



November 2020

**Role Description: Ensemble Associate (projects & communications)**

Supported through the Rank Foundation's Time to Shine programme

**ABOUT QUARANTINE**

Quarantine is one of the UK's leading contemporary performance companies. Formed in 1998 by artists Simon Banham, Richard Gregory and Renny O'Shea, in the past three years we've developed a core ensemble of artists & producers, who work with a shifting constellation of collaborators to make theatre, performance and other public events characterised by their intimacy, fragility and an instinct to pay close attention to everyday life.

*"Quarantine is quite simply a marvel, a company that's right at the forefront of British theatre... immensely touching, totally human yet also intellectually rigorous in their examination of the nature of performance and the raising of questions about what makes theatre seem real and reality so strongly theatrical. "*

- LYN GARDNER, THE GUARDIAN

Quarantine work with virtuosic performers and with people who have never done anything like this before – electricians, philosophers, families, soldiers, chefs, children, florists, opera singers and countless others. It's an ongoing exercise in mass portraiture. There's a direct, open, often conversational relationship with audiences that can be unexpected, inspiring and provocative. There have been family parties, shared meals and cookery lessons; karaoke booths, radio broadcasts and journeys in the dark for one person at a time – as well as performances on stage for audiences in seats.

We are rooted in Manchester but make and tour our work locally, nationally and internationally. Recent partners have included MITsp festival, São Paulo; HOME, Manchester; National Theatre Wales, Cardiff; Sadler's Wells & Tate Modern, London; Noorderzon Performing Arts Festival, Groningen.

Quarantine is an Arts Council England (ACE) National Portfolio Organisation and receives regular core funding from Manchester City Council. We are a registered charity (1100469) and a company limited by guarantee (3662113).

**How we work as an ensemble**

Three years ago, we began to shift the way that Quarantine operates, opening up the artistic leadership of our work beyond the founding directors. We've brought in three new 'artist & producer' roles who initiate and lead projects, and also work collaboratively with the two co-Artistic Directors. We aim for our organisational structure and working processes to complement the realities of the way we develop and deliver our work. We know that everybody we work with has skills, experience and vision beyond the borders of their defined role and we try to make space for this, for dialogue and collaboration across the organisation – alongside the necessities of getting work done in efficient and productive ways.

## **PROJECTS IN 2021**

Like all arts organisations, our work is affected and threatened by the pandemic. However, we're fortunate to be working on several projects that we hope to realise this coming year:

### **Ark**

We've been commissioned by Moving Borders, a pan-European consortium of venues and festivals in France, Germany, Greece, the Netherlands, Poland & Portugal to develop and curate ARK between April & September 2021. It will be a multi-sited work that creates space for diverse groups of people to come together and confront the question: what shall we save?

### **The people of**

Premiered in Engelskirchen, Germany in September 2020, The people of... is a COVID-secure audio tour of a working street/neighbourhood. It is created through interviews with people working or living locally. We plan to make new versions in 2021 in Recklinghausen, Germany; Groningen, the Netherlands; and Manchester.

### **12 Last Songs**

This new work will take the form of a 12-hour durational performative exhibition, inviting people to perform in public the labour that they do in their daily lives. Work becomes a lens to talk about how we see ourselves within and in relation to the rest of society. It will premiere in Manchester in 2021 and be recreated in other locations later in the year.

### **No Such Thing**

Our monthly curry-in-exchange-for-a-conversation project. It's been taking place in Kabana Café in central Manchester since 2012 but has moved online during the pandemic. It will continue through 2021, both online and – we hope – face-to-face.

## **ABOUT TIME TO SHINE**

Time to Shine is a leadership development programme established by The Rank Foundation. The programme awards funding to charities and social enterprises so that they can employ individuals who are currently under-employed on 12-month paid contracts.

Quarantine has been invited to select a candidate to participate in the Time to Shine programme and to fulfil a role that addresses a current skills/resource gap in our team. The candidate will have the opportunity to participate in a programme of professional development, including conferences and Action Learning Days.

Following our selection process for this Ensemble Associate role, the chosen candidate will need to participate in an interview with the Rank Foundation. Success at this interview is a condition of the funding, and so of this appointment.

