



## QUARANTINE

Quarantine make theatre and other public events out of the everyday stuff of real people's lives. Our work asks questions about engagement and participation – in both art and society, often working with people rarely seen in the cultural spotlight. We work across the UK and internationally.

We have recently been awarded an Arts Council England Strategic Touring grant to deliver a 2-year programme of work: *Everyday places, everyday participation*. The project involves the presentation of three pieces of Quarantine's work: *Between us, we know everything...*, *The Soldier's Song*, and *Table Manners*. All or a combination of these three works will be presented over the 2 years, in collaboration with our project partners, who are: Contact, Manchester; Live@Lica, Lancaster; Derby Theatre; Spot on Lancashire (rural touring network); Quays Culture, Salford; Compass Live Art Festival, Leeds; Salford Community Leisure; Wigan Community & Leisure Trust; Manchester City Council and Oldham Metropolitan Borough Council. Research, analysis and training will be delivered by The Audience Agency.

*The Soldier's Song* is a karaoke video booth offering an invitation to duet with a serving British soldier. One-on-one, in a soundproofed booth, participants choose from a list of songs and soldiers. *The Soldier's Song* challenges our preconceptions and asks us to ponder our connection with an onscreen soldier by inviting us to sing with someone who might fight in our name.

A live and digital sharing of knowledge, *Between us, we know everything...* will take the form of a mobile studio installed in a converted van, where participants are invited to tell us something they know that they think is worth sharing with the world. Participants will be filmed and their contribution uploaded to a dedicated website. The trivial and the profound sit side-by-side, and somehow, as we question fact and veracity the individual is revealed. As interesting as any one contribution is, the real fascination lies in the 'mosaic' effect, where the collective contributions create a complex picture of each location, community or group and how they sit within the bigger picture – a snapshot of who we are and what concerns us right now. We made pilot versions of the project in 2012.

*Table manners* is new work based on the model of Quarantine's existing project *No such thing*. Every month we host *No such thing* in a curry café in Manchester city centre. We buy a stranger a curry in exchange for half an hour of conversation. We write a menu of conversation topics around a theme that changes each month – past themes have included On Hope, On Risk, On Repairs, On Spring. The stranger chooses from the menu and we discuss stuff that's on our mind, what's happening in the world.



## APPLICATION DETAILS

If you would like to apply for the role of Audience Ninja, please read the following Role Description and Person Specification and send us:

1. A covering letter (no more than 2 sides of A4), detailing how your previous experience, skills and abilities mean you can effectively undertake the role as described in the Role Description, and meet the criteria in the Person Specification.
2. Your current, relevant CV.
3. A completed Equalities Monitoring form.

Please send these by e-mail as separate documents, to [info@qtine.com](mailto:info@qtine.com), by: **10am, Friday 3 January 2014.**

If we short-list you for an interview, you will be notified by 5pm, Friday 3 January, by phone or e-mail. **Interviews will take place on Tuesday 7 January 2014.** We will notify all unsuccessful applicants by e-mail, but unfortunately it may not be possible to provide feedback.

Ideal start date: during w/c 27 January 2014, but flexible/to be discussed.

Quarantine is an Equal Opportunities employer; however, our current office is not fully accessible – it is in an old mill building and there are 2 flights of stairs.

Should you require any further information, or for an informal chat, please contact our office on tel: 0161 830 7318 and speak to either Ali Dunican or Sam Stockdale. No agencies please.



## **AUDIENCE NINJA/ PROJECT COORDINATOR ROLE DESCRIPTION**

- Role Title:** Audience Ninja/ Project Coordinator
- Responsible to:** Ali Dunican, General Manager/Producer
- Salary/fees:** £23,000 pro-rata or equivalent freelance
- Hours:** Part-time – currently 2 days per week. **Subject to additional funding it may be possible to increase the role by a further one or two days per week. Whatever the outcome, the role will be scaled accordingly.**  
Flexible working is possible  
There will be substantial evening and weekend work.  
No overtime is paid, but time off in lieu may be taken
- Start/ duration:** Ideally during w/c 27 January 2014  
This is a fixed-term role for 26 months, approx. February 2014 until end March 2016
- Place of work:** Normally at Quarantine’s office, Islington Mill, Salford, but much of the work will take place in project partners’ locations (within Greater Manchester, the North of England and the Midlands [Derby/Derbyshire])  
Travel costs to locations other than Quarantine’s office, and other out of pocket expenses will be covered  
You may also choose to work in other locations, as appropriate (for example from home)
- Holidays:** 25 days per annum (plus bank holidays) – pro-rata
- Notice period:** 1 month



## **Summary**

**The Audience Ninja/Project Coordinator** is a dedicated audience development post, created specifically to ensure delivery and coordination of Quarantine's Strategic Touring project: *Everyday places, everyday participation*. A new and exciting role for the company, this post is a creative, hands-on and on-the-ground, intermediary role between Quarantine and our 11 project partners, community groups and networks, and the potential audiences for the project.

