



## JOB DESCRIPTION

# EDUCATION & PARTNERSHIPS OFFICER

Job Title	Education & Partnerships Officer
Reporting to	Head of Learning & Participation
Responsible for	Freelancers, Casual staff, Volunteers
Salary	up to £23,019 per annum
Hours	per letter of agreement, and within the Working Time Regulations As standard, days of work will be Monday-Friday, but project based evening and weekend work will be regularly required most weeks, for which an informal time off in lieu policy applies.
Notice period	2 months

### Primary Objectives

To facilitate and further develop the Theatre's relationships with schools, colleges, community and partner organisations whilst delivering Education engagement opportunities and supporting other Learning & Participation programmes at the Queen's Theatre.

### Main Duties

To devise, deliver and develop the Queen's Theatre's Education strand of work:

- To be a champion for the work of the Queen's Theatre, actively developing existing and new relationships with schools, colleges and community organisations.
- To maintain and build a strong network of teachers, educators and artists, nurturing a vigorous dialogue that influences learning and the Queen's Theatre's artistic programme.
- To create support resources such as teacher resource packs, schemes of work, lesson plans, INSET and CPD materials where appropriate.
- To facilitate CPD opportunities for teachers and educators as agreed with the Head of Learning & Participation.
- To develop and deliver activities, including exhibitions and events in schools, partner organisations and at the Theatre.
- To book touring productions into schools.
- To devise and deliver career focussed activity including work experience projects and co-ordinate building wide placement and work shadowing opportunities.
- To devise and design Education activities to include direct delivery of workshops that complement the Queen's Theatre's wider artistic programme and enhance the reach and impact of Queen's Theatre productions in the community.

To develop and deliver partnership projects as agreed with the Head of Learning & Participation.



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To coordinate and support community performance opportunities within professional produced work where such opportunities arise.

To support young people performing within professional produced work where such opportunities arise.

To deliver a weekly strand of the Youth Theatre programme.

To devise and deliver holiday activities.

To coordinate and deliver theatre talks and backstage tours, including pre and post show discussions.

To produce sharings and performance events as appropriate and as agreed with the Head of Learning & Participation and the Artistic Director.

To support the wider talent development ambitions of the organisation.

#### **General**

To support other strands of the Learning & Participation Programme (Youth, Family, Adult) as required by the Head of Learning & Participation.

To support the Head of Learning & Participation in the delivery of Relaxed and Dementia Friendly performances across the Queen's Theatre's artistic programme.

To support cross-organisational activities including fundraising, development and celebration events.

To undertake thorough monitoring and evaluation of Education programmes through both quantitative and qualitative reporting.

To support, implement and contribute to the development of the Theatre's Safeguarding and Child Protection policies.

To be aware of, adhere to and uphold the Theatre's policy on Equality of Opportunity.

To undertake training as required.

This role is subject to an Enhanced Disclosures and Barring Services (DBS) check.

This role will be required to obtain a Chaperone's License

To undertake other tasks as may be reasonably required by the Head of Learning & Participation.



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### **PERSON SPECIFICATION**

#### **ESSENTIAL**

- A passion for theatre and the performing arts
- Significant experience in a learning and/or participation context
- Strong knowledge of the formal education system
- Successful track record in working with and empowering people through the arts
- Experience in devising and designing educational resources and training programmes
- Experience of establishing partnerships and networking with a range of organisations across a variety of sectors
- An aptitude for dealing with difficult situations
- Experience of health and safety and risk assessment processes
- Thorough and practical working knowledge of safeguarding and child protection procedures
- .Excellent written and spoken English
- Good IT literacy with Microsoft Office packages

#### **DESIRABLE**

- Experience of work in the theatre or performing arts sector.
- Knowledge and experience of working in Outer London/ Essex
- An understanding of progression opportunities for young people into job opportunities in the theatre and arts
- an understanding of the pressures on teachers and current curriculum challenges regarding arts subjects
- Driving Licence
- First Aid certificate (or willingness to undertake training)