KILN THEATRE

RECRUITMENT PACK

PARTICIPATION PRODUCER



KilnTheatre.com

“A marvellous community reality... alive with challenge and promise.”
James Baldwin



CONTENTS

Welcome 3

About Kiln Theatre 4

The role 10

Key responsibilities 11

About you 13

Terms and conditions 14

How to apply 15

★★★★

“An irresistibly sweet treat.”

The Telegraph on *Two Strangers (Carry a Cake Across New York)*

This page photo © Brinkhoff Moegenburg.
Other production photos © Marc Brenner, unless stated otherwise.

WELCOME

We are looking for a dedicated and passionate Participation Producer who will work in the heart of our award-winning Creative Engagement department. The successful candidate will lead on the effective planning and delivery of our work with local communities. This critical position is central to Kiln's mission and will work closely with the Head of Creative Engagement in delivering programmes that champion the imagination, aspiration and potential of those who live, learn or work in Brent and Camden.

Kiln sits in the heart of Kilburn in Brent, the most culturally diverse borough in London. Over 140 languages are spoken here, and 65% of the local population are from Global Majority backgrounds. Arts Council England has identified Brent as a 'Priority Place', eligible for increased investment and improved engagement.

We have a beautiful 292 seat theatre auditorium, loved by actors and creatives alike, a newly refurbished cinema space, our own rehearsal room, a smaller workshop space and a welcoming bar.

Since reopening in 2018 following a major capital project, the artistic reputation of the theatre has gone from strength-to-strength (which has included West End/US transfers of our work and winning 'Best Theatre' at The Stage Awards in 2021) alongside an award-winning Creative Engagement programme that delivers game-changing activity within our communities.

Now is an exciting time to join Kiln Theatre. 2025/26 has been a year of artistic and financial growth as we continue to build upon our reputation as a proudly local theatre with an international reputation. Over the past year, we've produced an ambitious and entertaining programme on stage, received an Olivier Award nomination and eight Tony Award nominations for our productions, and deepened our engagement with local communities through our landmark community heritage 'Kilburn High Road Project'. At Kiln, we have a thriving staff team and an excellent working culture. We are growing our audiences, strengthening our financial sustainability (with a refreshed producing model and new revenue streams) and are delivering a season of ambitious productions in 2026 and beyond.



Photo © Philip Vile

ABOUT KILN THEATRE

Kiln Theatre sits in the heart of Kilburn in Brent, the most culturally diverse borough in London where over 140 languages are spoken.

We are a place of creative transformation and artistic ambition – an empowering space where community connection sits at the centre of everything we do. From the heart of Kilburn, we stage an internationally acclaimed programme of UK premieres and dynamic revivals – human stories that entertain, fire the imagination and reflect the world around us.

As Tricycle and now Kiln, we are proud of our history and passionate about our future. We nurture talent and develop pathways whilst celebrating diversity and removing barriers – driving world-class theatre and opening up opportunities for who gets to make it.

We believe that theatre can be for anyone, and we are committed to nurturing the talent of young people and providing a platform for their voices to be heard whilst working with older people to create a thriving community around our theatre.

The venue has a 292-seat theatre alongside a 291-seat cinema auditorium, a bar and two rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

A neighbourhood venue shaping national conversation. Our doors are open to all, and your stories live here.

"Kiln Theatre has revitalised the cultural life of Brent (in North-West London) and brings world-class theatre at an affordable price to people from all walks of life."
Zadie Smith

OUR VISION

To ignite artistic imagination through diverse storytelling that reflects the richness of our world. Kiln is a space where we celebrate our shared humanity, build a powerful sense of belonging and demonstrate that theatre can be for anyone.

OUR MISSION

From the heart of Kilburn, we tell real human stories shaped by exceptional artists – harnessing the power of creativity to remove barriers, celebrate individuality and bring people together.

OUR VALUES

Kiln is **representative**. We represent diverse voices on and off our stage – including different perspectives and experiences in our decision making.

Kiln is **open-hearted.** We create together and build trust by being kind, empathetic and welcoming – acting with warmth and integrity.

Kiln is **enterprising.** We think creatively and act resourcefully to generate opportunities to support and grow our artistic ambitions.

Kiln is **courageous.** We are daring, willing to take creative risks and push boundaries to make meaningful and relevant work.

OUR PRIORITIES

Develop. Build. Create. Engage.