The Time to Shine programme incorporates a range of personal and professional development activities. Here are the key dates for the Time to Shine programme:

- An online launch conference taking place over 1.5 days between 18th – 27th January 2021.
- A 3-day residential mid-programme review event between 10th – 26th May 2021 (subject to Government travel guidance in force at the time).
- A Showcase event and conference later in 2021. Date and venue to be confirmed.

- Leadership development days (including Action Learning) throughout the year. Either online or face to face.

More information about the Rank Foundation and the Time to Shine programme can be found here: <https://rankfoundation.com/engaged-philanthropy/time-to-shine/>

## **ROLE SUMMARY**

The Ensemble Associate (projects & communications) will be a vital part of Quarantine's small but dedicated team, hands-on in the day-to-day development and delivery of our work.

Working closely with our Communications & Development Manager and the rest of our team, the Ensemble Associate will help us to form, develop and maintain the relationships we need to deliver our work. Through administrative support, communications activity and advocacy they will help widen our professional networks and connect with members of the public. They will play an important role in helping to develop and deliver artistic projects and events, including contributing to the recruitment and care of the diverse range of individuals involved in our projects.

This post requires someone with a passion for contemporary performance/art, with strong administrative and communication skills, who is comfortable drafting written materials and can quickly and easily build rapport with a wide range of people. You need to be as comfortable working alone on administrative tasks as with being part of collaborative discussions about the trajectory of a project and with approaching people to become part of our work. We are looking for someone proactive and adaptable who can join our ensemble and excel within our collaborative and open way of working.

This is a rare opportunity to join Quarantine's small team and become part of our ensemble for a 12-month period. We have an exciting year planned, and the Ensemble Associate will work across a number of major artistic projects delivered in Manchester, across the UK and internationally. The role may involve travel and, because of current working situations around the pandemic, will inevitably involve a significant amount of home working.

## **SPECIFIC RESPONSIBILITIES**

### **Administrative**

- To undertake research tasks that support networking and relationship building with relevant funders, businesses, individuals and project partners;
- To support the implementation and best use of Quarantine's new CRM system (GoodCRM);
- To collect, collate & analyse data to inform Quarantine's communications work and support our reporting requirements;
- To work with other members of the team and external partners to collect audience/participant data and to evaluate the success of projects;
- To prepare written reports for funders and other project stakeholders.

### **Advocacy**

- To work with members of the team to develop and deliver a company advocacy plan, helping to widen our networks and raise our company profile;

- From time to time, to be a representative for Quarantine at meetings, networks or other relevant platforms, and to effectively communicate our values and activities, either in person or virtually.

### **Communications**

- To support development and delivery of Quarantine's communications plan, including drafting copy and creating multi-media content, liaising with freelance content creators, researching and booking advertising and managing print and distribution processes;
- To support delivery of Quarantine's new website.

### **Project work**

- To engage with the development of projects through attendance at meetings, rehearsals & performances (live & online) in order to fully understand the work being created;
- To support the process of recruiting people to be part of Quarantine projects and to play an active role in caring for those individuals;
- To support the delivery of Quarantine's marketing and audience development plans, supporting co-creators, participants, partners and volunteers to become advocates for our work;
- Supporting Quarantine artists & producers with practical and administrative tasks related to project delivery as and when required.

### **Training & development**

- This role is supported through the Rank Foundation's Time to Shine programme and the person appointed will participate in a programme of leadership development, including conferences, Action Learning days and a 3-day residential programme review (subject to Government restrictions);
- To be willing to take part in any other training or professional development that might enhance or develop their work and therefore the work of the organisation.

### **General**

- Participation in regular team and project meetings as required to fulfil the role, either virtually or in person (in accordance with COVID safety measures);
- Supporting the development and delivery of all of Quarantine's plans and policies as required;
- To work in accordance with Quarantine's Equality and Diversity Policy and our Sustainability Policy, and to comply with rules and legislation relating to health & safety and safeguarding;
- To share responsibility for general organisational and shared systems;
- Any other tasks that are commensurate with the role as required.

### **DBS Check**

- A DBS check may be required if the Ensemble Associate (projects & communications) works on specific projects that require working directly with children, young people or vulnerable adults. The organisation will arrange and pay for this if necessary.

