



Job Description: Engagement and Learning Manager

REPORTS TO:

Hat Fair and Engagement Director

DIRECT REPORTS:

Youth Theatre Leader
Freelance Artists, Practitioners & Assistants

SALARY RANGE:

£21,000 - £25,000

CONTRACT TERMS:

Full time, permanent.

JOB CONTEXT:

This role offers a dynamic and creative individual the chance to initiate, manage and produce engagement and learning activity across a mid-scale theatre and an outdoor arts festival, as part of a small team with big ideas.

The new CEO and the new Hat Fair and Engagement Director of Live Theatre Winchester Trust both have creative backgrounds in Engagement and Learning and are therefore committed to developing this area of the organisation's work.

There is real potential to develop new creative projects, working across communities, both with young people specifically and inter-generationally.

JOB PURPOSE:

The Engagement and Learning Manager will

1. Manage and further develop existing engagement programmes at The Theatre Royal and Hat Fair including Young Theatre Royal and our Arts Council England Celebrating Age project
2. Develop exciting and attractive holiday activities and residencies for young people, which can provide skills development and performance experiences and also contribute to the organisation's income streams
3. Engage with schools and colleges to grow their relationship with the organisation and connect them actively to the professional programme
4. Work with the University to develop and manage collaborative projects for emerging artists and practitioners
5. Creatively conceive and produce new engagement and outreach community projects alongside the Hat Fair and Engagement Director
6. Support and actively contribute to the audience development and profile raising strategies of the organisation

Principal responsibilities

Engaging Communities and Producing Projects

- Connect with local communities and create projects and activities which they can engage with and feel proud of
- Work closely with the Hat Fair and Engagement Director to develop ambitious engagement opportunities which help to fulfil our mission and reach for our vision of 'a world delighted and united by live creative experiences'
- Create and submit funding applications to bring resources towards these projects to enable them to become reality

Young Theatre Royal

- Develop a strong sense of identity and pride in Young Theatre Royal and grow its profile and reputation
- Manage and develop the regular programme of youth theatre groups in the City and across the district of Winchester, ensuring a quality provision and a revenue return for the organisation
- Manage and develop high quality and imaginative holiday activities and residencies for young people ensuring a revenue return for the organisation
- Lead the project management of Young Theatre Royal showcases and performances (Including scheduling, risk assessments, budgets, communications and artistic leadership)

Schools, Colleges and Universities

- Actively develop relationships with schools and colleges with a view to them bringing young people to see more shows and engage in more participatory offers, including workshops, post show chats and creative projects
- Working with the Chief Executive and the Hat Fair and Engagement Director, build the strategic relationship with the University of Winchester and other HE institutions
- Keep up to date with the curriculum across education and actively contribute to programming to ensure relevance for schools and colleges

Audience Development and Advocacy

- Develop imaginative ways to connect the wider public to Theatre Royal Winchester and Hat Fair performances including Hat Fair Out There projects and the annual Pantomime
- Develop regular engagement and learning newsletters and other targeted communications to encourage participation and audiences
- Work closely with the marketing team to take the organisation out into communities
- Act as an advocate for the organisation with key stakeholders and with the public

Management and Administration

- Keep, collate and contribute data, evidence and feedback for reporting back to funders and supporters
- Effectively monitor and control budgets and deliver to income targets
- Effectively manage the Youth Theatre Leader and recruit and manage freelance practitioners to ensure quality and effective record keeping (databases, registers, waiting lists, correspondence, subscriptions) which complies with best practice

General

- Champion the organisation's values and adhere to organisational policies and procedures and in particular Safeguarding and data protection in the context of this role
- Carry out all tasks in accordance with best practice and organisational action plans in respect of diversity and disability equality
- Attend internal and external meetings, participate in training and other forms of staff development and be available to work at evenings, weekends and bank holidays when necessary
- Undertake any other duties reasonably requested

Person Specification

In addition to a commitment to the values, aims and objectives of Live Theatre Winchester Trust, you will be able to show evidence of the following against which we will assess your application:

Essential Experience and skills

- At least two years experience working with young people within an arts or cultural environment
- Degree or equivalent in an arts based discipline
- Experience of working with or within schools and colleges on performance based projects
- Experience of working within an arts venue
- Experience of managing freelance artists or practitioners
- Able to demonstrate experience of generating income through youth and education activities
- Demonstrably strong organisational and project management skills
- Experience of working with diverse teams and with a range of partners
- Entrepreneurial flair and the proven ability to generate new creative ideas and realise them
- Microsoft Office literate
- Experience of devising and controlling budgets
- Strong administration and record keeping skills

Desirable Experience and skills

- Experience of directing large groups of young people and/or intergenerational companies
- Experience of outdoor or site responsive work
- Experience of working with people with learning difficulties or disabilities in a performance setting
- Understanding and implementation of best practice in relation to safeguarding
- Experience of writing successful funding applications
- Full driving licence

Personal qualities

- Passion for the interdisciplinary arts and for creating opportunities for everybody to engage
- A desire to help young people achieve their full potential
- Vision, imagination and creativity
- Generous team player with a desire to facilitate others in an inclusive environment
- Excellent interpersonal skills and an enthusiasm for communicating with people
- Drive, energy and a desire to own and deliver projects
- Ability to be self motivated and to work flexibly as part of a creative team
- Ability to work within tight deadlines and budgets and pay attention to detail
- Able to manage multiple priorities
- Prepared to work flexible hours

Please note that this role is subject to an Enhanced Disclosure and Barring Service Check

Live Theatre Winchester Trust is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.