



WINGSPAN: around four feet each making their total wingspan eight feet!!

Baby gull feather: around two inches very soft

HABITAT: Meadows and mountains, those small enough to move through the grasses of the meadow, up to and protect the birds that fall here.

make their dens in the roof of pine trees, and they very rarely nest in holes and cupboards

from fully grown

about the height

# PUNCHDRUNK ENRICHMENT PROJECT MANAGER

## JOB PACK

November 2021

**THE LOST ISLAND OF DUST**

INSTRUCTIONS TO PLAY  
Travel the island, collect heart tokens before you time runs out, choose your path

YOUR GAME COMPONENTS

Player Counter  
10mm Sand Token  
Dust Disc

If you would like this Job Pack in a different format please call **020 7655 0940** and leave a message for a callback or email [recruitment@punchdrunkenrichment.org.uk](mailto:recruitment@punchdrunkenrichment.org.uk). We welcome potential candidates contacting us for a conversation.



Photo: Lizzie Henshaw

## ABOUT PUNCHDRUNK ENRICHMENT

**Punchdrunk Enrichment is a charity that creates transformational theatre for education, community and family audiences. Our work makes a powerful impact and takes you on an unforgettable journey.**

Originally founded in 2000 by Felix Barrett, Punchdrunk are celebrated as pioneers of a new form of theatre in which roaming audiences experience epic storytelling inside sensory theatrical worlds. The company created award-winning shows including *Sleep No More*, *Masque of the Red Death* and *Faust*.

In 2008 a founding company member, Peter Higgin established Punchdrunk Enrichment to take the company's innovative practice into communities and schools, creating performances and workshops with and for children, young people, families and communities.

Today Punchdrunk Enrichment is an independent charity dedicated to creating experiences for as wide an audience as possible.

### What we do

Our programme includes installation projects for whole primary schools such as [The Lost Lending Library](#), along with teacher-led adventures including [A Small Tale](#) for years 1-4, [A Curious Quest](#) for the whole school and [The Vanishing Land](#) for Years 5 and 6.

We are committed to developing the creative practice of teachers in a sustainable way. A cohort of London teachers are part of the [Immersive Learning Collective](#), a three year programme exploring the application of Enrichment practice in school settings. In September 2021, [Immersive Learning Journeys](#), a three year programme supported by Paul Hamlyn Foundation began: delivering a range of projects to eight primary schools in the Royal Borough of Greenwich, enabling the company to assess the impact of immersive experiences in education over the longer term.

Past projects include [The Lost Lending Library](#) part of Coventry UK City of Culture 2021, [The Wild Visitor](#) and [Our Home Story](#), digital experiences for children and their parents/carers, [Small Wonders](#), a production for 5-11 year olds and their families which was part of the programme for LIFT 2018 and Edinburgh International Children's Festival 2019, [Against Captain's Orders](#), a family show created in partnership with the National Maritime Museum and [Greenhive Green](#), which took place in a care home for older people including those with dementia.

We are committed to developing the next generation of theatre-makers. Our Talent Development programme includes opportunities for students to get insights to our practice and for young people not in education, employment or training to try their hand at backstage roles.

We also offer a masterclass programme for individuals and corporates, and offer workshops in secondary schools.

Please visit [punchdrunkenrichment.org.uk](http://punchdrunkenrichment.org.uk) for further information about our work.

***“This project has been transformative! The children have been buzzing in a world of magic and fascination for the past three weeks. Our school will not be the same without it. Stunning and inspiring!”***

Headteacher, Linton Mead Primary School on *The Lost Lending Library*

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## PROJECT MANAGER

### Role Summary

The Project Manager is a key role in the successful delivery of Punchdrunk Enrichment’s primary school and teacher-led programme.

The ideal candidate will be an experienced project manager with excellent knowledge of the National Curriculum and theatre or arts projects in primary schools. They will be highly organised, personable and intuitive - ensuring multiple projects are being delivered at a high standard by teams of freelancers. They will collaborate closely with the Punchdrunk Enrichment team and schools, ensuring both pupils and schools are benefitting from our work. A key part of the role is working with partner organisations to deliver primary school projects and develop income streams.

This is a brilliant role for someone who is interested in developing their career in project management and producing. You will be working as part of a small team making ambitious projects happen. You’ll see the impact of our work with children and young people first hand and experience what it means to create magical, immersive experiences for children, young people and communities.

