

## **Job Description**

<b>Job Title:</b>	Education & Outreach Facilitator
<b>Hours:</b>	Full Time hours
<b>Reports To:</b>	Programme & Productions Coordinator
<b>Responsible For:</b>	Project specific staff, volunteers and attendees

### **Main Purpose**

Theatre Royal Windsor is looking for a motivated and enthusiastic Education & Outreach Facilitator.

Under the direction of the Programme & Productions Coordinator and the Theatre Directors, the Education and Outreach Facilitator will undertake the creation of a cohesive and engaging outreach programme that serves all residents and visitors, offering a range of arts based activities focused in and around the Theatre and its programme of events and performances.

The post holder will also be responsible for the resource management and the delivery of the outreach programme at Theatre Royal Windsor in addition to the development of relationships with key groups, educational facilities and sectors within the local community.

The role will involve ensuring services are delivered as prescribed and ensuring the development and implementation of the theatre outreach programme is managed in line with service requirements.

In addition, the post will support the delivery of marketing, advertising, public relations, promotional activities and events required by all visiting & in-house productions, hirers and events, under the direction and supervision of the Programme & Productions Coordinator and the Theatre Directors.

### **General Information**

Theatre Royal Windsor is an exciting and thriving regional theatre and is proud to be the only unsubsidised producing theatre to operate all year round in Britain. The theatre hosts a busy programme of shows and events focusing on drama and musicals, supported with live music comedy and dance. The auditorium seats 633 and the building is grade 2 listed.

Theatre Royal Windsor is operated as part of Bill Kenwright Ltd. One of the largest commercial theatre producers in the UK. The theatre produces and opens a large number of Bill Kenwright touring productions, in addition to its own in-house productions and the annual pantomime.

Theatre Royal Windsor is keen to ensure that we actively engage with all residents and visitors to the area and is developing a new outreach and education programme and more diverse offer at the theatre.

The business plan aims to position the theatre as a key cultural hub that aims to meet its vision statement:

“To provide a first-class regional theatre that is recognised nationally, that produces and presents a core programme of drama and theatre for all residents and visitors to the Windsor area. Acting as a key cultural hub, encouraging participation and engagement with performing arts and supporting the development of staff, artists and audiences.”

Responsibilities are likely to include:

1. Devising and implementing a new outreach programme alongside the theatre directors that provides engaging and educating events, workshops, performances and activities through or related to the arts within the local community. This may include the delivery of a new youth theatre, a programme of regular classes and workshops, access events and participation (such as touch tours, and audio description performances), talks and backstage tours as well as parties and specific events aligned with key educational and social themes.
2. Assist on the delivery of the outreach programme alongside the Programme & Productions Coordinator and the Theatre Directors within the budget parameters set by the Theatre Directors, including the monitoring and development of income streams and alternate funding and sponsorship options as appropriate, under the supervision of the Programme & Productions Coordinator.
3. Assist with the recruitment and procurement of external suppliers for outreach activities as required, under the supervision of the Programme & Productions Coordinator and the Theatre Directors.
4. Support the delivery of regular marketing and public relations activity for the Theatre under the direction of the Marketing Manager.
5. Contribute to the smooth operation and first-class customer service at the theatre, through teamwork and supporting colleagues.
6. Any other duties appropriate to the post
7. Undertake all the duties within the framework of Equal Opportunities.
8. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management. Training will be provided.
9. Partake in training/courses that the Programme & Productions Coordinator or the Theatre Directors may feel appropriate to the role.

	REQUIREMENTS	Essential	Desirable	Assessed
1.	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Demonstrable experience of working as a workshop leader, drama teacher or instructor delivering performing arts related activities.		✓	

	REQUIREMENTS	Essential	Desirable	Assessed
1.2	Experience of creating and delivering arts based activities such as community projects, schools' workshops, youth theatre and drama classes	✓		
1.3	Up to date knowledge of child and vulnerable person's protection legislation and best practices.	✓		
1.4	Good understanding and experience controlling budgets and generating revenue streams, sponsorship and funding applications for outreach and educational activities.		✓	
1.5	Experience of marketing and promotional campaign activity		✓	
1.6	Experience of general administration duties in an office environment	✓		
1.8	Willingness to work evenings, weekends and public holidays as required	✓		
2.	<b>COMPETENCIES</b>			
	<b>DECIDING AND INITIATING ACTION</b>			
1.1	a. Makes prompt, clear decisions which may involve tough choices or considered risks b. Takes responsibility for actions, projects and people c. Takes initiative, acts with confidence and works under own direction d. Initiates and generates activity	✓		
	<b>WORKING WITH PEOPLE</b>			
2.1	a. Demonstrates an interest in and understanding of others b. Adapts to the team and builds team spirit c. Recognises and rewards the contribution of others d. Listens, consults others and communicates proactively e. Supports and cares for others f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	✓		
	<b>RELATING AND NETWORKING</b>			
3.1	a. Establishes good relationships with customers and staff b. Builds wide and effective networks of contacts inside and outside the organisation	✓		<b>AF/ T/I</b>

	REQUIREMENTS	Essential	Desirable	Assessed
	c. Relates well to people at all levels d. Manages conflict e. Uses humour appropriately to enhance relationships with others			
5.2	<b>CREATING AND INNOVATING</b> a. Produces new ideas, approaches, or insights b. Creates innovative processes, products or designs c. Produces a range of solutions to problems d. Seeks opportunities for organisational improvement e. Devises effective change initiatives		✓	
7.1	<b>ADAPTING AND RESPONDING TO CHANGE</b> a. Adapts to changing circumstances b. Accepts new ideas and change initiatives c. Adapts interpersonal style to suit different people or situations; d. Shows respect and sensitivity towards cultural and religious differences e. Deals with ambiguity, making positive use of the opportunities it presents	✓		
8.2	<b>ENTREPRENEURIAL AND COMMERCIAL THINKING</b> a. Keeps up to date with competitor information and market trends b. Identifies business opportunities for the organisation c. Demonstrates financial awareness d. Controls costs and thinks in terms of profit, loss and added value		✓	
<b>3</b>	<b>EDUCATION AND TRAINING</b>			
3.1	Minimum of 3 GCSE grade A*-C passes, including in English and Mathematics.	✓		
3.2	A Degree or Diploma level in Drama, Performing Arts or Education		✓	
3.3	First Aid at Work qualification		✓	
3.4	DBS and chaperone trained		✓	