



*Yn Gosod y Llwyfan I'r Celfyddydau Perfformio yng Nghymru
Setting the Stage for the Performing Arts in Wales*

Wales Theatre Green Book Champion (freelance) Job Description

Summary

Job Title	Wales Theatre Green Book Champion
Responsible to	The Director (of Creu Cymru)
Fee	£250 a day plus up to £600 a year for travel and accommodation for 12 months.
Hours of work	2 days per month for 12 months starting February 2025. The post will require travel within the UK.
Place of work	Creu Cymru does not have a permanent office base. The main place of work will be your home address with time also spent working at member venues and offices.
Notice period	1 month on either side
Equal opportunities	It is expected that the post holder will operate in accordance with the organisation's equal opportunities practice.

We encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), Deaf, disabled and neurodivergent people, and people who have experienced other exclusion or marginalisation.

The Wales Theatre Green Book Champion will be a passionate and knowledgeable supporter of sustainable theatre practice and will have the ability to increase engagement and uptake and supporting networks of users across Wales.

Working with the Creu Cymru Board, Membership and the Director, the Wales Theatre Green Book Champion will play a pivotal role in promoting the TGB and sharing the learning by acting as a visible, proactive advocate for sustainability in the Welsh cultural sector. Their involvement will help increase awareness, engagement, and adoption of the Theatre Green Book (TGB) principles across theatres and producing companies.

The Champion will act as a spokesperson, bridging the gap between the project team and the cultural sector, ensuring that the TGB's principles are understood, respected, and trusted by participants. They will also work with Theatre Green Book UK team, attending meetings and events as required to support knowledge exchange and alignment with wider Theatre Green Book activities across the UK and internationally.

The [Theatre Green Book](#) is a sector-wide initiative to support theatres and theatre practitioners to make every aspect of their work more environmentally sustainable, across productions, buildings and operations. It is both an online resource and a network of theatre practitioners across all roles who are committed to developing best practice in environmentally sustainable theatre and promoting the use of the Theatre Green Book more widely.

ABOUT CREU CYMRU

[Creu Cymru](#) champions Wales' vibrant sector of performing arts; connecting people, audiences and communities.

Our membership forms a collaborative network; with a strengthened and unified voice that we project and advocate on behalf of to public governing bodies, ensuring vital industry representation and influencing positive change.

Creu Cymru supports venues, companies and individuals in progressive growth strategies. Our Go&See opportunities, specialist training and toolkit resources develop the collective skills and experience of our creative workforces. This ensures that programming across the sector continues to evolve with a focus on equality, relevance and inclusion for new and diverse audiences.

The Role

Training and Support

- Develop and coordinate training around the three sections of the Theatre Green Book (Productions, Operations and Buildings), for members around Wales that can be delivered in person or online. This includes bilingual / Welsh language sessions.
- Deliver training sessions for Creu Cymru members (a minimum of 4 sessions a year).
- Coordinate peer to peer learning sessions for the sector to share what's working in their organisation, challenges and shared problem solving.
- Provide ad hoc support to members regarding use of the Theatre Green Book.

Event coordination

- Coordinate events to raise awareness of the Theatre Green Book around Wales (minimum of 2 per year).
- Process bookings, confirmation and invoicing for our events and training activity.

- Liaise with speakers/trainers to ensure relevant information is exchanged and support provided.

Press, Advocacy and Marketing

- Work with the Director to write press releases to raise awareness of what the sector is doing to tackle climate change and use of the Theatre Green Book.
- Provide blog posts and information for members newsletters about the project.
- Create social media posts relating to the project and member achievements in this area.
- With the Director ensure regular and effective communication with the membership

Finance

- Contribute to financial stability by operating within set project budget, monitoring income and expenditure against targets set.

Fundraising

- In collaboration with the Director and the Board provide support to prepare and submit monitoring and evaluation reports to funders.
- Maintain efficient and comprehensive records relating to projects to ensure effective monitoring and evaluation

Other

- Liaise with the Theatre Green Book team (including the TGB Director) on any updates, developments, events etc. This includes a 6 weekly catch up with the TGB Team to aid knowledge exchange and alignment.
- Adhere to agreed company policies, practice and procedures, including Health and Safety, Equal Opportunities, Safeguarding policies and office systems.
- Maintain confidentiality in relation to personnel issues and always have regard to promoting and preserving the reputation of the Company and all its members.

Person Specification: Wales Theatre Green Book Champion

The **Wales Theatre Green Book Champion** will be a pivotal role in promoting sustainable practices within the theatre industry in Wales. This individual will champion the principles outlined in the *Theatre Green Book*—a guide to sustainable theatre-making—across diverse creative and operational teams.

You will have experience of working in the performing arts for around 3 years and may have worked in a range of roles from producing, production or operational and buildings, or even policy. You will enjoy working with a range of people, and have a friendly, positive and proactive approach.

Essential Skills and Attributes

1. **Passion for Sustainability:**
 - Demonstrated commitment to environmental sustainability and a drive to implement eco-conscious practices.

- Awareness of current sustainability challenges within the arts and cultural sectors.
- 2. Knowledge of Theatre Production Processes:**
- Understanding of theatre-making, including production, design, technical operations, and administration.
 - Familiarity with the practicalities of implementing green practices in theatrical contexts.
- 3. Knowledge of the Theatre Green Book:**
- Familiarity with the guidelines and principles of the *Theatre Green Book*, including its sections on productions, buildings, and operations.
- 4. Project Management Skills:**
- Proven ability to plan, coordinate, and deliver projects within set timeframes and budgets.
 - Capacity to balance multiple priorities and manage complex stakeholder relationships.
- 5. Communication and Advocacy Skills:**
- Strong verbal and written communication skills, with the ability to inspire and educate diverse audiences.
 - Confidence in facilitating workshops, training sessions, and presentations.
- 6. Collaborative Approach:**
- Ability to work effectively with artists, technicians, venue managers, and community stakeholders.
 - Proven experience fostering a culture of collaboration to achieve shared goals.
- 7. Data and Impact Management:**
- Ability to track, measure, and report on sustainability metrics and evaluate the impact of green initiatives.
- 8. Organisational Awareness:**
- Familiarity with the theatre landscape in Wales, including venues, companies, and networks.
 - Understanding of the Arts Council of Wales environmental policies and commitments, as well as funding structures for the arts.
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Desirable Skills and Experience

- 9. Experience in Sustainability Initiatives:**
- Direct experience in developing and implementing sustainability policies or projects, particularly within the arts.
- 10. Welsh Language Skills:**

- Ability to communicate effectively in Welsh or a willingness to ensure inclusivity and engagement across all communities in Wales.

Personal Qualities

- **Leadership:** Inspires confidence and motivates others to adopt sustainable practices.
 - **Adaptability:** Comfortable working in a dynamic and evolving role with emerging practices.
 - **Empathy and Inclusivity:** Demonstrates an understanding of diverse perspectives and fosters an inclusive working environment.
 - **Resilience:** Maintains focus and determination to drive change amidst challenges.
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This role will be key to ensuring the Welsh theatre community becomes a leader in sustainable practices, driving environmental change while supporting artistic excellence. The Green Book Champion will serve as a guide, educator, and advocate, embedding sustainability at the heart of Wales' vibrant theatre scene.

TIMESCALES

Application deadline: Monday 20th January

Interviews will take place: Wednesday 29th and Thursday 30th January

We are looking for someone to start from February onwards.

APPLICATIONS

Please email your CV, covering letter explaining your relevant experience (no more than 3 pages) and any supporting information you wish to include, along with your availability to yvonne@creucymru.com

Please include what you would need from us to help you to give your best work.