

MALVERN THEATRES TRUST LTD

JOB DESCRIPTION

POST TITLE: HEAD OF ENGAGEMENT & CREATIVE LEARNING

RESPONSIBLE TO: EXECUTIVE DIRECTOR

JOB PURPOSE:

To be responsible for the delivery of Malvern Theatres expanding programme of creative learning and community events. To create an environment in which levels of participation and engagement can grow to reach their full potential. Working as part of the senior management team, this role will play an important part in fulfilling our aspirations for levelling-up within the local community.

DUTIES AND RESPONSIBILITIES

Classes, Workshops and Special Events

To be responsible for the programme of classes and workshops across the venue and particularly in the new Studio One. To develop that programme by identifying opportunities for new classes and workshops, including both weekly and one-off events.

To manage and contract freelance practitioners and teachers, ensuring delivery of the programme to the highest standards and to act as direct line manager to the Creative Learning Administrator.

To identify funding needs for the department as appropriate and to liaise with the Head of Development and the Trusts and Foundations Co-Ordinator to ensure applications are made.

Partnerships and Outreach

To identify new opportunities for partnerships that further the aims of the department and to maintain existing partnerships within the region.

To reach out to education providers at all levels of the sector to foster relationships productive to the realization of departmental goals.

To ensure the delivery of educational and participatory opportunities specifically created with education providers in mind, such as the annual Into Film Festival Events. To identify opportunities for events of similar kind.

To manage applications for our work-experience opportunities (including those undertaking D of E and Arts Awards) and to provide supervision for successful applicants.

To promote, explain and share our mission to organisations and individuals across the community.

Safeguarding

To review and regularly update safeguarding policies for the Trust and to represent the Trust as the safeguarding lead.

To process DBS checks for new staff and chaperones as appropriate. To ensure that the trusts needs and responsibilities in respect of chaperones are fulfilled.

Access

To be a champion for the scheduling and delivery of access performances, screenings and events, including relaxed performances and screenings, signed and captioned performances, audio-description, tours and touch tours as well as workshops and pre-/post-show talks and discussions.

To liaise with production companies and internally across departments to secure the scheduling and delivery of the above.

Marketing

To liaise with key marketing personnel to ensure the effective communication of our Engagement and Creative Learning (Take Part) programme specifically to ensure the departmental story is told across a range of channels and media, including social media, photography, video and audio.

To commission termly digital and print brochures specific to the programme.

To ensure that the department's marketing materials and assets are regularly changed and updated.

Reporting/Budgeting

To provide regular updates and reports for the Executive and Board of Directors as required.

To liaise with the Finance Director in preparing departmental budgets and to be accountable for departmental expenditure.

Where projects have secured funding, to provide necessary information for the reporting of outcomes as appropriate.