

# Recruit

**Job Title:** Education and Partnerships Producer

**Reporting to:** Head of Learning & Participation

**Responsible for:** Freelancers, casual staff, volunteers

**Salary:** £24,745 annually

**Duration:** 3 years, fixed term

**Hours:** Full Time, not to exceed the working time regulation. As standard, days of work will be Monday-Friday, but project based evening and weekend work will be regularly required, for which an informal time off in lieu policy applies.

**Holiday entitlement:** 20 days + Bank Holidays

**Period of notice:** 2 months

**Special terms:** This role is subject to an Enhanced Disclosures and Barring Services (DBS) check. This role will be required to obtain a Chaperone's License.

## **Timeline:**

Application deadline: 10am Wednesday 1 December 2021

First round interview via QTH Zoom: Monday 6 December 2021

Second round interview, in-person at QTH: Thursday 9 December 2021

Fill in our application form at [www.queens-theatre.co.uk/qrecruit](http://www.queens-theatre.co.uk/qrecruit) and a 'Self Disclosure Form'

For assistance please email [recruitment@queens-theatre.co.uk](mailto:recruitment@queens-theatre.co.uk)

Applications by CV will not be considered



## **Purpose of the Role**

- To place creativity into the heart of young people's everyday experiences through high quality arts projects delivered in partnership with schools, colleges, and community organisations.
- To build and nurture strong, meaningful local and national partnerships.
- To inspire new ways of working inclusively with young people and the wider Havering community.

## **Main Duties**

- To devise, deliver and develop the Queen's Theatre Hornchurch 'Education' strand of work.
- To produce the National Theatre's 'Speak Up' programme across 5 secondary education provisions in Havering.
  - To establish positive relationships between schools, young people, artists, Queen's Theatre Hornchurch, the National Theatre and national project partners.
  - To manage associated budgets and contractual relationships with Queen's Theatre Hornchurch and the artists, managing the artists throughout the project.
  - To work closely with the National Theatre Speak Up team, reporting on budgets, training needs, data collection and evaluation.
- To be a champion for the work of the Queen's Theatre Hornchurch, actively developing existing and new relationships with schools, colleges and community organisations, including supporting the newly established Havering Cultural Educational Partnership.
- To devise and deliver career focused activity (including work experience projects) and co-ordinate building wide placement, mentoring and work shadowing opportunities.
- To book touring productions into schools.
- To produce the annual 'NT Connections Partner Festival' at Queen's Theatre Hornchurch, supporting and celebrating young people and their work.
- To manage our long standing relationship with Clarion Futures and the Orchard Village estate, overseeing a programme of satellite activities and working collaboratively to explore and realise new opportunities to work within that community.
- To steer the development and expansion of our Young Changemakers programme for 18-25 year olds.
- To co-ordinate and deliver theatre talks and backstage tours, including pre and post show discussions.
- To undertake thorough monitoring and evaluation of all 'Education' programmes.
- To uphold the Theatre's Safeguarding and Child Protection policies, fulfilling the role of Deputy Designated Safeguarding Officer.

## **Person Specification**

### **Essential:**

A passion for theatre and the performing arts

Strong knowledge of school culture and the education system

Successful track record in working with and empowering people through the arts

Excellent project management and organisational skills

Excellent communication skills with a wide range of stakeholders

Thorough and practical working knowledge of safeguarding and child protection procedures

### **Desirable:**

Knowledge and experience of working in Outer East London/ Essex

An understanding of progression opportunities for young people into employment in the theatre and arts

An understanding of the pressures on teachers and current curriculum challenges regarding arts subjects

Experience of working with special educational needs and disability young people