The Audience Ninja/Project Coordinator will work closely with Quarantine's General Manager/Producer; Associate Producer; and Production Manager, to ensure delivery and coordination of this project.

The role is a response to our experience of touring where there tends to be a gap (time and geographical) between developing the work and its presentation. The role is designed to be empowered and flexible and responsive to findings, in order to provide unique and critical audience development.

## **Role Description**

### ***Strategy development & delivery***

Develop and deliver an agreed Audience Development Plan for the project.

### ***Research, and working with partners***

To carry out telephone, web and face-to-face research (sometimes with the partners) about audiences and locations, including examining area profile reports, existing data, and identifying community leaders and networks.

Work with The Audience Agency on research design for quantitative and qualitative data collection.

Lead on researching, developing and trialing some experimental feedback and mediation mechanisms that enable audiences/participants to reflect upon the work in a range of ways.

Feed into The Audience Agency's national bench-marking programme, Audience Finder.

To research peer companies who have toured in similar locations to assess impacts and findings.



## **Community engagement**

Set realistic audience development targets with partners, helping them to understand and tackle audience barriers and motivations to attendance.

To connect with communities, identifying and visiting key communities and community leaders, connectors and influencers – e.g. identifying (but not limited to) deaf and disabled communities, children and young people at risk of social exclusion, elders, faith communities, and people from BME communities.

To coordinate staff/volunteers to undertake surveys

## **Communications**

With the Associate Producer, to develop an overall plan for the project with a menu of bespoke options to suit the needs of each partner organisation.

To facilitate group working with local steering groups, drawing on their local and personal insight to shape the communications plans.

With the partners, and with the support of the Associate Producer, to lead on development and distribution of communications tools and mechanisms.

## **Facilitation & support**

To support the flow of information and communication across the partnership

To recruit and engage people who will act as local champions or steering group members

To facilitate group meetings and perform associated admin duties

## **Evaluation**

Data inputting and interim analysis

To take part in and contribute to all analysis and recommendation sessions by The Audience Agency

To suggest new development strategies informed by experiences

Ensure results from this learning are shared as widely as possible



### ***Project development, management and delivery***

Effectively coordinate the delivery of the three works in a range of locations in the North of England and Midlands, working alongside Quarantine's General Manager/ Producer, Associate Producer, Production Manager and other associate artists.

To have an awareness of the overall project budget, and adhere to this

To take part in site visits to a range of locations

To participate in *Table Manners*

To attend all or most events as Quarantine's Project Coordinator

### ***Training, skills sharing and legacy development***

To take part in field worker training (surveys) and other training delivered by The Audience Agency

To facilitate and take part in any knowledge exchange processes, including mentoring, across the partnership

### ***Other***

To adhere to company finance systems

To read and comply with all the company's relevant policies and procedures

To undertake any other duties as reasonably required by the General Manager/Producer, Chief Executive or Board



## **Person specification**

### Essential

### ***Experience***

Experience of working with, and meeting the needs of, a wide range and large number of partners

Arts-related project management/coordination experience – minimum of 2 years

Experience of developing and delivering successful audience engagement strategies

Experience of developing and implementing evaluation mechanisms

Experience of effectively and appropriately communicating directly with members of the public

Experience of working and communicating with a range of communities groups, networks and individual community leaders

Experience of managing volunteers or similar

### ***Skills & Ability***

Strong written and verbal communication skills, including the ability to write for/speak to a range of audiences, and accuracy in communication

Strong organisational skills

Research skills – i.e. an inquiring nature, patience, and ability to identify key information and opportunities

Computer literacy in Microsoft Office software – Word, Excel, Outlook

Ability to cope with multiple priorities, and to respond quickly to new priorities

Ability to prioritise workload effectively to meet deadlines

Ability to work as part of a team, contributing specialist skills, and supporting colleagues appropriately with a cooperative outlook

Ability to work on own initiative and unsupervised



Ability to fulfill administrative functions associated with the role

Friendly, open manner

Ability to drive, holding a full clean driving license

Desirable

*Experience*

Experience of tour management or coordination

Experience of effectively managing project budgets