

**STRATFORD
EAST**

MAY 2026

LEARNING & PARTICIPATION ASSISTANT PRODUCER

STRATFORD
HERE FOR
GREAT THEATRE **EAST**





WELCOME

Thank you for your interest in the post of **LEARNING & PARTICIPATION ASSISTANT PRODUCER**.

This pack includes information on Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process, we are happy to make reasonable adjustments.

The deadline for receipt of completed applications is 9AM, Mon 22 June. Applications received after 9am on the deadline date will not be accepted.

It is intended that initial interviews will take place on 6 July, with second round interviews taking place week commencing 20 July.

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

If you have questions about the recruitment process, or need assistance, please contact recruitment@stratfordeast.com

Stratford East is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

HOW TO APPLY

To apply for the post, please:

- Enter your details on our [online submission form](#) and upload your covering letter and CV
- Please ensure your CV is no longer than 2 pages
- Please include why you want the job and how your skills meet the person specification within your covering letter
- Complete the equal opportunities monitoring form via this [link](#) (optional)
- Supporting statements can be submitted in written, video or audio format. Please contact recruitment@stratfordeast.com for any assistance.
- If you choose to submit a recorded application, please email the recording to recruitment@stratfordeast.com
- When submitting your covering letter and CV, please ensure your full name is part of the file name of the document uploaded

SAFER RECRUITMENT PRACTISES

Stratford East is committed to safeguarding and embeds safeguarding in all its working practices. As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.





STRATFORD EAST

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood’s legendary Theatre Workshop Company which received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

We run a Learning and Participation offer that is accessible and inclusive to all. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace; and
- provide opportunities to people of all ages to develop their creative talents and engage with the theatre’s work, ensuring there is a creative outlet to the widest possible constituency.

GOVERNANCE AND FINANCES

Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors who delegate day-to-day management of the theatre to its Executive Team.

We have an annual turnover of approximately £5m and our work is funded through four main sources: grant income from Arts Council England; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.



Theatre Royal Stratford East Photograph by Ian Grundy



JOB DESCRIPTION

Job Title: Learning & Participation Assistant Producer
Reporting to: Learning & Participation Projects Producer
Working with: Freelancers

MAIN PURPOSE OF THE ROLE

This is an exciting opportunity for an emerging arts administrator ready to take the next step in their career and play a vital role within Stratford East's Learning & Participation team.

We are looking for an organised and proactive Assistant Producer with excellent administration skills, strong attention to detail and creative flair. You will enjoy making things happen behind the scenes, building systems and processes that help ambitious projects run smoothly.

This role is the backbone of a busy and dynamic department. From coordinating Youth Theatre activity and supporting schools' programmes, to managing data, communications, logistics and artist relationships, you will help ensure the department can deliver high-quality, inclusive and inspiring creative opportunities for young people and local communities.

You'll thrive in a fast-paced environment, enjoy balancing multiple priorities, and bring a calm approach to problem solving. You'll be passionate about theatre, participation and creating welcoming spaces where young people can explore creativity. This role will play a key part in developing our work with young people both in and outside of school and offers an excellent opportunity to develop producing, coordination and project management skills within a theatre venue.

About the Department

The Learning & Participation Department at Stratford East creates opportunities for young people, schools and Newham communities to connect, create, learn and grow through shared creative experiences.

Inspired by Stratford East's artistic programme, our work champions creativity, collaboration and access for all.

Our work is delivered through four key strands:

CONNECT: Newham Neighbours – work with residents and community organisations.

CREATE: Young People (ages 11–19 in Newham).

LEARN: Schools Work (Newham Secondary Schools and beyond).

GROW: Talent Development (18–25 from East London and beyond).

We create welcoming, inclusive and inspiring opportunities for those discovering theatre for the first time, to those exploring pathways into creative careers, actively working to break down the barriers that prevent people from accessing the arts. We ensure more people can see themselves, their stories and their futures reflected in our spaces and on our stages.



