



Job Application Pack



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**ARTS COUNCIL
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About Reading Rep Theatre

'At last Reading has it's own producing theatre' The Stage

In 2012, Paul Stacey founded Reading Rep with a vision to help revitalise Reading's cultural landscape by making and creating the highest quality theatre – with, by and for the town.

Reading Rep's work sits at the heart of the community, and continues offstage with our award-winning flagship community outreach programme ENGAGE, which exists to provide access to the arts no matter your circumstances.

Starting from a small studio venue, Reading Rep Theatre has grown into a 160 seat, state of the art venue, creating world class work. Reading Rep's award-winning productions reach far beyond the venue itself, with productions touring both regionally and nationally, as well as our ENGAGE department delivering workshops and performances in the community.

From these humble beginnings the company have gone on to produce productions with many of the UK's leading emerging theatre makers, including Barney Norris, Roy Alexander Weise, Cathal Cleary, Mike Fentimen, Audrey Brisson, Anna Poppelwell and Phoebe Eclair- Powell.





JOB SPECIFICATION

PLACE PARTNERSHIP PROJECT LEAD

Berkshire Cultural Skills Hub · Freelance

Reading Rep Theatre · Kings Road, Reading, RG1 4LY · readingrep.com

OVERVIEW

Role	Place Partnership Project Lead (freelance)
Fee	£225 per day
Time commitment	Equivalent of 1.5 days per week, with working patterns to be agreed in line with programme and partnership needs
Duration	9-month freelance contract. Any extension would be subject to a separate agreement.
Contract managed by	Reading Rep Theatre's Executive Director and CEO, as grant holder and contracting body, with partnership-facing accountability through the BCSH Steering Committee.
Location	Hybrid: remote, plus regular, meaningful time with all cultural delivery partners across Berkshire.

ABOUT THE ROLE

Reading Rep Theatre is seeking a freelance Project Lead to set up and start delivery of the Berkshire Cultural Skills Hub (BCSH), our Arts Council England Place Partnership.

The BCSH is a creative skills programme bringing Reading Rep together with the University of Reading, Activate Learning, the Cultural Education Partnership and our cultural delivery partners: CultureMix Arts, Readipop, Jelly and RABBLE. Its aim is a joined up pipeline from early cultural engagement into paid work in the creative and cultural industries, helping to address the skills shortages in the Thames Valley's growing film and screen sector, including Shinfield Studios, with a particular focus on underrepresented 14 to 24 year olds.

This is a nine month contract to get the partnership working and the first delivery underway. Above all, the partnership is the project: the post holder's main measure of success is a functioning, trusting and equitable partnership in which every cultural partner feels genuinely involved.

Although contracted by Reading Rep Theatre as grant holder, the role is explicitly partnership-facing and will be expected to work within, report to, and be guided by the agreed

governance structures of the Berkshire Cultural Skills Hub. We are looking for someone who will be a visible and trusted presence inside the partner organisations rather than a remote coordinator. That means spending real time in each partner's building and community, understanding how they work, and making sure smaller organisations have as much of a voice as larger ones.

KEY RESPONSIBILITIES

Engaging with the cultural partners

- Build deep and trusting relationships across the cultural delivery partnership, including Reading Rep Theatre, CultureMix Arts, Readipop, Jelly and RABBLE.
- Be a genuine and visible presence within each partner organisation rather than a remote coordinator, spending meaningful and regular time on site with each one.
- Develop a first-hand understanding of each partner's work, their communities and the specific contribution they make to the skills pipeline.
- Support partners through the co-design phase so their voice genuinely shapes the programme, and ensure smaller organisations are not steamrolled by larger ones.
- Map each partner's strengths and offer against the programme's aims, with particular attention to film and screen skills shortages across the Thames Valley, and make sure that offer is reflected in the developing programme and Heads of Terms.
- Identify links, overlaps and progression routes between partners' existing work, helping the partnership build a coherent pipeline rather than creating new delivery for its own sake.
- Act as the connective tissue of the partnership, joining up partners' existing work and joining up training with routes into employment.

Education partners

- Work with the education partners, Activate Learning and the University of Reading, to clarify how FE and HE routes connect into the wider BCSH partnership and pipeline.
- Build strong relationships with university and college staff and students.
- Deliver and oversee programme activity in line with the existing partnership agreements and any associated reporting requirements.
- Identify and develop opportunities to deepen the partnership and extend its reach across the education partners.

Coordinating the programme and grant

- Lead clear and regular communication across all partners, including the University of Reading, Activate Learning and the Cultural Education Partnership.
- Manage the administration and reporting of the Arts Council England grant, meeting all deadlines and compliance requirements.
- Convene and facilitate partnership meetings and working groups, preparing agendas and circulating notes.
- Plan, coordinate and support the practical delivery of early programme activity.
- Keep accurate records of activity, expenditure and outcomes to support evaluation and impact reporting.

WHAT THE CONTRACT WILL DELIVER

- Partner mapping completed, capturing each partner's strengths, offer and role in the pipeline.
- Regular partnership meetings and clear decision-making processes established and running.
- Heads of Terms drafted or agreed across the partnership.
- An activity plan produced and the first delivery underway.
- Reporting systems set up to meet Arts Council England requirements, with an early evaluation framework agreed.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
• Experience of working across education, cultural or skills-development partnerships, with an understanding of how young people progress from engagement into training, paid work or further development. • A relationship led and collaborative approach, comfortable spending time on site with partners and building trust across very different organisations. • A track record of brokering and managing partnerships across multiple organisations. • Strong programme or project coordination experience. • Experience of grant administration and funder reporting, ideally with Arts Council England. • Confident facilitation skills, including the ability to plan and chair inclusive meetings, support constructive discussion, draw out different perspectives, and help partners move from discussion to decision. • An understanding of creative and cultural skills pipelines and routes into the creative and screen industries.	• Experience of working in the Higher Education (HE) and Further Education (FE) sectors, including universities, colleges, or accredited learning providers. • Knowledge of Reading and Berkshire's cultural ecology. • Experience of Arts Council England funded or Place Partnership programmes. • Experience of creative learning or work with underrepresented 14 to 24 year olds. • Networks within the Thames Valley film and screen sector, for example Shinfield Studios.

FREELANCE CONTRACTING BASIS

- This role is offered as a contract for services; it is not an employment contract and does not create an employment relationship with Reading Rep Theatre.
- The contractor will invoice Reading Rep Theatre for agreed days worked at the daily rate.
- The contractor is responsible for their own tax and National Insurance arrangements.

- The contractor may work for other clients during the contract period, provided there is no conflict of interest or impact on delivery.

CONTRACTING AND SAFEGUARDING

The contractor must hold, or be willing to obtain, a valid enhanced DBS check and comply with Reading Rep Theatre's Safeguarding Policy when working with young people.

TO EXPRESS INTEREST

To apply, please send a CV together with a short statement of no more than two pages answering the following questions:

1. What experience do you have of building and managing partnerships across multiple organisations?
2. What relevant experience do you have in creative skills, cultural learning, education partnerships or funder reporting?
3. How would you approach building trust and ensuring all partners have an equal voice in the Berkshire Cultural Skills Hub?

Please send your expression of interest to Jobs@readingrep.com. We will operate a rolling recruitment basis with the role closing 31st August.

We also ask applicants to complete a separate equal opportunities monitoring form. This will not be seen by the shortlisting panel.

Reading Rep Theatre is committed to equality of opportunity. Please let us know if you require any access support or reasonable adjustments during the recruitment process.