June 2021

Dear Applicant,

Thank you for your interest in joining the team at Looping the Loop CIC. Please find enclosed an application pack for the position of **Producer** The pack includes:

* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form
* Guidance for applicants

The closing date for receipt of completed applications is **Fri 2nd July.** We regret that applications received after that time cannot be considered. Please submit applications, in no more than four attachments (your application form, covering letter, CV and equal opportunities form) by e-mail to: loopingthanet@gmail.com

Shortlisted candidates will be contacted by phone or email. Interviews will be **on Wednesday 7th July (most likely via zoom.)**

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries, please email us at loopingthanet@gmail.com

We look forward to receiving your application and thank you for your interest in Looping the Loop.

**Looping the Loop CIC**

**What do we do?**

Looping the Loop CIC was set up in 2013 with a mission to bring theatre and live performance to anyone in Thanet that wanted to engage. We believe in a playful world full of magic and wonder. We believe that play connects us to others and the world around us, adds joy to life, relieves stress and supercharges learning. We believe in treating every member of our audience as a VIP regardless of race, gender, age, wealth or education.

Looping the Loop is a founding member of the Collaborative Touring Network (CTN) - a national network of producers, established in 2013 by Battersea Arts Centre in London, with a goal of bringing world-class entertainment and participation opportunities to communities living in areas of cultural deprivation

In 2015 The Warwick Commission stated that the wealthiest, best educated, least ethnically diverse 8% of the population are the main producers and consumers of publicly subsidised theatre. **We are interested in reaching the other 92%.**

We partner with local and national arts and community organisations including Newington Big Local, Margate NOW, Wigan Old Courts, POW Thanet, Jumped Up Theatre, Peterborough, Ageless Thanet, Turner Contemporary, Ramsgate Festival of Sound, Addington Street Fair, Theatre Royal Margate.

We have several strands of activity to our work:

**Co-creation with community partners**

We want to diversify the voices making theatre, and the audiences consuming it. Co-creation is a new strand of our work and we are looking to respond to the communities we work with and aim to build a company that is inclusive.

**Street Theatre and MadVentureVan**

We have been bringing street theatre performances to Thanet for 8 years, popping up in shopping centres, parks, beaches, markets and, during Covid, on people’s doorsteps. We believe in breaking down the barriers to live performance by popping up in familiar places with no threshold to cross. Our street theatre team and the #MadVentureVan are able to bring adventures to our community instead of our community having to come to us.

**Artist CPD**

Our Flex and Theatre Network Thanet programmes aim to nourish artists living locally by offering a network of artists to support and collaborate with and skill building classes at affordable prices (often free).

**Live Theatre Productions**

We work with local and national artists to produce/commission high quality performances in Thanet. Often these performances take place in non-theatre spaces such as a yurt at Westwood Cross, Pettman’s Auction Rooms, empty High Street shops, Turner Contemporary, Cliftonville Community Centre, Pierremont Park, Broadstairs. We hope the 92% are more likely to be found in these places.

**School of Acting**

School of Acting is our youth theatre, based at the Theatre Royal Margate and named after the first ever drama school run there by Sarah Thorne. It is peer-led and the company work towards an end of year show at the Theatre Royal each year.

All the world’s a stage and theatre is for everyone. Come and play.

**Our Values**

##  LTL is CELEBRATORY; We look for magic in the everyday and work together to create moments of collective joy.

 LTL is INCLUSIVE; We believe everyone is creative and aim to listen to and support all voices.

 LTL is COLLABORATIVE; We couldn’t and wouldn’t want to create anything without other people and we love to share ideas, support, jokes.

 LTL is TRANSFORMATIVE; we create and champion work that transforms places, minds and lives.

**Inclusion**

At LTL we strive to lead with our values and beliefs to enable the team to feel safe to be themselves and develop their potential. We draw on our differences, what we have experienced and how we think so that we can produce an inclusive creative offer that allows all voices to be heard.

**Our Story**

Looping the Loop CIC was founded in 2013 following a callout for regional partners from Battersea Arts Centre to find new ways of touring live performance. We answered that call.