**Reports to:** Senior Producer

**Key Relationships:** Assistant Director, Senior Producer, Project Managers, Artistic Director, Head of Communications

**Salary:** £29,000 per annum

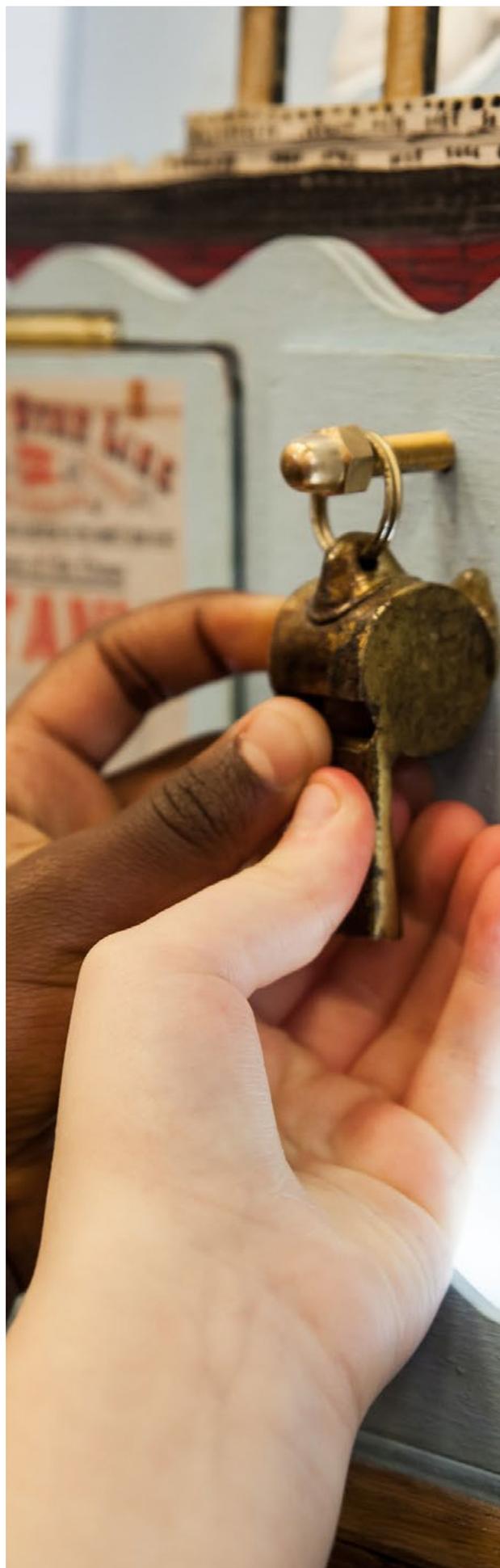


Photo: Stephen Dobbie

# JOB DESCRIPTION

## Project Management

- Project lead for Punchdrunk Enrichment's primary school projects and Teacher-Led box projects
- Key point of contact for freelancers, artists, participants, project partners and schools in the planning and delivery of a project
- Supporting the Assistant Director and freelance teams in the successful artistic delivery of primary school projects
- Fostering relationships with, and recruiting, primary schools for the programme
- Working closely with schools to plan for project delivery including leading teacher meetings and briefings with the Assistant Director
- Working alongside the Senior Producer and programme team to develop Punchdrunk Enrichment's partnerships programme
- Fostering and managing relationships with organisations and venues in and outside of London
- Devising and managing schedules for the delivery of projects, and disseminating this information across teams
- Developing key project assets and resources for schools and project teams
- Recruiting and contracting freelance creatives, artists and project delivery teams
- Ensuring all artists and project teams hold DBS checks and upholding the department's Safeguarding Policies
- Working closely with the Production Manager to organise production periods for projects
- Working closely with the *Immersive Learning Journeys* Project Manager to ensure collaboration across the programme
- In collaboration with the Head of Communications, overseeing marketing of teacher-led projects to new schools, securing sales
- Organising logistics and operations for the projects as required
- Organising workshop space, rehearsals, auditions, meetings and other events as required

## Talent Development

- Working closely with the Punchdrunk Enrichment team to identify Talent Development opportunities within the programme
- Supporting freelance teams to deliver Talent Development opportunities as required

## Finance

- Managing budgets for projects, reporting to the Senior Producer and Head of Finance and Operations
- Quarterly forecast budgets and track expenditure for projects

- Providing all information for payments and invoices within project budgets to the Finance Manager.
- Drafting and supporting the Senior Producer to create new project budgets when required

