets each aspect of the required skills, knowledge and experience outlined in the job description and person specification. Each applicant will have a different range of strengths, gained through lived experience, voluntary and/or professional work. We are looking for the best balance of strengths and abilities to do the job well. Remember to address the job description and person specification in your application, to demonstrate how your skills, knowledge and experience meet those requirements.

The panel will draw up a shortlist of the top scoring applications, and invite the shortlisted people to interview.

### **The interview**

The interview date for shortlisted applicants will be **8 January**. We will confirm the times with shortlisted applicants.

The interviews will take place by video call using Zoom. We will offer help to all interviewees to get set up for video-calling.

The interviews will be with the same four-person panel who assessed the applications. The purpose of the interview is to meet you to ask a few questions related to the job description and person specification, to get a little more information than a written application allows. It is also an opportunity for you to meet the team and ask any questions you may have. We look forward to hearing from you!