

Deputy Creative Learning Manager

HASTINGS WHITE ROCK THEATRE

Job Description
Person Specification

April 2022

whiterocktheatre.org.uk
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hq
**THEATRES &
HOSPITALITY**
The UK's premier provider of
live entertainment and hospitality

The White Rock Theatre (WRT) is one of 12 venues within the company's current portfolio of regional theatres and concert halls.

HQ Theatres is the UK's leading regional theatre specialist and part of Trafalgar Entertainment. HQ Theatres currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. In 2019, HQT&H programmed a total of 2.354 shows which attracted attendances of over 1.5 million.

Trafalgar Entertainment was co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017 and is a premium international live entertainment business focused on new productions, the distribution of live-streaming innovative content and the provision of amazing spaces where people can come together to share in the experience of live entertainment. Trafalgar Entertainment is home to Trafalgar Theatre, Theatre Royal Sydney, Olympia Theatre, HQ Theatres & Hospitality, Trafalgar Theatre Productions, Trafalgar Releasing, Stagecoach Performing Arts, London Theatre Direct, Luke Shires Marketing, Jonathan Church Productions, Chiswick Cinema and More2Screen.

The White Rock Theatre (WRT) is situated in a commanding position on the Hastings shoreline and presents a tremendously varied programme of theatre, concerts and live entertainment including a spectacular annual pantomime. WRT's café and foyer spaces enjoy stunning views of the Hastings coastline and Hastings Pier.

The venue also boasts a number of flexible spaces for meetings, rehearsals, workshops, conferences, parties and celebrations.

The WRT has a busy and varied Creative Learning Department responsible for programming a wide range of activities and opportunities for schools, families, young people and adults to engage with the theatre. The programme features everything from weekly theatre classes and amateur groups to school holiday musical theatre productions.

Employment Type: Part-Time, Permanent

Salary: £22'500 p.a. pro rata

Hours: 24 per week, to be worked flexibly according to business requirements, and include Saturday morning during term times. Working hours will include evenings, weekends and Bank Holidays. The post attracts no additional payments for overtime or late working.

Work location: You will be based at The White Rock Theatre, Hastings and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

Purpose of the role: The post holder is responsible for assisting the Creative Learning Manager to successfully devise and implement an innovative education and outreach programme which complements and enhances WRT's vision, and commercial goals and strengthens relationships with our community partners and stakeholders.

Our ideal candidate: An experienced, organised, self-motivated and creative individual with a genuine passion for arts and education in the community, a proven track record of successful engagement and delivery in this field of

work and a firm belief in the transformative potential of the arts.

Closing date: Monday 16 May 2022 by 5pm.

How to apply: Complete the application form and email it to; jstead-burgess@whiterocktheatre.org.uk with 'Deputy Creative Learning Manager' as the subject title. Tell us why you think you're suited to this role, why it interests you and how we'll benefit from having you on board! If you would like to send a CV with your application, please attach this to your email.

For an informal discussion contact: Email jstead-burgess@whiterocktheatre.org.uk to arrange a call.

REPORTING

You will report directly to the Head of Creative Learning, Venues.

The posts you will assist in line managing in this role include casual Youth Theatre staff, freelance project and creative partners, work placements, registered chaperones and volunteers.

KEY ACCOUNTABILITIES

Strategic

- Assist the Creative Learning Manager to develop, implement and coordinate an innovative creative learning and outreach strategy linked to the core programme, aims and objectives of the WRT.
- Prepare reports and evaluations of selected WRT community and creative learning activities, as required.
- Create and develop sustainable relationships, partnerships and projects with groups of organisations across the range of communities in the region, in particular the education sector, thereby facilitating ways of making the WRT economically, culturally and intellectually accessible whilst at the same time maximising the use of the venue.
- Research and explore new ways of engaging with young people, through formal education and other activities, to grow youth involvement and collaboration with the WRT.
- Explore ways of involving adults in the WRT's Creative Learning activities, encouraging the use of the building for this purpose.
- Ensure educational and creative learning and participatory project at all times promotes inclusivity and diversity.

Operational

- Coordinate and manage work experience placements at the WRT following the Company's Safeguarding and Protection Policy.
- Represent WRT at industry and local events, nurturing the venue's external partnerships, creating links with the local community and at all times acting as an advocate for creative learning and education through the arts.

Financial

- Effectively manage and control the WRT's creative learning budget, ensuring that expenditure is contained within approved limits.
- Ensure agreed creative learning income targets are achieved.

Administration

- Assist the Creative Learning Manager to ensure Company policies, health and safety and other relevant information is sent to clients and host organisations as required.

- Adopt a reactive and flexible approach to planning, prioritising and implementing day to day administrative duties relevant to the job role, including but not limited to drafting and preparing emails, letters, reports, minutes, forms and procedures, as appropriate.
- Proactively contribute to education, community and other meetings as required.

Health & Safety

- Ensure the Creative Learning Department complies with health, safety, licensing and safeguarding policies at all times.
- Organise DBS checks as applicable.
- Act as WRT Deputy Safeguarding Officer, undertaking all associated responsibilities and ensuring compliance with Safeguarding legislation and the Company's Safeguarding Policy.
- Support managers in the dissemination, implementation and promotion of Company and local health and safety procedures and best practices.

Recruitment, Training and Development

- Assist the Creative Learning Manager in effectively planning and coordinating training, development and learning requirements within the venue's training budget limits.
- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress following Company policy and as appropriate for the job role, wearing protective clothing where issued and as instructed.
- At all times, act as an ambassador for the venue and HQT&H.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Experience

- Evidence of effectively initiating, developing and managing participatory programmes relating to the performing arts.
- Proven success in managing the performance of creative teams/practitioners, volunteers and artists.
- A history of managing relationships with a broad range of stakeholders, e.g. local authority, suppliers, and corporate and community partners.
- Experience in working with young people, seniors and a broad range of people.
- Experience in budget control and maintaining accurate financial records.

Skills

- A proactive and effective networker and negotiator.
- Excellent written and verbal communication abilities in dealing with colleagues, the public, stakeholders and industry colleagues.
- Able to communicate across multiple levels with sensitivity, discretion and confidentiality.
- Excellent budget management skills.
- Excellent organisational and planning skills and the ability to delegate effectively to others.
- Self-motivated and equally able to work independently or as part of a team.
- Able to work calmly and effectively in a pressurised work environment.
- At least a good basic level of competency using Outlook, Word and Excel.

Knowledge

- Working knowledge of protection and safeguarding legislation, policies and practice, including DBS.
- Knowledge of formal and informal education sectors, national arts policies, fundraising infrastructures and Access issues pertinent to the theatre industry.

Attitude

- An ability to work calmly and effectively under pressure.
- Demonstrable enthusiasm for live theatre.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues, peers and partnerships.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Flexible approach to duties and working hours and a willingness to work unsocial hours.

- Willing to undertake training, learning and development relevant to the job role.
- A belief in the transformative potential of the arts.

Desirable

- Educated to degree level or similar.
- Working knowledge of the education system and curriculum.
- An interest in and experience of access issues.
- Experience of marketing, sales, press and PR and understanding of the role these functions play in creative learning.
- In-depth knowledge of drama, dance and musical theatre genres.

Personal

- Appointment to the post is subject to DBS clearance.