

**STRATFORD
EAST**

MAY 2026

LEARNING & PARTICIPATION PROJECTS PRODUCER

STRATFORD
HERE FOR
GREAT THEATRE **EAST**





WELCOME

Thank you for your interest in the post of **LEARNING & PARTICIPATION PROJECTS 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 2 July. Possible second round interviews will take place in week commencing 13 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 & 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 via our website, 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 of 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 Projects Producer
Reporting to: Learning & Participation Director
Direct Reports: Learning & Participatin Assistant Producer, Freelancers working with the Learning & Participation Department

MAIN PURPOSE OF THE ROLE

This is an exciting opportunity to join Stratford East at a pivotal moment in the development of our Learning & Participation work.

We are looking for an exceptional producer and relationship-builder: someone highly organised, full of initiative and energy, and passionate about creating meaningful creative experiences with and for young people and communities. You'll be someone who thrives on bringing people together, turning ideas into action, and making ambitious projects happen with care, rigour and joy. You'll be a collaborator and a confident communicator, balancing creative thinking with excellent administration, planning and delivery.

You will be able to work within challenging parameters, whether that's limited budgets, shared spaces or tight timelines, you will enjoy finding ways to deliver high quality experiences and opportunities. You'll see challenges as a chance for innovation, collaboration and new ways of working. Working closely with the Learning & Participation Director, you will deliver an inspiring and ambitious programme for young people, schools and local communities that reflects the bold spirit of Stratford East and creates lasting impact.

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

Programme Development and Delivery

- Work closely with the Learning & Participation Director to shape and deliver a bold, imaginative and inclusive programme that connects meaningfully with Stratford East's artistic vision.
- Lead on the planning and delivery of projects across talent development, schools and community engagement, ensuring programmes are ambitious, accessible, realistic and impactful.
- Build strong relationships with artists, schools, community partners, participants and collaborators.
- Develop new partnerships and opportunities while strengthening existing programmes.
- Collaborate with artists, creative teams, and internal departments to deliver engaging and high-quality workshops, events and creative projects.
- Identify and work with artists and collaborators who reflect the communities we work with.

Producing and Delivery

- Deliver programmes to the highest standard through excellent administration, planning and communication.
- Put robust systems and processes in place to manage projects effectively, including budgeting, scheduling, evaluation and reporting.
- Manage project budgets, ensuring programmes are delivered efficiently.
- Ensure safeguarding, risk assessments and access requirements are in place and embedded across all activity.
- Manage ticketing scheme which welcomes first time theatre goers and local groups to the theatre.



- Lead on project evaluation and documentation, capturing learning, impact and opportunities for growth.
- Work closely with the Marketing team to ensure programmes are communicated creatively and effectively to participants, schools, audiences and partners.

Team working & collaboration

- Line manage and support the Assistant Producer, setting clear objectives and fostering a supportive, collaborative and ambitious working culture.
- Contribute to an open, creative and solutions-focused department culture where ideas can grow and develop.
- Work collaboratively across the organisation, championing participation, inclusion and community engagement throughout the theatre.
- Deputies for the Learning & Participation Director when required.

Development and Partnerships

- Build and maintain knowledge of the secondary education sector in East London and beyond, including schools, colleges and higher education.
- Identify local Newham based groups and charities to build connections and partnerships with.
- Contribute to the needs of the Development department alongside the L&P Director, including developing project proposals, supporting funding applications and extracting information to report to funders.
- Maintain awareness of developments within the Learning & Participation sector, education and community engagement practice.



General

- Approach challenges positively, creatively and collaboratively – finding ways to make ambitious ideas happen.
- Represent Stratford East at events, conferences and external meetings.
- Champion access, inclusion, equity and belonging across all areas of work.
- Work in accordance with all Stratford East policies including Equal Opportunities, Dignity at Work, GDPR, Safeguarding and Health & Safety.
- Undertake any other duties appropriate to the role.

PERSON SPECIFICATION

We're looking for a practical and motivated producer who enjoys balancing big picture thinking with delivery detail to make sure projects run smoothly. You will bring energy, care and creativity to everything you do.

PERSONAL ATTRIBUTES

- Passionate about creativity, participation and engagement in Theatre.
- Excited by collaboration and motivated by making things happen.
- Highly organised, proactive and solutions focused.
- A strong communicator, who is warm, approachable and confident building relationships with a wide range of people.
- Flexible, hands-on and willing to go the extra mile when needed.
- Calm under pressure and able to manage multiple projects simultaneously.
- Committed to equity, access, inclusion and anti-racist and anti-ableist practice.



*Fantastically Great Women Who Changed the World:
Photography by Pamela Raith*



SKILLS AND EXPERIENCE

- Significant experience producing and delivering high quality learning, participation or community arts programmes within the cultural sector.
- Strong project management and administration skills, with experience of managing budgets and timelines.
- Experience developing project from idea to delivery, including evaluation and reporting.
- Experience of delivering creative work in educational settings with schools or higher education provision.
- Line management experience and knowledge of managing freelancers or creative teams with empathy, clarity and care.
- Excellent written and verbal communication skills, including digital communication and social media.
- Experience working with young people in school settings and/or communities traditionally underrepresented in the arts.

KNOWLEDGE

- Knowledge of inclusive and accessible approaches to participation and engagement in theatre.
- Understanding of safeguarding and best practice when working with young people and communities.
- Awareness of the challenges and opportunities within Education and Cultural sectors in the UK.

We know people don't always apply unless they meet every requirement. If you're excited by the role, believe in the power of theatre, participation, and engagement and think you could thrive in this team, we'd love to hear from you.



INFORMATION

Contract type:	Permanent, Full time
Salary:	£33,500
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.)