## General

- Acting as a Safeguarding Officer for the department
- Developing company safeguarding policies and procedures
- Running Safeguarding briefings for staff in schools as required
- Supporting the department's communication strategy, with a view to raising the profile of Punchdrunk's Enrichment work
- Managing the collection of project evaluation and compiling an effective record of evaluation data for Development needs
- Maintaining and developing a network of educational and artistic contacts with the department
- Inputting into the company databases as required
- Occasionally representing and advocating for the company at sector events and network meetings

# PERSON SPECIFICATION

## Knowledge and Experience

### Essential

- Four years project management experience
- Experience of working in an educational or outreach setting
- Experience of working in primary schools and with teachers
- Experience of working collaboratively with partner organisations
- A track record of recruiting schools for creative projects
- Experience of office and project-based administrative duties
- Excellent knowledge of safeguarding and child protection issues
- Budget management experience (up to £80k)

### Desirable

- Experience of working in immersive/site-specific/cross-platform theatre
- Experience of forming long term working relationships with teachers
- Experience working with marketing teams to develop sales/profile for projects
- Knowledge of working in Google Drive
- Knowledge of the National Curriculum



Photo: Stephen Dobbie

Punchdrunk Enrichment is a charity (no: 1113741). The name "Punchdrunk" is the registered trademark of Punchdrunk and is used under licence.

## Skills and Attributes

### Essential

- A passion for theatre and the arts
- Highly organised, with the ability to prioritise effectively
- Ability to work well and communicate effectively in a team
- Ability to balance a range of priorities across multiple projects and deadlines
- A proactive, can-do attitude

## NOTES

This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the post holder and line manager from time to time. We welcome conversations about the role, please contact us on 020 7655 0940 or email

[recruitment@punchdrunkenrichment.org.uk](mailto:recruitment@punchdrunkenrichment.org.uk)

### COMPANY BENEFITS (post-probation)

- Access to training and development opportunities
- Optional twice weekly boot camp sessions, at a subsidised rate

### SUMMARY OF TERMS

**Salary:** £29,000 per annum

**Contract:** Full time (Fixed term one year, option to extend) Flexible working, Tuesdays and Wednesdays in the office mandatory. Five days per week planned around programme activity

**Annual Leave:** 25 days holiday pro rata, per annum, rising to a maximum of 30 days for every year worked + UK bank holidays (Holiday year runs 1 April to 31 March)

**Pension:** 5% employer contribution, following completion of probation period

**Working hours:** Standard 40 hours (including lunch break) pro rata per week Monday to Friday (usual office hours 10am-6pm). Due to the nature of the role, some evening or weekend work may be required for which TOIL will be available.

**Probation period:** Two months, during which either party may terminate the contract with two weeks' notice. Notice period is two months following the successful completion of the probation period

**Place of work:** Punchdrunk Enrichment offices, currently in Rich Mix, east London\*. On site at schools in Greenwich and across London. Occasional travel outside of London.

\*Please note, we plan to move our company base to a permanent home in London in 2022. Exact location tbc.

# HOW TO APPLY

If you wish to apply for the position, please provide the following information by **Monday 13th December at 9am**:

- A comprehensive CV
- A covering letter (maximum two A4 sides) or two minutes of video describing your suitability for the position and specifically how your past experience matches the job description and person specification
- A completed [equal opportunity form](#)

Applicants should provide contact details for two references, we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to second interview, prior to making an offer. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with **'PROJECT MANAGER'** in the subject line to [recruitment@punchdrunkenrichment.org.uk](mailto:recruitment@punchdrunkenrichment.org.uk).

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

Shortlisted candidates will be notified by the end of the day on **Wednesday 15th December** if they will be invited to a first interview on **Thursday 16th December**. Second round interviews will take place on **Monday 20th December**, when you will be asked to complete a task. Please notify us if you cannot attend the specified interview date at the time you submit your application.

This role will commence in January 2022, please state in your application the earliest date you would be available to start.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made. If you need this information in a different format please contact us on 020 7655 0940 or email [recruitment@punchdrunkenrichment.org.uk](mailto:recruitment@punchdrunkenrichment.org.uk).

As an Equal Opportunities Employer, Punchdrunk Enrichment welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under represented in the arts. Flexible working is considered for the right candidate.

Please complete a short online equal opportunities monitoring form, accessible [here](#).

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy and destroyed after six months. We will keep your equal opportunities form for a period of six months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.