Main Responsibilities and Duties

Delivery and Coordination

- Coordinate the setup, administration, day-to-day running and evaluation of Stratford East's Youth Theatre, Young Ensemble and Young Company (ages 11 – 25).
- Be a welcoming and supportive first point of contact for young people, parents/carers and schools.
- Support artists and freelancers to deliver engaging, high-quality sessions and activities.
- Provide additional support to young people during sessions where appropriate.
- Work closely with artists and internal teams to help projects run smoothly and successfully.
- Encourage young people to explore creative opportunities by signposting events and progression routes within the creative industries.
- Help organise theatre trips, workshops and external activities for young people
- Coordinate sharing's and performances with Youth theatre's and school groups.
- Assist with the coordination and administration of school's programmes and partnerships.
- Work within allocated budgets and support accurate financial records.

Administration

- Provide organised and reliable administrative support across the Learning & Participation department.
- Maintain accurate databases, participant records and monitoring systems.
- Coordinate letters of agreement and freelancer paperwork with support from the Projects Producer.
- Manage recruitment and enrolment for Young People and Schools programmes.
- Work with the Marketing team to update website content.
- Manage and create content on the L&P social media accounts.
- Collect and organise evaluation data and information, for internal and external requirements.



Administration Cont.

- Process invoices, fees and expenses accurately and on time.
- Book spaces, meetings and resources for Learning & Participation activity.
- Ensure safeguarding, GDPR, Health & Safety and access requirements are upheld across all programmes.

General

- Contribute ideas to projects, programmes and future planning.
- Represent Stratford East at events and performances where required.
- Play an active part in an open, collaborative and creative team culture.
- Champion access, inclusion, equity and belonging in all aspects of the work.
- Carry out any other duties appropriate to the role.

We know that people often hesitate to apply unless they meet every requirement. If you're excited by this role and feel you could bring enthusiasm, organisation and a passion for working with young people and schools, we'd love to hear from you.

PERSON SPECIFICATION

PERSONAL ATTRIBUTES

We're looking for someone who is:

- Organised with excellent attention to detail and the ability to manage different tasks.
- Proactive and positive, with a willingness to find practical solutions.
- Calm and adaptable in a busy environment and able to respond with flexibility when plans change.
- Approachable and confident communicating with a wide range of people.



PERSONAL ATTRIBUTES CONT.

- A strong team player who enjoys supporting others and making things happen.
- Passionate about theatre, creativity and the role participation can play in people's lives.
- Committed to equity, access, inclusion and creating welcoming environments where everyone feels able to take part.
- Ability and willingness to work flexibly, including evenings and weekends.

SKILLS & EXPERIENCE

We would love to hear from people who are ready to take the next step in a producing or arts administration career. You will have:

- The ability to demonstrate experience of working in an arts administration, producing, participation, education or community-focused role.
- Good administration and organisational skills, with the ability to manage schedules, communications, databases and project logistics efficiently and accurately, with strong attention to detail.
- The ability to manage competing priorities and work to deadlines.
- Experience supporting projects, workshops, events or programmes involving young people or schools.
- Strong communication skills and the ability to build positive relationships with young people, parents/carers, teachers, artists and colleagues.
- Experience working collaboratively with freelancers, artists or external partners.
- Experience using digital programmes eg Microsoft Office, CapCut, Canva and social media platforms.
- Some experience supporting monitoring and evaluation processes.
- Some experience of financial administration.





KNOWLEDGE

We're looking for someone with an interest in:

- Learning, participation and engagement work within the arts and cultural sector.
- Creating inclusive and accessible environments where everyone feels represented and welcome.
- Supporting young people to access creative opportunities and overcome barriers to participation.
- School systems and the education sector in the UK.
- Contemporary theatre, performance and creative practice.
- An awareness of safeguarding principals and good practice when working with children and vulnerable adults is important, although support and training will be provided as part of the role.



INFORMATION

Contract type:	Permanent, Full time
Salary:	£29,000
Hours of Work:	40 hours a week. Usual office hours are Monday to Friday 10am to 6pm, with regular evening/weekend work required for which an informal TOIL system is in operation.
Holidays:	30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days.
Probation:	6 months
Notice Period:	2 months (after probation)
Pension:	Up to 5% matched pension contribution after qualifying period
Other Benefits:	Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)