## **PERSON SPECIFICATION**

### **Essential**

- A demonstrable interest in contemporary theatre, performance and/or other art forms;
- Strong administrative skills and attention to detail, including experience of using Microsoft Word and Excel;
- Fluent verbal and written English; confident drafting written materials;
- Friendly and personable; able to talk to and build relationships with a wide range of people;
- A can-do, problem-solving attitude and the ability to take initiative;
- Flexible and adaptable; able to get stuck in and do what is needed in a small team;
- Able to manage and prioritise a varied workload, and to self-motivate (particularly in a home-working context) and to seek support when needed;
- In accordance with the requirements of the funder of this role, the candidate must currently be under-employed (not in permanent, full-time employment);
- An interest in developing a career in the subsidised arts or wider charity sector, committed to professional development with an interest in pursuing leadership positions in the future;
- Must have legal permission to work in the UK.

### **Desirable**

- Interest in Quarantine's work, approach and values;
- An understanding of the subsidised arts sector;
- Knowledge of or connections in Greater Manchester;
- Experience helping to deliver activities/events with a wide range of people;
- Technical skills, systems and software:
  - Experience using Mac operating systems;
  - Data management & analysis in Excel;
  - Google Workspace;
  - CRM software;
  - Google Analytics;
  - CMS systems (basic HTML);
  - Email mailing systems (e.g. MailChimp);
  - Basic image and video editing skills.

### **Guidance for applicants**

Access and inclusion are at the heart of how Quarantine operates. We recognise that institutional racism, discrimination and inequality exists in our sector and we are dedicated to helping to address this. We particularly welcome applications from people with lived experience of racism or marginalisation. This includes working class, disabled, LGBTQIA+, people of African and Caribbean heritage, people of Asian heritage, and other marginalised groups, as well as intersectional individuals. We also welcome applications from people with dependents and those who have had unconventional career paths.

In accordance with the Equality Act 2010, we will interview anyone with a disability whose application meets the essential criteria for this post. We will support any access requirements you may have during the recruitment process and will make adjustments to ensure you can work comfortably and effectively.

If you require any access support relating to the application or interview process, or require further information, please contact Frances Richens on [info@qtine.com](mailto:info@qtine.com).

**Salary:** Circa £20k (Dependent on experience; supported through The Rank Foundation's Time to Shine programme)

**Contract:** Fixed-term, 1 year

**Hours:** 37.5 per week; some evening and weekend work may be required

**Start date:** Negotiable; but on or before 18<sup>th</sup> January 2021

**Responsible to:** Communications & Development Manager

**Location/Contact:** Quarantine are based in Manchester, but our entire team is currently working from home. We meet virtually at least weekly and occasionally in person when required, in a COVID-secure way. We anticipate this will remain the case until at least Summer 2021, although there may be opportunities to work from co-working spaces, meeting rooms or rehearsal spaces/project venues in Manchester, and in tour locations across the UK and internationally (Government travel guidance allowing). We will carry out a working from home assessment with you and provide any equipment/support required to work effectively from home. The Ensemble Associate (projects & communications) will take part in regular one-on-one meetings with line management, as well as weekly team and regular project meetings.

**Holidays:** 28 days plus bank holidays

**Pension:** Staff are automatically enrolled in Quarantine's workforce pension scheme. In line with government rules, a minimum contribution of 8% must be made, and 3% of this will be made by Quarantine. You can opt out of the workforce pension should you choose to.

**Probation/notice period:** 2 months probation, after which a 1-month notice period will apply.

### **APPLICATION PROCESS**

**How to apply:** Please apply by the deadline for applications via email to [info@qtine.com](mailto:info@qtine.com).

Please complete the job application form, including the supporting statement, and send this along with a CV and a completed Equal Opportunities Monitoring form.

The supporting statement can be written (no more than 1 side of A4) or in audio or video form (no more than 3 minutes), and should address:

- Why you are interested in this position;
- Referring to the person specification, what knowledge, qualities and skills you would bring to this role;
- Any relevant experience or qualifications that you have.

**Deadline for applications:** Tuesday 15<sup>th</sup> December 2020, 6pm

**Interview date and process:** Initial interviews will be held with Quarantine online on Monday 21<sup>st</sup> December 2020. Quarantine's selected candidate will be required to undertake a second interview with the Rank Foundation during the first two weeks of January 2021 (a member of Quarantine will also be present).