



LOWRY

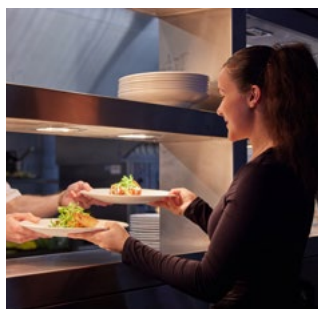
RECRUITMENT PACK

THELOWRY.COM

ABOUT US

Lowry is a registered charity (No: 1053962) committed to using visual and performing arts to enrich the lives of everyone around us – and those of our staff and volunteers too.

Working together as one team, we present audiences with a diverse programme of theatre, opera, musicals, dance, music, comedy and visual art as well as events and activities to expand the horizons of audiences and artists alike.



At the heart of our work is a commitment to our local communities and young people. Tapping into the work on our stages and in our galleries, we offer thousands of free creative participation opportunities each year - nurturing new talent and developing creative professionals of the future.

So if that feels like something you want to be a part of.. read on!





VISION, MISSION AND VALUES

OUR VISION WHY WE'RE HERE

A city where the benefits of creativity are felt by the many not the few.

OUR MISSION HOW WE DO IT

Empower people from all backgrounds to experience culture on their own terms.

OUR VALUES WHAT WE BELIEVE IN

We believe creativity is an undeniable force for good and has the potential to change people and places for the better. That's why our three pillars of People, Place and Potential are at the heart of everything we do.

1. PEOPLE IN IT TOGETHER

We are here for the people of Salford – supporting local communities, nurturing talent and creating a programme as diverse and open minded as our city itself.

2. PLACE MAKE IT COUNT

We are here to put creativity to good use, making a positive impact, socially and economically, on our communities, our city, our region, the UK and beyond.

3. POTENTIAL UNLOCK CREATIVITY

We are here to find ways to share the benefits of art and creativity further and wider, unlocking its potential for more people, in more places, in more ways.



HOW DO WE FUND OUR WORK?

As a not-for-profit organisation, and registered charity, all profit is ploughed back into our work. Whether you've bought a ticket to a performance, given an online donation, eaten in Lowry Bar & Kitchen, bought a gift in our shop, or simply had a drink at the Coffee Shop, you've helped support our charitable aims.

We receive just 6% of our income from public funds – Arts Council England and Salford City Council. The remaining income is generated from box office sales, commercial activities and fundraising. Our development team generates income from Charitable Trusts & Foundations, individual membership schemes (including Friends and Patrons) as well as from companies through our Quay Club Membership and corporate sponsorships.



ATTRACTION AND RECRUITMENT

Lowry is committed to creating an inclusive workforce by reflecting and representing the diversity of Salford and the UK.

We want to attract the broadest range of talented people to be part of Lowry – whether that is to work in our creative or support roles.

We particularly encourage applications from the following two people groups who are currently under-represented in our workforce and in the wider performing and visual arts sector; those people who experience racism and marginalisation, including those from African, Caribbean, North African, LatinX, South Asian, East Asian and South East Asian heritage and their diasporas, those who are disabled, Deaf and neurodivergent or have long-term health conditions.

Candidates who identify as people in one or both of these groups and who demonstrate in their application that they already meet all of the essential criteria in the person specification can opt to be considered as part of Lowry's guaranteed interview scheme. If you are invited to interview we'll ask you about any adjustments you may need, and if you are offered a role with us we will talk to you about any reasonable adjustments required to create a working environment where you will be supported to perform at your best.

To ensure fairness and to enable us to process your application through our shortlisting exercise, we ask that you remove all personal details (such as name, age, location, ethnicity, marital status etc) from your CV and covering letter before uploading. This reduces the risk of any potential bias during our recruitment process and ensures that all shortlisting is based on skills, experience and suitability for a role. Thank you for your understanding.

To find out about any opportunities to work for Lowry please visit our [vacancies page](#).

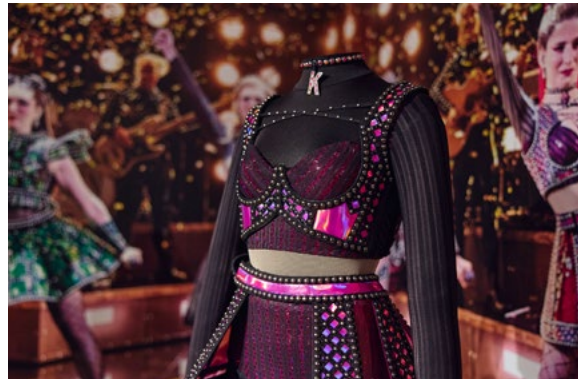
OUR ROLES HAVE A NUMBER OF STAFF BENEFITS INCLUDING:

Complimentary and discounted theatre and live event tickets

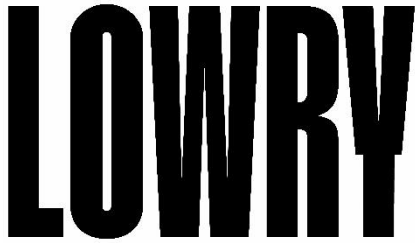
Free car parking just a few minutes' walk from the Lowry building

Generous annual leave entitlement and a paid day off for your birthday!

