



DIVERSE THEATRE THAT CREATES CHANGE

Maya create diverse theatre to create change; socially, politically and culturally.

Our vision is of a world where people of all ages, abilities, culture and classes have the opportunity to experience theatre.

At Maya Productions, we want to change what takes place on our stages and screens. We find stories that don't often get told and we look for new ways of telling them. We invite a wide range of people to get involved with the arts. We value a global world and believe connections across borders are important.

Our work includes producing and touring new work, mentoring and supporting artists and creating participation projects that cross and combine art forms. We do this through collaboration, with artists, young people, community organisations, academics and cultural leaders.

Company Background

Maya Productions was founded in 1994, leading diversity in theatre by touring the ground breaking *Over Hear* by Neil Biswas with an inclusive cast of ethnically diverse and deaf actors. Maya champions diverse practitioners, like playwright Michael McMillan and performer Stacy Makeshi and has toured plays to over 30 venues nationally. Until 2009, Maya was vital to the cultural life of Hackney, producing the *Write to Ignite*, Hackney Word Festival (audiences of 4,000 annually) and delivering the *Outwrite* programme (developing playwriting and other skills for 100s of young people).

In 2013 Suzanne Gorman was appointed artistic director. Recent achievements include: ***Superheroes: South of the River***. A project using martial arts, comic book storytelling and theatre to explore Black, Asian and Minority Ethnic Role Models. It has proven to inspire, and benefit over 200 young refugees and Londoners: Development of a fresh, funny hip hop musical ***Up North*** by writer/rapper Jonny Wright described by James Hadley, Arts Council England, as a project with "potential to speak to a wide audience, many of whom may feel alienated from so much theatre." ***Barefoot Gen*** by Keiji Nakazawa; Bringing older people, school children and Rose Bruford drama students together to explore a WW2 story of a Japanese pacifist family living in Hiroshima. For more information on the company's work go to www.mayaproductions.co.uk

PROJECT ADMINISTRATOR/ENGAGEMENT CO-ORDINATOR: THE CROYDON AVENGERS in association with Little Mighty supported by Ovalhouse, Harrogate Theatre, Southbank Centre, Croydon Youth Arts Takeover and Theatre Peckham.

Maya Productions are looking for a Project Administrator/Engagement Co-ordinator for an exciting Research and Development Phase of The Croydon Avengers. Inspired by our Superheroes: South of the River Project this new play, for audiences aged 11 – 14, by award winning writer Oladipo Agboluaje challenges the narrative around refugees by placing three young refugees in the role of saviours of a doomed England.

The project will involve an exploration of the play leading to 10 work-in-progress performances of the play to young and schools audiences in London and Harrogate. Young audiences will be invited to contribute to the further development of the play and production through post show workshops/facilitated discussions that will share the theatrical process and invite feedback. This will lead to a planned full production and schools tour of The Croydon Avengers in June 2018.

To find out more about the play please click [here](#)

Job Description

Role: To take a lead on creating and managing administrative systems for Maya Productions and to build and co-ordinate our relationships with schools and community groups.

Responsible to: Artistic Director

Responsible For: Project Volunteers/Work Placements

Location: Maya Productions Office in East Dulwich or base in Waterloo (TBC)

Schools and Community Groups Co-ordination

- To lead on establishing and building ongoing relationships between Maya Productions and schools, community and young refugee groups in Southwark, Lambeth, Croydon, Harrogate and beyond.
- To liaise with producers LittleMighty; venue partners Ovalhouse, Harrogate Theatre, Southbank Centre, and Croydon CYAC to co-ordinate an introduction for teachers, pupils, community groups and other young people to Maya's work through the work-in progress performances of The Croydon Avengers.
- To build key project partnerships with organisations in the Croydon Youth Refugee Network
- To create interest and bookings for a schools/community tour for the full production of The Croydon Avengers (scheduled for Summer 2018).

General

- To take a lead on setting up and updating administrative systems to support the smooth running of the organisation and its projects, for example creating a database and updating filing systems.
- To provide administrative support for the Artistic Director and create relevant project documents
- To undertake other duties associated with this post as requested.

Digital & Communications

- To assist in delivering Maya Productions digital strategy, maintaining our presence on social media, updating the website, generating relevant content where necessary, and ensuring that the project team and partners contribute to the company's online presence.