ARTISTIC EXCELLENCE

ARTISTS, AUDIENCES, ACCESS AND INCLUSION

CREATIVE ENGAGEMENT WITH LOCAL COMMUNITIES

ORGANISATIONAL RESILIENCE, PEOPLE AND PATHWAYS

HISTORY

Our building has been a place of entertainment and a gathering point for communities for 90 years. It started life in 1929 as a meeting hall for the Friendly Society of Foresters. The hall was converted to a theatre in 1980 by Shirley Barrie and Ken Chubb, who named it the Tricycle Theatre in honour of their touring theatre company, the Wakefield Tricycle Company. Over the years, new spaces were added, including a rehearsal room and cinema. In 2016, a major £9m capital project was launched, transforming the theatre's accessibility, adding more seats and a lighting gantry to the auditorium, and creating a new street-front café. The theatre reopened in 2018 as Kiln Theatre with a bold and sector-leading artistic programme, a deep commitment to supporting our many local communities, and a highly engaged and values-driven staff team and Board.

DIVERSITY

Kiln Theatre does not strive to be diverse, it is diverse. This is driven by the network of artists and partners we collaborate with, by the themes of the shows we chose to produce, and by the strength of our relationships with, and commitment to, the local communities of Brent. We believe that diversity of thinking, and the creation of an internal culture that welcomes and celebrates different perspectives and experiences, changes the ambition and impact of an organisation.

ENVIRONMENTAL SUSTAINABILITY

We aim to be an environmentally responsible organisation and ask that our team and collaborators works to support this goal. In doing so we are seeking to promote efficient and sustainable practices, including the incorporation of the Theatre Green Book for all of our productions, which reduce our carbon footprint. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

FURTHER INFORMATION

For more information about Kiln Theatre and our work, please visit kilntheatre.com









Photos © Rachel Ferriman

OUR PRODUCTIONS

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

Recent notable productions include Amit Sharma's critically acclaimed, five-star production of *Retrograde* by Ryan Calais Cameron, which transferred to London's West End; the sell-out premiere of *Please Please Me* by Tom Wright, directed by Amit Sharma; the smash-hit UK production of Douglas Lyons' *Table 17*, starring Olivier Award nominees Marisha Wallace and Jamael Westman; *Coven* by Rebecca Brewer and Daisy Chute, directed by Miranda Cromwell, which remains Kiln's best-selling show of all time; the 2026 Olivier Award-nominated *The Ministry of Lesbian Affairs* by Iman Quereshi, directed by Hannah Hauer King; and *Two Strangers (Carry a Cake Across New York)*, which transferred to the West End and then Broadway following a record-breaking run at Kiln.

Amit Sharma's bold artistic vision continues into 2027 with a season of productions which bring the best theatre from the UK and beyond to the heart of Kilburn.

At Kiln, we enrich the UK theatre landscape by developing emerging talent, particularly artists from Global Majority and disabled backgrounds. We nurture talent and develop pathways whilst celebrating diversity and removing barriers – driving world-class theatre and opening up opportunities for who gets to make it. Kiln continues to develop an exciting and diverse portfolio of commissioned playwrights some of whom include Amy Trigg, Sophie Ellerby, Ishy Din and Suhayla El-Bushra.

"I wanted to say thank you, for creating the most diverse theatre I have yet to go to. In terms of race, culture, class, age-everything, not only in the selection of shows and the actors, but in the audience."
Audience Member



Photo © Steve Gregson



Photo © Mark Senior

Our full programme of work – past and future – can be found on our website.
Our produced and co-produced work from the past few years include:

2026

Manic Street Creature
Please Please Me
Driftwood
All The Things We Can't Explain
Table 17
Nine Night

2025

The Lonely Londoners
Shanghai Dolls
The Ministry of Lesbian Affairs
Reunion
Coven

2024

The Frogs
The Ballad of Hattie and James
English
Peanut Butter and Blueberries
Pins and Needles
The Purists

2023

Retrograde
Es & Flo
Modest
Mlima's Tale
Two Strangers (Carry a Cake Across New York)

2022

Black Love
Girl on an Altar
The Darkest Part of the Night
Handbagged
Reasons You Should(n't) Love Me
The Wife of Willesden

2021

Reasons You Should(n't) Love Me
The Invisible Hand
NW Trilogy
The Wife of Willesden



★★★★★ **"Must-see theatre."**
The Telegraph on *Retrograde*



★★★★ **"Fascinating new play."**
The Guardian on *Please Please Me*

CREATIVE ENGAGEMENT WORK

Our award-winning Creative Engagement (CE) programme champions the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre where over 140 languages are spoken and 65% of the local population is from Global Majority backgrounds. Many face significant challenges, including economic inequality and limited access to cultural experiences. Our CE programme reaches over 1,500 participants annually, targeting inequality of opportunity and empowering positive change.