In the past 8 years we have produced 12 festivals, presented over 200 events, partnered with 20 local organisations, worked with 15 local schools, occupied 30 different spaces, commissioned 33 local artists, bought a 1970s caravan and turned it into a performance space, scratched 60 new shows, served at 21 pop-up bars and cafes, blown up 1800 balloons and welcomed more than 20,000 audience members to our unique brand of live performance. explored, flown and jogged over 250 miles

We work in partnership with local schools and community development organisations to create opportunities for people who have had the least access to the arts.

We have received funding from the Arts Council, Esmee Fairbairn, Ramsgate Town Council, Kent County Council, the Paul Hamlyn Foundation, The Gibbons Trust, Garfield Weston and the Jerwood foundation.

**What people say about our work:**

“As a rate paying grandfather, I consider this is an excellent initiative for TDC /Ramsgate council to sponsor/encourage”

“Really positive experience and great to meet new and fab people.”

“interactive - almost one to one theatre for my children, thank you so much. Brilliantly performed.”

“A lovely community atmosphere. Lovely to be in a local hall being used for an event like this.”

“I grew up in Margate as one of 3 asians in my secondary school. There was never any representation of asians or asian women specifically in any media etc…..Stories like this need to be told to humanise and represent asians for the younger asian population in Margate.”

Lovely opportunity for our pupils with SEN/AEN to experience something different. Thank you

“Exceptional work to see in a community centre. I had to pinch myself!”

“It was so so beautiful, I nearly cried so many times. Thank you x.”

“All the children loved it. The teachers were brilliant and engaged all the children, who all seemed to really enjoy it.”

“really incredible immersive experience.”

**Our Communities**

We welcome people from across the Thanet whatever age or previous experience in live performance.

During 2021 we are running weekly drama workshops for 7-16s at Theatre Royal Margate and offering the opportunity for young people to take part in a Theatre Royal Margate takeover for Heritage Open Day.

We are commissioning local artists to work with Newington Big Local and the tenants and residents of Athelstan Road.

With the help of the Sortition Foundation we are recruiting an advisory board from our local community to help us shape the future of our work.

We are also fundraising to present our Doorstep Panto on Ramsgate High Street this Christmas.

**Looping the Loop Application Form**

**Before completing this form, please read the accompanying Guidance Notes.**

Post applied for:

**PERSONAL DETAILS**

|  |
| --- |
| Title:  |
| Surname:  | Other names:  |
| Address: Postcode: |
| Home telephone number: | Work telephone number: |
| Mobile telephone number: | E-mail address: |

**Please complete this and the following sheets and send your CV (no longer than 1 page of A4) and a covering letter with your name clearly stated at the top (no longer than 2 pages of A4) outlining:**

* Why you are applying for this position and,
* Drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee:  | Name of referee:  |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation:  |
| Address:Postcode: | Address: Postcode: |
| Email: | Email: |
| Contact number:  | Contact number: |
| Relationship to you: | Relationship to you: |

May we request a reference May we request a reference

|  |  |  |  |
| --- | --- | --- | --- |
|  | at any time |  | at any time |

|  |  |  |  |
| --- | --- | --- | --- |
|  | only after an offer of employment |  | only after an offer of employment |

Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box: 

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by Fuel Theatre Services Ltd. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed: Date

**GUIDANCE NOTES FOR APPLICANTS**

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form.

**REVIEW THE CONTENTS OF THE APPLICATION PACK**

The application pack includes a full job description with a person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

**COMPLETING THE APPLICATION FORM**

**General Points**

* Please send no more than 3 attachments in your email application (this form, your supporting letter and CV).
* Please limit your CV to one page and your supporting letter to two pages.
* Please return via e-mail.

**Working through the form**

* Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
* The covering letter is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant.
In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job
* It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
* Do not forget to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

**SHORTLISTING**

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

If you have not heard from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

If you are shortlisted, we will contact you by telephone or email to invite you to interview.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Looping the Loop CIC are made subject to receipt of satisfactory references. Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

**DATA PROTECTION ACT, 1998**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Looping the Loop’s equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

**Good luck with your application!**