

JOB DESCRIPTION: Head of Creative Learning

JOB TITLE	Head of Creative Learning
CONTRACT STATUS	Permanent, full-time
SALARY	£35k- £38k
HOURS	The usual working day is 9.30am to 5.30pm Monday to Friday. Given the nature of this post some evening and weekend working will be required.
RESPONSIBLE TO	The Theatre Director
RESPONSIBLE FOR	Creative Learning team. Freelance practitioners and workshop leaders.
OTHER KEY WORKING RELATIONSHIPS	Internal: Director of Marketing and Customer Experience Head of Fundraising and Development Director of Finance Mill Technician Head of Production and Technical Manager Box Office and Front of House Manager Buildings and Operations Manager Programming Manager External: Guildford Borough Council Youth Arts Officer and Youth Services Surrey County Council Youth and Children's services Local youth and voluntary sector services Participatory arts organisations Schools and colleges

This is a new post. As the theatre prepares to reopen following an extended period of closure due to the pandemic, the opportunity has arisen to reignite the theatre's participation and creative learning strategy and create a fresh programme of participation and creative learning that will extend the theatre's reach further through the county. The post holder will work in partnership with schools, groups and community agencies to deliver high quality, relevant, inclusive and accessible opportunities for learning and participation, connecting communities with the theatre and enabling them to gain from the positive benefits this can bring.

You will be an experienced arts development or arts participation professional/practitioner with a proven track record of leading and delivering participatory theatre projects, excellent project management skills, confident to build relationships with people from all backgrounds and creating inclusive projects and programmes which bring our spaces to life and engage and inspire diverse audiences.

JOB PURPOSE

To create and implement a strategy and programme for creative learning and participation that delivers to the vision, mission and business plan of the theatre and is fully integrated with the artistic programme and operational structure. This is a creative and management role, ideal for a candidate who has a strategic, entrepreneurial vision and is committed to arts participation as a tool to explore the world, raise awareness, educate, empower and inspire real and lasting change.

The Head of Creative Learning will be public facing with regular and positive contact with local youth and community agencies, including young people from low socio-economic groups, the elderly and the vulnerable and disenfranchised.

You will provide strategic direction, management and leadership for the Creative Learning team when appointed, supporting them to conceive and deliver creative ways for young people, schools, communities and individuals of all ages to engage with theatre and the Yvonne Arnaud's artistic programme.

DUTIES & RESPONSIBILITIES

- To create and implement the creative learning and participatory strategy for the Theatre, including activities that support schools, young people's creative learning and the wider the community across the generations, with an emphasis on those from low socio-economic groups, the elderly and the vulnerable and disenfranchised.
- To utilise the theatre's building, resources and artistic programme to continuously expand the creative learning programme.
- To develop and maintain partnerships with key stakeholders in the local community including, but not limited to Borough and County Arts and Leisure and Youth Services, local primary and secondary schools, arts and non-arts organisations in Guildford, youth, disability and elderly charities and agencies.
- To manage the Creative Learning and Participation Department budget and related projects.
- To work with the Head of Fundraising to seek out and shape funding applications and bids for projects as needed, providing data, information and reports and evaluation as required.
- To lead and deliver as appropriate participatory projects as part of the creative learning programme.
- To create a programme of education materials and workshops for schools and colleges, working and liaising with incoming companies as required.

- To be the Safeguarding Accountable Officer for the theatre's Child Protection Policy and Vulnerable Adults and to review and update this as required and being the lead point of contact for this matter.
- To develop and manage the Theatre's work experience and Internship programmes.
- To line manage the staff in the Creative Learning Department as required.
- To manage to appointment and supervision of freelance project and participation staff as required.
- To attend and contribute to HODs and SMT meetings.
- To provide reports on work of the department, specific projects and related activities as required. Maintaining accurate records and data of projects, project outcomes, participants and funds, providing comprehensive evaluation of all projects.
- To liaise with other departments to ensure effective internal communication/collaboration in respect of Creative Learning Strategy and to champion the Creative Learning and Participation programme to other staff.
- To work closely with the Marketing and Communications department to ensure the effective promotion of the creative learning strategy and projects.

Other

- To demonstrate an understanding of the Theatre's values, ethos and mission and to promote these through everyday practice in the role.
- To comply with all legislative, regulatory and policy requirements as appropriate.
- To comply with the Theatre's Financial Regulations and financial management procedures.
- To observe the policies, procedures and practices of Health & Safety in all aspects of the role.
- To demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work, and show commitment through everyday practice in the role.
- To work in accordance with, and promote the Theatre's environmental sustainability policy and practices.
- To work continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate.
- To participate in Theatre events including when these are held in the evenings, at weekends or otherwise outside of normal working hours.
- To undertake such other duties as may reasonably be required from time to time.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>Proven record of developing and leading creative participation programmes</p> <p>Excellent artist planning and leadership skills</p> <p>Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels</p> <p>Excellent financial planning and budget management skills</p> <p>Administration and organisation</p> <p>Strategy development and implementation</p> <p>Staff management</p> <p>Planning and project management</p> <p>Generating imaginative solutions to creative challenges</p>	
KNOWLEDGE	<p>Good knowledge of children and young people’s work.</p> <p>Understanding of the value and benefit of youth theatre</p> <p>Strong awareness of issues relating to safeguarding children and vulnerable adults</p> <p>An understanding of the factors that cause social exclusion and experience of inclusive arts practice</p> <p>Knowledge of participatory arts funding and bid writing</p> <p>Knowledge of emerging companies and theatre makers</p>	<p>Child protection legislation</p> <p>SRO data base</p>
EXPERIENCE	<p>Experience of current youth arts and youth theatre practice across ages 5–25-year olds</p>	<p>Experience of delivering Arts Award</p>

	<p>Experience of delivery of intergenerational participatory programmes</p> <p>Working with young people, vulnerable adults in a theatre arts and participatory projects</p> <p>Education and participation workshop design and delivery</p> <p>Managing and producing arts and participatory theatre projects both small and large</p> <p>Facilitating artistic processes and developing young artists and makers either in an amateur or professional environment</p>	
QUALIFICATIONS	<p>Degree in drama, theatre, community arts or related subject</p> <p>GCSE Maths level 6 or equivalent</p> <p>DBS superior level</p>	
PERSONAL QUALITIES	<p>Strategic thinker</p> <p>Self starter</p> <p>A strong understanding of, and commitment to equality and inclusivity</p> <p>Commitment to creative learning and participation</p>	