Discounts at Lowry bars, restaurant and gift shop



LOWRY



JOB DETAILS

Post Title	:	Inclusion Producer (Assemble Project)
Department	:	Learning and Engagement
Salary	:	£18,000
Contract	:	Part-time (3 days per week), fixed-term until October 2028

JOB PURPOSE

The Inclusion Producer will lead the delivery of Assemble, a national partnership programme with the National Youth Theatre (NYT) designed to create inclusive creative opportunities for d/Deaf, Disabled, Learning Disabled and Neurodiverse young people. You will coordinate the programme locally, working with colleges, community partners, freelance creatives and volunteers to ensure high-quality, inclusive engagement. The role champions equity, creativity and collaboration, enabling young people to develop skills, confidence and pathways into creative careers.

MAIN DUTIES AND RESPONSIBILITIES

Programme Delivery

- Project manage and deliver Assemble in Salford & Greater Manchester, ensuring activities meet national programme aspirations.
- Recruit and manage freelance practitioners and volunteers, ensuring diversity and inclusive practice.
- Organise creative workshops, trips, training sessions and work experience placements for participants.
- Build and maintain relationships with Further Education colleges, community groups and local stakeholders to support recruitment and engagement.
- Coordinate training and reflection sessions for volunteers and creatives.
- Communicate effectively and work collaboratively with internal Lowry departments and colleagues as required, to ensure smooth delivery of the programme.
- Ensure safeguarding, health and safety and inclusive practice standards are met across all delivery.

Administration and Coordination

- Manage programme budgets, contracts and payments for freelancers and volunteers, including maintaining accounts and reforecasts.
- Maintain secure and accurate records including registers, evaluation data, KPIs and participant feedback.
- Prepare reports for funders and partners, including case studies and impact data.
- Support monitoring and evaluation processes to inform programme development and national reporting.

Communication and Advocacy

- Act as the main point of contact for participants, parents/carers and partners.
- Promote Assemble through local networks and contribute to marketing and communications in line with Lowry's & NYT's branding.
- Represent Lowry and NYT Assemble at meetings, events and national check-ins with NYT and partner organisations.
- Work with Digital and Marketing colleagues to programme social media and other relevant press or marketing to promote Assemble, Lowry and NYT.

General

- Undertake mandatory training including Safeguarding, Inclusion and Disability awareness.
- Work flexibly, including evenings and weekends as required.
- Promote and comply with Lowry's policies including Safeguarding, Equality, Diversity & Inclusion, Data Protection and Health & Safety.
- Undertake any other reasonable duties to ensure the smooth running of the programme.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

See Essential & Desirable Criteria below

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	Excellent organisational and project management skills Ability to prioritise tasks and work under pressure Excellent communication, presentation, advocacy and networking skills Ability to recruit, manage and support freelance artists Ability to bring persistence, enthusiasm, resilience and creativity to working with diverse groups Excellent budget management skills Report writing skills IT Skills, including Microsoft Office packages	Planning & delivering workshop activity with neurodiverse, D/deaf or disabled people.
KNOWLEDGE	Understanding of barriers faced by disabled and neurodiverse young people Commitment to equality, diversity and inclusion Understanding of safeguarding requirements	Knowledge of Salford or Greater Manchester geography, communities, key agencies or networks Knowledge of national and regional agencies and networks that provide opportunities for developing and training young talent
QUALIFICATIONS, TRAINING AND EDUCATION		
EXPERIENCE	Minimum 3 years' experience in arts, education or participatory projects Experience working with disabled and/or neurodiverse young people Experience managing freelancers Experience of monitoring and evaluating projects, creatively, quantitatively and qualitatively Experience of managing budgets	Lived experience of neurodiversity or disability Experience in mentoring and identifying/supporting training needs Experience of working in/with education settings
OTHER REQUIREMENTS	Flexible and adaptable approach to working hours (the role will include some evening and weekend work) Willingness to undertake an enhanced DBS check	