



**PUNCHDRUNK  
ENRICHMENT  
PROJECT MANAGER  
(MATERNITY COVER)**

**JOB PACK**

January 2022

**punchdrunk  
enrichment**

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: Paul Cochrane

## 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 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.

***“It was really nice to attend an international, professional online workshop, without traveling, and get to know more about Punchdrunk Enrichment’s movement and get inspired. I feel I have been a little bit stuck with my work now, but this pushed me again to see the richness of immersive performance and I am getting really fired up again, so thank you!”***

Online Masterclass Participant, 2021

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## PROJECT MANAGER (MATERNITY COVER)

### Role Summary

The Project Manager is a key role for the successful delivery of projects. This role focuses on: the professional development programme, schools workshop programme, corporate professional development, learning resources and other projects as required. They are highly-organised, personable and intuitive - ensuring projects are being delivered at a high standard and that participants are benefitting from the work.

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. This would particularly suit someone who is interested in Talent Development. You'll be leading on enabling us to share our practice and experience of creating magical, immersive experiences for children, young people and communities

This is a full-time position based in the company's office with off site working and evening/weekend work occasionally required.

**Responsible to:** Senior Producer

**Key Relationships:** Artistic Director, Assistant Director, Project Managers, Senior Designer, Freelance Practitioners, Head of Communications, Communications Coordinator

**Salary:** £29,000 per annum



Photo: Paul Cochrane

# RESPONSIBILITIES

## Project Management

- Project lead for the development and delivery of the professional development programme including school workshops and masterclasses for public sale or in partnership
- Working with Punchdrunk Enrichment creative teams and freelance practitioners to devise and facilitate workshops and masterclasses that reflect the company practice
- Fostering relationships with schools, colleges or partners for the programme
- Fostering relationships to develop bespoke offers for corporate professional development
- Responding to professional development and general outreach enquiries for Punchdrunk Enrichment, including talks and workshops
- Working closely with the Communications team to establish sales or ticketing strategies and establishing booking systems for projects in consultation with the Finance Team
- With the Communications team generating marketing copy and assets for projects.
- Devising and managing schedules for project delivery
- Acting as a key point of contact for artists, facilitators, participants, partners or schools in the planning and execution of a project
- Recruiting and contracting artist and project delivery teams, in line with company templates
- Contracting schools and partners, in line with company templates
- Ensuring all artists and project teams working directly with young people or vulnerable adults hold enhanced DBS checks
- Ensuring Safeguarding Policies and Codes of Conduct are adhered to and understood by project teams
- Support the development of Punchdrunk Enrichment's new evaluation strategy and implement it on projects, ensuring qualitative and quantitative data is effectively collected, shared and interpreted as appropriate
- Recruitment and management of volunteers for projects where required
- Organising auditions, meetings and other events as required
- Organising travel, accommodation, catering, subsistence as required
- Deputising for other Project Managers 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

- Communicating with Talent Development contacts and nurturing relationships
- Creating Talent Development places on our programmes and developing relationships with young people

## Resources

- Ensuring Punchdrunk Enrichment is up to date with the company's representation in the A-Level Drama and Theatre syllabus
- Developing resource packs as required on Punchdrunk Enrichment's practice for Drama and Theatre students, with the Artistic Director

## Finance

- Drafting and managing budgets for projects, including setting income targets, reporting to the Senior Producer and Head of Finance & Operations
- Providing all information for payments and invoices within managed budgets to the Finance Manager
- Ensuring freelance or employed staff with delegated budgets or expenses, adhere to Punchdrunk Enrichment's finance processes
- Supporting the Senior Producer to create new project budgets when required

## Departmental Administration

- Ensuring key project dates are reflected in the Enrichment diary for the Punchdrunk Enrichment Planner
- Communicating and liaising with members of the Freelance Network as required
- Acting as a Safeguarding Representative for the department
- Developing company safeguarding policies and procedures with the Safeguarding working group as required
- Contributing to the GDPR working group
- Supporting the department's communication strategy as required, with a view to raising the profile of Punchdrunk Enrichment's work
- Maintaining and developing a network of educational and artistic contacts with the department
- Maintaining and inputting into the company databases, working with the Operations department to ensure Arts Council data is collected

# PERSON SPECIFICATION

## Knowledge & Experience

### Essential

- Two to three years project management experience
- Experience of working in an educational or outreach setting
- Experience of working in schools and with teachers
- Experience of working collaboratively with partner organisations
- Experience of delivering arts-based events or productions
- Experience of office and project-based administrative duties
- Excellent knowledge of safeguarding and child protection issues
- Financial literacy including experience of putting together and effectively managing project budgets (upwards of £30k)

### Desirable

- Experience of working in immersive/site-specific/cross-platform theatre
- Experience of forming strong working relationships with corporate contacts or schools
- Experience working with marketing teams to develop sales/profile for projects
- Knowledge of working in Google Drive
- Knowledge of the National Curriculum

## Skills and Attributes

### Essential

- A passion for theatre and the arts
- A commitment to diversity and inclusion and creating an equal opportunities workplace
- A commitment to anti-racism
- 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 13 months  
Monday 4th April 2022 -  
Thursday 4th May 2023

**The candidate must be available for a five day paid handover period between Monday 21st - Wednesday 30th March 2022.**

Flexible working, Tuesdays and Wednesdays in the office are mandatory. Please note, in line with current government guidance, all Punchdrunk Enrichment staff are currently working from home.

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 probation



Photo: Stephen Dobbie

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

To apply for the position, please provide the following information by **Tuesday 8th February 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 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 [gov.uk](http://gov.uk).

## RECRUITMENT TIMELINE

Shortlisted candidates will be notified by the end of the day on **Friday 11th February** if they will be invited to a first interview on **Tuesday 15th February**. Second round interviews will take place on **Friday 18th February**, 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.

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).

Punchdrunk Enrichment strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. 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.

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.

