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**Community and Education Manager**

Thank you for your interest in the Community and Education Manager post at the Lichfield Garrick.

Please find a job description and some background information enclosed.

**How to Apply:**

Please complete an application form and equal opportunities form (available for download from our website - www.lichfieldgarrick.com) and send it to:

Karen Foster, Executive Director, Lichfield Garrick

Castle Dyke, Lichfield WS13 6HR

Or by email to: garrick@lichfieldgarrick.com

Deadline for applications is midday on Monday 29th January 2018

Monday 29th January 2018 Application Closes

W/C Monday 19th February 2018 Interview days

We look forward to receiving your application and thank you for your interest in Lichfield Garrick.

**Karen Foster**

**Background information**

Lichfield Garrick is a producing house, a receiving house, a cultural hub at the heart of the city and district of Lichfield and has a thriving community and outreach programme. As a modern, purpose built theatre in Lichfield, the Garrick has an enviable programme of performances including drama, musicals, comedy, jazz, film and local theatre. This year we commissioned and produced our own ‘Letters to Emma’ which we hope will tour. We have also produced our own highly acclaimed panto, which this year is Aladdin starring Cat Sandion from CBeebies and a community musical, The Dreaming, which received huge amounts of critical acclaim.

The main auditorium seats around 550 people, with no restricted viewing and allocated wheelchair spaces. The Studio is more flexible, offering an intimate space that can be arranged in a number of different layouts and seating up to 150 patrons.

With a commitment to supporting the local community and the people within it, the Lichfield Garrick runs a number of programmes designed to offer opportunities, networking and placements in a professional environment. These include the Lichfield Garrick Young Rep and Community Choir, a soon to be launched ‘silver singers’ daytime choir and outreach work with schools and groups around the district. We also have business relationships and hire our premises for outside activities.

Our programme is strong on traditional drama, but we are also building a new work strand and aim to support local and emerging artists. We are building our family audience and have a strong music following. The variety of other performances also offers opportunities for patrons with a wide range of tastes to enjoy a quality night out in the heart of the beautiful city of Lichfield. We are delighted that the theatre is now attracting help and advice from the Arts Council England and we aim to turn this into support by way of grants in the future.

A recently built community stage supports local artists and we welcome visual artists to the theatre by offering gallery space. This new space has helped us welcome in many new groups each week including an over 55’s Community group - The University Of The Third Age, South Staffordshire College, Inter-Theatre Company - an adult disability theatre company supporting local people with a wide range of disabilities and a monthly mental health support group for local people.

We have a grant from our Local District Council, but in the current public funding situation, this is being reduced, however, we are committed to working towards a stronger community engagement programme and are looking for an experienced, resourceful education and outreach professional to drive both internal and external activities, leading to a self sustaining and, in time, growing community and education offer.



**JOB DESCRIPTION**

# Post: Community and Education Manager

**Reporting to: Karen Foster (Executive Director)**

**Responsible for: Freelance practitioners**

**Overview of the post:**

1. To initiate, organise and evaluate all education and outreach activities in the theatre, putting together strategies to build a self-sustaining department.
2. To direct community and youth shows
3. To programme family shows into the studio and theatre in conjunction with the programming committee
4. To lead on best practice in safeguarding young people and vulnerable adults whilst engaging with the theatre.
5. To administer all education and outreach activities.

**Main Duties**

1. Devise a strategy for building up the education and community work undertaken by the Lichfield Garrick with a view to building a self-sustaining department.
2. Devise programmes of education and outreach work, reflecting the strategic targets, for a wide demographic, (including young people, people with access needs, arts lovers, older people) ensuring that our high quality projects and activities inspire a love of the wider arts.
3. Identify and work with partners to organise projects, ensuring a high level of communication and organisation is achieved.
4. Evaluate projects, give feedback to funders and maintain records of engagements with different segments of our community
5. To set budgets for youth theatre and community musicals in conjunction with the Executive Director
6. To programme and direct youth theatre productions, working with in-house creatives and within budget.
7. To programme and direct community musicals, working with in-house and external creatives as necessary, whilst monitoring budgets to ensure that spend is within resources.
8. To organise performances in the theatre of internal and external groups (eg choir concerts and showings).
9. To programme the community stage activities, encouraging local artists to perform at the theatre.
10. To programme shows for children and young people, in conjunction with the programming committee, using education and outreach contacts to help market the shows.
11. To programme workshops in various venues around the theatre, both with external partners and as a complementary element of the main programme.
12. To devise and work on our artists development programmes, identifying funding sources and applying for grants (in conjunction with fundraising colleagues) to enable the theatre to support activities.
13. To engage with teachers, maintaining, publicising and building networks with schools and educational organisations in the area in order to support audience development work through schools.
14. To consider delivering national activities whether from theatre projects or educational resources such as Arts Award.
15. To build on links with South Staffordshire College and South Staffs University, encouraging engagement with the students and lecturers.
16. To be the safeguarding champion within the theatre, ensuring that best practice is followed at all times and advising other members of staff where necessary.
17. To be a duty manager, taking responsibility for the building and its security.
18. To be a key holder
19. To work within the LGT’s policies and procedures at all time, ensuring that health and safety measures are upheld at all times and ensuring that all external parties working on the premises or on behalf of the LGT adhere to these best practices.
20. Oversee and ensure the implementation of all Lichfield Garrick Health & Safety policies including risk assessments and regular reporting for the whole of the front of house areas and activities.
21. Excellent communication with all staff and line manager.
22. Any other duties requested by the Executive Director, appropriate to the role.

The Lichfield Garrick reserves the right to vary the content of the job description, after consultation, to reflect the changes to the job without changing the general character of the post or level of responsibility.

*This job description is subject to review*

**PERSON SPECIFICATION**

*Essential*

* Proven ability to plan and implement education and outreach projects
* Exceptional workshop leading skills preferably in the performance arts
* Exceptional communication skills, both written and spoken
* Experience and proven ability to direct youth theatre and community shows
* Budgeting skill and proven record of working within budgets
* Knowledge of and success in building partnerships with both funding and arts partners
* Trained in safeguarding with the ability to take the lead in shaping practice, especially if legislation changes
* Absolute attention to detail
* Ability to prioritise and work to strict deadlines
* A high standard of organisation and efficiency
* Good team-working skills
* Ability to engage and motivate people from all different backgrounds
* Ability to self-start
* A genuine enthusiasm for theatre
* Computer literacy
* An up-to-date understanding of current issues and trends in education and outreach
* Experience of applying for funding for projects
* A good range of useful contacts
* First aid trained, or willing to undergo training
* Willing to live in or within easy commuting distance of Lichfield
* Willing to work unsocial hours to suit the timings of activities
* Knowledge of legislation affecting outreach activities (eg Chaperoning)

*Desirable*

* Car owner/driver
* Knowledge of school system and funding for students

**TERMS OF EMPLOYMENT**

**Salary:**  £25,000pa

**Period of contract:**  Permanent, including a six-month probationary period

**Hours:** 40 hours per week – flexible to suit the work patterns

Some evening and weekend work will be required, an informal Time Off In Lieu system operates.

**Holiday:** 28 days per annum, 8 of which are Bank Holidays

**Notice Period:**  3 months