This year, we completed our largest and most ambitious community project to date – the Kilburn High Road Project, which culminated in a large-scale Festival that animated locations along the famous high road with arts and culture, celebrating the stories, artists, businesses and organisations that make Kilburn home. The festival featured three unique, site-specific performance pieces, collectively titled Passages, drawing on 95 stories submitted by local residents; six art installations inspired by Kilburn and created by artists from ActionSpace; a photography exhibition celebrating the heritage of businesses; and music events led by the newly established Kilburn House Band for the Sound of Kilburn.

Flagship programmes and projects include **Arrive Build Create**, **Schools Residencies**, **Youth Theatre**, **Dementia Friendly Screenings** and the **Kilburn High Road Project**.

"I must accolade you for raising the bar of community engagement and delivery to a whole new level, which I can confidently say that I haven't witnessed or experienced around us...We Kilburn'ites are very lucky to have you. You have Kilburn's goodwill all the way."
Local Resident on Kiln's participation programme

KILN CINEMA & EVENTS

Our 291-seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. In our cinema auditorium we also host a year-round programme of talks, Q&A's, book launches and special events with some of the country's top artists, entrepreneurs, academics and writers. The Cinema underwent a refurbishment in 2024/25 which involved a major technical and facilities infrastructure upgrade – including a new projector, seating, carpeting and more efficient lighting solutions. This has enabled us to deliver more versatile, comfortable and immersive experiences for our visitors.



All The Things We Can't Explain

Photos © Harry Plowden



"The theatre is very wonderful. When I first came, I was shy...but with time I overcame this. My life developed and I began to feel happy because of the practitioners and students. They became my second family."
Arrive Build Create participant feedback

Photos © Rianne Black-Foster (RIStyle Shoots)

FACTS AND FIGURES FOR THE FINANCIAL YEAR 2024/25

Over **200** freelancers engaged

117,700 social media followers

264 young people performed on our stages

253 performances

60,885 audience members across theatre and cinema

6 shows and 1 Broadway transfer

630 film screenings

37,557 average monthly website visitors

384 Creative Engagement sessions, events and performances.

418 hours of training provided for local young people

OVER 13,000 tickets subsidised for locals young people and NHS workers



Photo © Mark Senior

THE ROLE

TITLE

Participation Producer

LOCATION

Kiln Theatre, 269 Kilburn High Road,
London, NW6 7JR

REPORTS TO

Head of Creative Engagement

CONTRACT

Full-time permanent contract. 37.5 hours per week excluding breaks which are unpaid. Office hours are 10am-6pm. Mid-week evening work and Saturdays will sometimes be essential. Applications for part-time (4 days per week) version of the role will be considered.

PURPOSE OF THE ROLE

The Participation Producer is responsible for the effective planning and delivery of Kiln's work with local communities. This activity focuses on opportunities for people from Brent and Camden to engage with Kiln predominantly through performance and civic engagement outside of formal education or training.

This includes building, maintaining and nurturing authentic relationships with local organisations and residents, developing opportunities for partnership and understanding the contexts in which our local communities live, learn and work. The Participation Producer will be dedicated to and passionate about ensuring culturally underserved communities have access to creative opportunities in an inclusive environment that enables them to thrive and flourish.



KEY RESPONSIBILITIES

PLANNING AND PROJECT MANAGEMENT

- Develop and deliver Kiln Theatre's programme of work for local young people and communities in consultation with the Head of Creative Engagement.
- Lead on projects with new and existing local partners to achieve positive outcomes for local communities, particularly those who have historically been underserved.
- Lead on the development of participation projects including researching and initiating relationships with local organisations to develop project partnerships.
- Lead on the planning and producing of Kiln's writers' groups, career pathways and artist development projects.
- Lead on developing community projects that have an Arts & Health (including social prescribing) and Social Justice focus alongside Head of Creative Engagement.
- Plan and produce performances and community events, collaborating with other departments, freelancers and project partners as required.
- Lead on the development of place-based projects following the success of the Kilburn High Road Project, finding opportunities for legacy work and continuation of partnerships.
- Work closely with the Fundraising team on the preparation of funding applications by producing activity plans and budgets for project applications. For any funding received, work closely with Finance and Fundraising teams to ensure that Kiln can transparently account for the spending of grants and report against any outcomes agreed in grant agreements.
- Work in collaboration with a range of community-based organisations, local councils and individuals to ensure the work is representative of and of benefit to the community and local priorities.
- Recruit and manage teams of diverse and inclusive practitioners, facilitators and creative teams to deliver projects – including drafting and issuing contacts and inducting them following appointment.
- Manage wide-reaching recruitment processes for participants, focussed on the local communities Kiln serves, whilst also overseeing their retention.
- Lead on supporting the safety and wellbeing of participants during projects and in between sessions.
- Effectively plan and schedule projects and communicate clearly and constructively with other departments - contributing to the smooth running of Kiln's activities.
- Be responsible for setting and managing an allocated budget, monitoring expenditure and undertaking financial reporting monthly in conjunction with the Finance Manager.
- Ensure all projects are effectively evaluated, both in terms of quality and impact, and in line with any funding requirements.



