



FREELANCE CREATIVE YOUTH PRODUCER (CARDIFF)

RECRUITMENT INFORMATION



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**THE COMPANY WHO
BURST OPEN OUR
CONSCIOUSNESS**

Lyn Gardner, The Guardian

INTRODUCTION



Common/Wealth is a political theatre company based in both Bradford and Cardiff.

We make site-specific theatre and events that encompass devised performance, new writing, visual design and verbatim. Our work is political and contemporary – high-quality artistic work that is relevant and addresses concerns of our times.

Our ideas are rooted in socialist politics, working-class backgrounds, a keen interest in contemporary theatre, art and design, the people we meet, and a radical ambition to shift things.

PROJECT & ROLE DESCRIPTION

Common/Wealth is seeking a freelance Creative Youth Producer (CYP) to work in Cardiff on our project, **Take Your Place**.

The CYP will be responsible for recruitment and relationship-building with young people who will participate in **Take Your Place**. The projects will take place in South Cardiff. The CYP will work with Common/Wealth to co-design and co-facilitate **Take Your Place** creative sessions.

The CYP will also support Common/Wealth with administrative duties, such as booking spaces for workshops, travel and accommodation, managing invoices, and supporting documentation and evaluation.

ABOUT THE PROJECT

Take Your Place is an arts and activism leadership project for working-class young people in Cardiff. Working with underrepresented and underserved young people, **Take Your Place** builds skills, confidence and networks so our young people are seen, heard, listened to, and empowered to bring about change.

Take Your Place develops learning, insights, networks, and self-belief. We introduce young people to training they otherwise would not have access to: public speaking, creative leadership, active listening, and social justice campaigning - things often not taught or learned at school, but skills that offer the possibility and build passion. We take an asset-based approach. Knowing who we are, where we come from, and what we bring to the table.

ABOUT THE ROLE

- Recruitment of 15-20 young people (with a focus on engaging working-class, global majority, intersectional young communities)
- Developing and maintaining relationships with young people and offering pastoral support
- Co-design, planning and co-facilitation of **Take Your Place** sessions
- Supporting documentation and evaluation
- General admin duties

PERSON SPECIFICATION

ROLE PARTICULARS

Role Title: Creative Youth Producer, freelance (Cardiff)

Contract status: Freelance, 20 days

Fee: £175/day, total fee available £3,500

Responsible to: Co-Artistic Director /Creative Producer

Dates: July 2025 - March 2026 (flexible, includes evening and weekend work)

Location: various Cardiff locations

PERSON SPECIFICATION

We would expect those applying to meet all the essential requirements and have some of the desirable ones too:

Essential skills, Experience and Qualities:

- At least 1 year experience of producing theatre/performance
- At least 1 year experience of leading or co-facilitating creative workshops/sessions with young people, ideally those age 12-26
- Experience of developing positive relationships with young people and delivering pastoral support
- A strong verbal communicator comfortable talking with a wide range of people
- Fluent in English (though English doesn't have to be your first language)
- Confident writing skills, adaptable for a range of purposes
- Some experience of outreach/ attracting young people to participate in arts projects
- Some experience of audience development for theatre/the arts

PERSON SPECIFICATION (CTD.)

- Strong administration skills, organised and good time management
- Excellent attention to detail, and accuracy
- Some experience of managing project budgets
- Good understanding of safeguarding young people - legislation, procedures and best practice
- IT literate, able to use widely-used software packages, e.g. email, word, excel or equivalents
- Self-motivated, showing initiative and ownership, and able to work independently without supervision, and as part of a team
- Ability to work concurrently across a range of projects, to prioritise workload, and work to deadlines
- Ability to work safely and confidentially via web-based access at home where required
- Willingness to undertake evening and weekend work as required
- Commitment to equality of opportunity and inclusion
- Commitment to climate justice

Desirable skills, Experience and Qualities:

- Understanding of and interest in learning and evaluation
- Knowledge of GDPR
- Knowledge of Common/Wealth
- Knowledge of and interest in contemporary performance
- Some use of Welsh language
- DBS Enhanced Check, though we can arrange this

APPLICATION & TIMELINE

We welcome applications from everyone and particularly encourage people to apply who are from working-class backgrounds and others who are under-represented in the theatre industry, and from those who experience discrimination. This includes people who are Black, Asian, Roma, Eastern European, queer, have lived experience of disability, caring responsibilities or are care experienced.

To express your interest in this role, please send your current CV, together with a covering letter of no more than 2 sides of A4 detailing how you meet the person specification, to **chantal@commonwealththeatre.co.uk** by **10am, Tuesday 24 June**.

You can also provide all this information (CV and how you meet the person specification) via a video or audio clip (no more than 5 minutes) and send via email.

We are dedicated to meeting access requirements; just let us know what you need, via chantal@commonwealththeatre.co.uk

Please also complete our Equal Opportunities Form [here](#).

Those invited to interview for the role will be informed by the end of 25 June. We will let every applicant know whether they've been successful or not. For those shortlisted, we will ask you to attend an informal interview with two members of our team, ideally in person, at our office in East Cardiff.

Interviews will take place on 1 July.

Our intention is that the role begins approx. 21 July 2025.

