

Job Description: Creative Licht Project Lead

DEADLINE: 12 noon, Monday 4th March

INTERVIEWS: Wednesday 20th March, central Glasgow

Location: Desk space available at BOP office Glasgow - all partners are Glasgow based

Fee: £2700, anticipated as 15 days of work

Reports to: Mairi Taylor (BOP) and project partners

Contract Type: Freelance, the post holder is responsible for their own tax

Hours: Flexible to fit role

Creative Licht

<https://creativelicht.com/>

Creative Licht is seeking a Project Lead to support the partners in the delivery of the next stage of this Sign Language Interpretation in live performance research and development project.

Between 2017 and 2019, The **National Theatre of Scotland**, **Solar Bear**, **Birds of Paradise**, and **Sign Arts** (Catherine King and Yvonne Strain) designed and delivered Creative Licht, a two-year programme to:

- Develop a cohort of hearing Sign Language Interpreters with increased skills, knowledge and confidence to artistically embed interpretation into live performance;
- Increase knowledge and understanding of the need for artistic embedding of Sign Language in performance and across the theatre and dance sectors (among artistic directors, directors, choreographers, actors/dancers, designers, etc);
- To ensure that audiences in Scotland have a better experience attending BSL-interpreted performances, and to create a quality experience for hearing and BSL-using audiences.

In spring 2023, the Creative Licht partners came together to reflect on the learning and impact of the project and we are delighted that through support from Creative Scotland we are able to undertake the next phase of Creative Licht. The next iteration of the project will roll out across two phases and we are looking for a Project Lead to work with the partners to deliver:

Phase One – Design Period (January – May 2024)

- A series of meetings to design and approve workshop content, leaders and partners for Phase Two and Three, and appointment of a researcher.

Phase Two – Delivery and Reporting of Initial Programme (June – December 2024)

Three day-long sessions for interpreters, BSL consultants, deaf performers and industry professionals, each focused on one of our three priorities:

- Performance interpreting as creative practice;
- The role of BSL consultants and how they work in collaboration with performance interpreters;

- How rehearsal room interpreters, performance interpreters and BSL-using cast members work together during a production.

Each session will:

1. **Explore** and **learn** from current practice/models in Scotland and beyond;
2. **Upskill** participants based on current practice/models;
3. **Explore** and **develop** new practice/models.

Each session will be recorded and video and written learning captured to create guides that can be shared with participants and the wider industry.

Main purpose of Project Lead role

This role exists to support the organisation and implementation of the project in these two initial phases and to support the design and development of further phases.

1. Roles and Responsibilities

Planning and communication

- Develop a timeline for programme activity in consultation with partners in the design phase.
- Support the development and drafting of a further Phase 3 funding application in conjunction with partners.
- Keep all partners abreast of programme progress.
- Manage website updates.

Project administration

- Lead on the coordination of partners, consultants and workshops leaders for each phase of the project.
- Organise contracts for and coordinate all freelance staff and partners.
- Liaise with BOP about the payment of invoices.
- Tracking of project budget, invoices and all financial reporting.

Workshops

- Lead/manage all communications, invitations and bookings of activity participants.
- Organise all Sign Language Interpreters (SLIs) and any other access providers as required.
- Negotiate and book venues for all activities.
- Manage all hospitality/catering requirements.
- Plan for and respond to access requirements at events with support from BOP.
- Draft and coordinate all copy and communications for workshop activity with partners.
- Book or reimburse all travel/travel contributions.
- Collate and organise learning outcomes from workshops.

Evaluation

- Gather stats and info as the project progresses for the purposes of resource development and evaluation.
- Develop evaluation and learning outputs such as films and written materials into shareable resources with support from partners.
- Support the drafting of a Creative Scotland report for Phases 1 and 2.

2. Essential Skills

- Working knowledge of Google Suites, Microsoft Office and similar software packages.
- Excellent organisational, administration and documentation skills
- Experience of managing financial records and systems
- Experience of reporting and evaluation
- Ability to work independently
- Excellent interpersonal, communication and presentational skills
- Experience of working as part of a team and pulling together to complete tasks

3. Desirable Skills

- British Sign Language
- Knowledge/experience of BSL/Interpreting landscape in Scotland
- Knowledge/experience of working in a variety of arts settings
- Knowledge/experience of accessible arts practice and a commitment to equality of opportunity

How To Apply

- Apply by email to all@boptheatre.co.uk. Please provide
 - A cover letter outlining your fit for the role. Refer to the description of the project, the roles and responsibilities and the skills required.
 - A CV.
- Applications can be in written, audio or filmed format.
- Shortlisted applicants will be invited for an interview.

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Any further enquiries – all@boptheatre.co.uk

Partner organisations:

<https://www.creativelicht.com/>

<https://www.facebook.com/yoursignarts>

<https://www.nationaltheatrescotland.com/>

<https://www.solarbear.org.uk/>

<https://www.boptheatre.co.uk/>