Financial

- To work with the Artistic Director to maintain financial records for the project and ensure payments are made on schedule.
- To research potential fundraising opportunities.

Monitoring & Evaluation

- To support evaluation planning for the project, working with Artistic Director, Little Mighty and project partners.
- To collate, file and process quantitative and qualitative evaluation data.
- To support the Artistic Director and LittleMighty on reporting to funders.

PERSON SPECIFICATION

Maya Productions is committed to Equal Opportunities and welcomes applications from all sectors of society.

Essential

Excellent and demonstrable organisational, coordination and administrative skill.

Excellent communication and interpersonal skills. (In person and in writing).

Experience of partnership building.

Self-motivated with great attention to detail.

Very competent Microsoft Office user with the ability to provide basic computer support.

Experience of producing accurate reports and evaluation documents for managers, trustees and funders.

Good organisational and time management skills and experience of working to tight deadlines.

An understanding of and commitment to Equal Opportunities.

An understanding of and passion for theatre and diversity.

Desirable

A strong knowledge of theatre and work for young/schools audiences.

Experience of schools tour booking.

A desire to develop a career in arts administration.

Qualities

We are looking for an individual who:

Is adaptable and flexible.

Is enthusiastic about their work and willing to contribute to company activities.

Enjoys problem solving.

Is a fast learner and a willing teacher.

Enjoys a challenge and is able to work under pressure.

Is able to work under own initiative and as part of a team.

Fee: £1500 (12 - 15 days dependant on experience)

Project Timetable

18 September - 13 October 2017

Pre-Production Activities – including admin systems, evaluation planning, building and establishing schools and community relationships .

Monday 16 – Friday 27 October

Research and Development workshops/rehearsals - Ovalhouse

Saturday 28th October – Saturday 4 November

Work in progress performances and accompanying workshops/discussions.

5 November – Friday 1 December

Collating Evaluation Data, Report Writing, Schools Tour Booking

To apply please email the following to Artistic Director, Suzanne Gorman by **5pm Friday 8 September:-**

- A CV,
- A short letter stating why you are interested in the role and detailing the skills and experience you will bring to it.
- Equal Opportunities Monitoring Form -- this will be separated from your application. The form is below or a word version can be downloaded from the website.

Email to: **jobs@mayaproductions.co.uk**

Please Quote Project Administrator in Subject Heading

Interviews are planned to take place on **Friday 15 September 2017.**

If you have any questions, please email Dick Bonham at LittleMighty at: dick@littlemighty.co.uk

Supported using public funding by the National Lottery through Arts Council England and Croydon Arts Cultural Fund and Teale Charitable Trust



Equal Opportunities Monitoring Form

This questionnaire is not obligatory but by completing it you will help us monitor the effectiveness of our equal opportunities policy. The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998, which allows for the collation and reporting of sensitive data for monitoring purposes.

Gender identity

I identify my gender as Male /Female _____ (please circle) Prefer not to answer

Age

To which age group do you belong?(please circle)

Below 20 20 – 29 30 – 39 40 – 49 50 – 59

60- 69 70 – 79 80 – 89 90+ Prefer not to answer

Cultural Diversity

Please tick the ethnic category that best represents you. As you make your decision, please think about what ethnic group means to you, that is, how you see yourself. Your ethnic category is a mixture of culture, religion, skin colour, language and the origins of yourself and your family. It is not the same as nationality.

White

- British
 Irish
 Any other white background, please state _____

Asian or Asian British

- Asian Bangladeshi
 Asian Indian
 Asian Pakistani
 Any other Asian background, please state _____

Black or Black British

- Black African
 Black Caribbean
 Any other Black background, please state _____

Chinese or other ethnic group

- Chinese
 Any other, please state _____

Dual Heritage

- Dual Asian & White
 Dual Black African & White
 Dual Black Caribbean & White
 Dual Chinese & White
 Any other background, please state _____
 Any other background, please state _____
 Prefer not to answer

Disability

Do you consider yourself to have a disability?

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

YES NO Prefer not to answer

Note: The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment which has a substantial and long term (i.e. lasting more than 12 months) adverse effect on your day to day living. You may still be considered to have a disability if you are not currently adversely affected but the impairment is likely to recur, or the condition is progressive.

How did you hear about this position?

Arts Jobs Croydon Youth Refugee Network Website Arts Organisation Word of Mouth Other