English

Photo © Richard Davenport



The Purists

- Collaborate with the Audiences and Sales department on engagement and outreach opportunities to recruit, invite and raise the profile of the Creative Engagement department's work.
- Contribute to creating a positive, open and responsive working environment and cultural ethos that is conducive to the development of work of the highest standards of artistic, educational and professional endeavour.
- As Kiln's Deputy Designated Safeguarding Lead for Adults, work with the Learning Producer and Head of Creative Engagement to ensure all safeguarding processes and policies are up to date and adhered to.

ADMINISTRATION

- Create and maintain administration systems to ensure thorough planning, delivery and tracking of all Participation projects, and support Head of Creative Engagement so that the department's administration and schedule runs smoothly.
- Adhere to Creative Engagement Safer Recruitment processes and lead on onboarding procedures for freelancers including contracting, processing DBS checks, reference checking, maintaining records in the department's Central Personnel Record, and payroll setup where necessary.
- Complete finance administration processes in a timely way: log, code and track program expenditure including invoices, timesheets, credit card payments, petty cash reconciliation etc., and work closely with the Finance team on a monthly reporting basis.
- Safely collect and store project information, participant sign up forms, data collection, photo permissions, registers and participant messages.
- Be responsible for gathering required monitoring data across the year to support Kiln's annual reporting to Arts Council England and other funders.
- Ensure that projects are risk assessed, and a risk assessment checklist is provided to relevant teams.
- Act as main point of contact for the Participation programme area, sharing responsibility for general department contacts via the @getinvolved email.

GENERAL

- Promote, maintain and work to deliver the mission and values of Kiln Theatre.
- Be an active and supportive member of Kiln Theatre's staff team.
- Comply with all statutory requirements, particularly in respect of Child Protection law, the Equalities Act 2010, GDPR, Health & Safety regulations and Kiln Theatre's Safeguarding Policy.
- Be familiar with and adhere to at all times Kiln's full set of Safeguarding Documents.
- Keep abreast of latest thinking and practice in theatre, creative engagement/learning and theatre education and help to maintain Kiln Theatre's profile as a centre of excellence.
- Represent Kiln Theatre and Creative Engagement at sector events and conferences.
- Support and attend work of Creative Engagement department and wider organisation including previews, press nights, other performances and events, and internal and external meetings as appropriate.
- Attend and participate in such training as is required by the Head of Creative Engagement and to ensure fulfilment of the job description.
- Carry out such other duties as may reasonably be required by the Head of Creative Engagement.

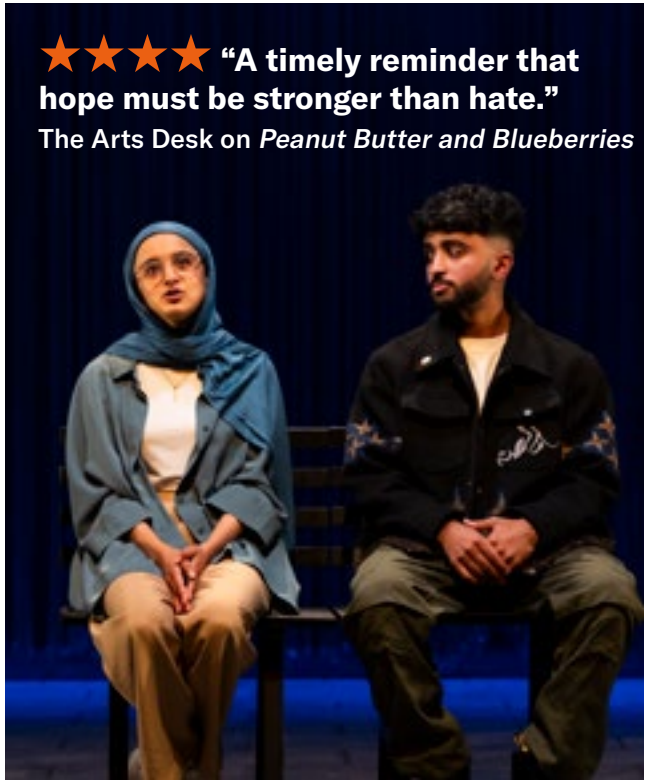


Photo © Oluwatosin Daniju

ABOUT YOU (PERSON SPECIFICATION)

