**Donmar Warehouse
Interim Participation Manager (Fixed Term)**

**Role Purpose:**The Donmar Warehouse seeks an experienced freelance Participation Manager to lead the delivery of our Donmar Local schools programme. This is a fixed-term position ideally starting in January 2025 to June 2025, with the potential for an extension if necessary.

**Scope of Work:**The Interim Participation Manager will oversee Donmar Local projects, specifically *My Future* and *Our Local Schools’ Performance Programme*. This includes all project planning, administration, artist and school liaison and evaluation. Responsibilities also cover the pre-production phase of our flagship *Donmar Schools’ Tour,* including:

* Production and tour scheduling
* Artist contracting and liaison
* Coordination with Donmar’s casting and technical departments to realise the production
* Overseeing school bookings, budgeting and contracting
* Working with production and creative teams to execute creative and design elements
* Recruiting production and creative roles

**Key Projects and Dates:**

* **My Future (January - March 2025):** A participatory schools programme culminating in a performance at the Donmar.
* **Our Local Schools’ Performance Programme (January - March 2025):** A ticketing initiative for schools in Camden and Westminster to attend Donmar performances, featuring workshops and post-show Q&As.
* **Donmar Schools’ Tour (June - July 2025):** Early-stage planning and oversight of our schools tour. The production tours schools across Camden and Westminster.

**Responsibilities:**

* Plan, coordinate and deliver assigned projects.
* Oversee day-to-day project management, liaising with creatives, venues, and partners.
* Develop and maintain relationships with schools and local authorities.
* Recruit schools for projects as required.
* Recruit, contract and manage freelance staff.
* Populate evaluation and monitoring frameworks to meet organisational and funder requirements.
* Attend workshops in schools for quality monitoring.
* Build and manage project budgets, track and monitor expenditure and provide financial reports and updates as required.
* Complete Health and Safety documentation, including risk assessments for activity.

**Terms of Engagement:**

* **Reports to:** Executive Director and Associate Director (Participation)
* **Collaboration:** Works closely with key Donmar staff and the Participation trainee.
* **Location:** Based at 3 Dryden Street, Covent Garden. Flexible working arrangements considered, with onsite attendance required three days per week.
* **Fee:** £800 per week

A DBS check will be required for this role.

**Person Specification**

**Essential Skills:**

* Three years' experience working in a producing or an administrative role in the performing arts, or theatre setting.
* Ability to lead projects independently.
* Experience in project management and producing programmes for young people, ideally in theatre/ arts settings.
* Experience in the recruitment and line management of freelancers and artists.
* Experience with contracting.
* Experience managing budgets, including reforecasting and reporting.
* Ability to manage multiple project schedules.
* A genuine commitment to and passion for working with young people.
* Attention to detail in all work, with excellent administrative and organisational skills.
* A team player who is collaborative, with excellent interpersonal skills.
* Willingness to work outside of core hours to deliver projects.
* Fully computer literate.

**Desirable Skills:**

* Experience working with artists, creative teams, production staff and stage managers.
* Experience producing theatre and/or touring.
* Experience working with secondary schools to deliver arts programmes.
* Knowledge of ticketing systems such as Spektrix.
* Knowledge of theatre-makers within the industry.

**To Apply:**Please send your cover letter and CV, having reviewed the job description thoroughly, to jobs@donmarwarehouse.com.

Deadline for applications is Thursday 2nd January 2025 at 10am