



Bright Sparks Theatre Arts Company

A Community Interest Company (C.I.C.)
Established 2013

Bright Sparks Theatre Arts,
8 The Grove,
Moorhead,
Shipley,
BD18 4LD.

Bright Sparks Theatre Arts

FREELANCE PRODUCER OPPORTUNITY

Role: Programme Producer / Project Manager

Project: Bright Sparks Theatre Arts ongoing delivery of drama sessions for adults with Learning Disabilities.

Funded by National Lottery Reaching Communities Fund and The Liz and Terry Bramall Foundation.

Fee: 1 day per week at 8 hrs @ £20 per hr @ £160 per day. Hours can be delivered flexibly at applicants' discretion over a working week.

This rate can be negotiable in line with applicant's relevant experience.

Starting at 40 days per year in line with the Academic Calander— possibility to increase days through securement of further funding streams.

Total £6,400 (40 weeks delivery)

Period: April 2025 – March 2026: The programme would then be repeated annually, in line with 3 years of funding.

(If the applicant is ready to start earlier than this, this can also be accommodated.)

Overview:

Since 2012, Bright Sparks Theatre Arts have been delivering inclusive individual-centred drama projects in the Leeds area, working with people with learning disabilities, complex needs and autism. We create new original theatre, including two large-scale shows per year. We also design, organise and deliver applied drama projects for schools and communication workshops for university medical education and teacher training.

Our Mission and Vision

Our vision is a society where people with learning disabilities and autistic adults flourish and are empowered to achieve their potential taking centre stage in mainstream spaces.

Our mission is to provide opportunities for people with learning disabilities and autistic people to engage with theatre arts, express themselves and be part of the transformative experience of creating a play.

“At Bright Sparks we assume everyone has a story to tell and everyone should have the resources and space to tell that story.” - John Hudson – Artistic Director

The Programmes Producer is a vital new role in the organisation and is responsible for the successful delivery of Bright Sparks programme: helping to deliver key administrative and operational processes, and project management.

The Programmes Producer will work closely with the Artistic Director & Technical Manager to manage project related budgets, staffing, recruitment, pastoral care, evaluation and monitoring.

Skills:

We're looking for a producer / project manager who is experienced in community engagement and collaborative projects. It would be great if you also have experience of designing training and/or development programmes. Previous experience of bid writing would be preferred as a large part of the role would involve developing revenue streams through funding.

The project involves lots of different partners, so it will need someone with great communication and a sensitive approach to ensure all the partners are equally engaged and supported.

Tasks:

- To assist in the general administration of the company to support day-to-day operations of Bright Sparks.
- To assist in identifying and securing new funding streams, helping Bright Sparks achieve greater sustainability improving our business model.
- Evaluate success of the sessions and record these in different formats for funders and to ensure best and evolving practice.
- Identify and contract training for facilitators.
- Support programme marketing, comms and PR.
- Coordinate meetings, briefings and updates for the team and project partners.
- Support fundraising, including contributing to the development of funding applications and leading on the preparation of reports and data for project funders.
- Be responsible for making the producer role financially sustainable, obtaining funding to further increase delivery days.
- Work closely with the Artistic Director, Board and wider team to develop and deliver the aims of Bright Sparks, including delivery strands, audience development and outreach participation strategies.

Selection Process: This opportunity is via a closed invitation process. If you have been invited to apply, please respond in writing with a brief cover note outlining your experience and interest in the role, plus your CV and/or links to other similar projects you have delivered. Please send this to info@brightsparkstheatre.com. If we receive multiple responses, we may invite you to a short informal meeting to talk through the role. We will then decide and let you know ASAP.