YOU SHOULD HAVE (ESSENTIAL):

- Experience of working in a professional arts organisation, preferably within a producing theatre or performing arts organisation and within a creative and/or cultural learning context.
- Experience working with grass roots organisations, community stakeholders and local councils.
- Experience of working with a safeguarding policy, safeguarding processes for both young people and adults at risk.
- Experience of working with and providing pastoral support to young people and adults at risk who may have complex and challenging lives.
- Knowledge and understanding of the theatre-making process including artistic, technical/production, and marketing processes.
- Broad knowledge of a network of creative and cultural learning practitioners, artists and educators and an ability to recruit and bring together well-matched and diverse project teams.
- Experience planning, scheduling and delivery of complex events including those in which participants and professional artists collaborate.
- Ability to work collaboratively, diplomatically and independently whilst managing projects and workload effectively; budgeting, planning and delivering work to meet multiple priorities and deadlines.
- Deep commitment to diversity and inclusivity in all areas of creative engagement and to the proactive improvement of the theatre sector in terms of representation and antiracism.

BONUS IF YOU HAVE:

- Experience of working on arts for social change projects.
- Understanding of Kiln's local area and communities.
- Experience co-creating and producing place-based projects with local communities.
- Knowledge and understanding of the current climate and policy in relation to youth arts, place-based and community arts practice.
- Experience of facilitating workshops and sessions, including with young people and communities.

This job description is a guide to the nature of the work required of the Participation Producer and does not form part of the contract of employment.

TERMS AND CONDITIONS

CONTRACT

Full time, 37.5 hours per week (excluding breaks which are unpaid) 10am-6pm. Mid-week evening and weekend work will sometimes be essential. Applications for part-time (4 days per week) version of the role will be considered.

START DATE

January/February 2027 (dependent on successful candidate's availability)

SALARY

£34,000 per annum paid PAYE via payroll

ANNUAL LEAVE

22 days plus bank holidays increasing to 25 days after two years' continuous employment

PROBATIONARY PERIOD

3 months, followed by review.

PENSION

Kiln Theatre operates an auto-enrolment pension scheme for all employees. Kiln's contribution is capped at 4% of basic salary although employees may contribute more

OTHER BENEFITS

Employee Assistance Programme. Cycle to work and Season ticket loan schemes. Complimentary tickets for preview performances, subject to availability, £2.50 tickets to Kiln Cinema and 20% staff discount in Kiln Bar

EQUAL OPPORTUNITIES

Kiln Theatre is an Equal Opportunities employer, and we strive to create an inclusive environment that reflects and celebrates local communities. We welcome applications from people of all backgrounds and experiences. We particularly encourage applications from Deaf, hard of hearing, disabled, LGBTQIA+, Black, Asian, and other global majority background candidates. We are members of the Disability Confident Scheme and guarantee to interview all disabled candidates who would like to be considered under this scheme and who meet the criteria in the "You should have" section of the person specification. We will support and provide access requirements if you identify as disabled. This includes during the application process, at interview stage and beyond.

Please contact us via email at recruitment@kilntheatre.com.

HOW TO APPLY

Application forms can be downloaded at https://kilntheatre.com/our-story/jobs/

Once the Application Form and Equal Opportunities Monitoring Form are completed please return, by the closing date, to:

Email: recruitment@kilntheatre.com using the heading 'Participation Producer'

By post: Recruitment, Kiln Theatre, 269 Kilburn High Road, London, NW6 7JR

Closing date: Monday 23 November, 10am

Interviews: First round: w/c 30 November
Second round: w/c 7 December

Our application form includes a Personal Statement section. Whilst we understand how helpful AI can be in assisting with writing personal statements, we really want to hear your voice in this section. We encourage you to use your personal statement to introduce yourself to us and give specific examples of how you think you meet the person specification.

WHAT HAPPENS NEXT?

We will invite some applicants for an interview. Please be aware that unfortunately we are unable to provide application feedback at this stage of the process.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.



Photos © Richard Davenport



KILN THEATRE

KilnTheatre.com

269 Kilburn High Road,
London, NW6 7JR, England

@KilnTheatre

LOTTERY FUNDED | Supported using public funding by ARTS COUNCIL ENGLAND

Registration No. 1396429. Charity No. 276892

★★★★★

"Mesmerising"
New European on *Reasons You Should(n't) Love Me*