

JOB DESCRIPTION

PERSON SPECIFICATION

Job Title:	Learning and Engagement Manager
Department:	Learning and Engagement
Reporting to:	Chief Executive, Buxton Opera House (BOH) and CEO, Buxton International Festival (BIF)
Responsible for	Learning and Engagement

Position Summary

To lead, develop and co-ordinate a new department created by the Buxton International Festival (BIF) and Buxton Opera House (BOH). The two organisations are historically linked by the establishment of the opera festival and renovation of the Opera House in 1979. This new joint Outreach initiative by BIF and BOH is titled 'Platform 3' and is designed to provide an accessible platform for all ages within the local community to create, perform, and engage with the Arts. 'Platform 3' is a new model to provide opportunity for performance, creativity and learning. The postholder is the Safeguarding Lead for both organisations and all areas of safeguarding report into this department.

JOB DESCRIPTION

KEY ROLE RESPONSIBILITIES

Arts Development

- To design and conduct Outreach projects in accordance with BIF and BOH's stated vision, aims and budgets.
- To work alongside BIF Artistic Administrator, Projects Manager and BOH programming department appointing freelance project and creative artists as needed.
- To co-ordinate a programme of work and projects with visiting companies, artists, singers, musicians, designers, and technical staff.
- To harness the current community engagement of BIF and BOH and develop new ways of participation and creativity in multi artistic genres.
- To create and expand connections across all creative practices with a wide range of current and new partnerships.
- To plan a year-round outreach events programme working with local schools and community groups to raise the profile of BOH and BIF

- To create and implement new audience development projects.
- To commission and create works and activity for a new generation and hard to reach audiences.
- To work closely with the staff teams of BOH and BIF to develop joint initiatives.
- To encourage knowledge, creativity and engagement with cross art forms including all music styles, dance, drama, design, and writing providing a platform for career paths within the arts sector.
- To encourage inspiring and innovative engagement with all aspects of contemporary and classical opera.

Safeguarding

- Act as the BOH and BIF safeguarding officer to ensure safeguarding policies, procedures and good practice are embedded in all areas of work.
- To ensure all practitioners working across projects for BOH and BIF have up-to-date DBS certificates in line with company policy.
- To oversee the work of chaperones and ensure all chaperones are trained and meet both legislation and best practice in working with young people.

Strategic Responsibility

- Report to and work closely with the CEOs, as the lead on Outreach, Learning and Engagement, maintaining effective management and functioning of the department.
- To manage budgets for Platform 3 in association with BOH and BIF financial directors. This role is jointly funded and managed by BIF and BOH.
- Work with the CEOs to define and implement performance tracking targets and the impact of work delivered within the community and beyond.
- To provide reports, including the gathering of statistics, to the Board, funders and other stakeholders as required.
- To monitor, document and evaluate projects for the organisation and all stakeholders.
- To work with the expertise of BOH and BIF communication, finance, technical, marketing, and fundraising teams and fundraise for bespoke projects.

Leadership and Management

- Oversee the day-to-day management of the department, ensuring all areas of the department is staffed and resourced to a consistently high standard.
- Manage the performance of staff in line with the company's staff development and appraisal processes and procedures, working with our external provider when necessary and escalating issues in a timely and effective manner.
- Lead department team meetings and mentor staff as appropriate to ensure continuous skills development.

General

- Contribute to planning and governance cycles through the High Peak Theatre Trust Board and sub-meetings as required.

- Be a key member of the SMT plus play an active part in management and departmental meetings.
- Assist the CEOs in supporting the organisation with its vision, planning and strategies.
- To keep records of projects in a digital format, working with the online tools used by both organisations, e.g. social networking, website.
- Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.
- Take reasonable care of your own Health and Safety and that of others who may be affected by your actions.
- Comply with and uphold the principles of relevant legislation and company policies and procedures.
- Be an ambassador and advocate for Buxton Opera House and Buxton International Festival and promote the company values and behaviours.
- Undertake any additional tasks as may reasonably be required from time-to-time.

Buxton Opera House and Buxton International Festival work closely as a team.

This role needs to be committed to the responsibilities that this implies, including:

- working closely with Boards, staff teams and freelance artists.
- following health and safety, equal opportunities and other policies
- artistic and business strategies
- management of equipment and resources (including digital media) required for Platform 3

The postholder will be required to work across the offices and buildings of both Buxton Opera House and Buxton International Festival. It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The Learning and Engagement Manager will be required to work weekends and evenings from time-to-time for which time off can be taken in lieu. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

PERSON SPECIFICATION

Essential: the successful candidate will meet the majority of these requirements.

Experience

- Experience in running participatory arts workshops and in the processes of skill sharing and enabling with people from a wide variety of backgrounds and with varying degrees of interest, experience, confidence, and abilities.
- Experience of writing funding applications.
- Project management and administration skills including planning, team building, co-ordinating, budgeting and evaluation.
- Experience of working in an arts and/or cultural organisation, preferable in theatre and music.

- Experience of managing deadlines, activity budgets and multi-tasking across projects.
- Experience of managing and delivering work with schools, young people, adult learners and across community settings.

Skills and Knowledge

- Ability to liaise, network and build positive relationships with a wide range of people and groups from small community groups to professional agencies and statutory bodies.
- Working knowledge of marketing and publicity approaches.
- Detailed and rigorous of schedules and resource management.
- Ability to lead workshops and lead groups in schools/community settings
- A working knowledge of GDPR and safeguarding checks with the ability to lead on safeguarding matters.
- Able to use IT, computer and digital platforms, including social media.

Education, Training and Qualifications

- No formal qualifications required

Personal Attributes

- A commitment to championing diversity at every level of the organisation with knowledge of a diverse range of cultures and a proven ability to work with people from a wide variety of backgrounds.
- A strong team player and communicator, who will work in partnership with senior managers to achieve joint objectives.
- Strong communication and presentation skills.
- A commitment to achieving high standards with the resources available.
- Flexible approach to working, including the ability to work unsocial hours.
- Commitment to the work of the theatre and festival.
- An action-oriented person who enjoys working hard and looks for challenge.
- Ability to manage multiple stakeholder relationships.
- Willingness to learn and to undergo professional development as appropriate.
- Strong organisational abilities.
- Self-motivation and ability to work on own initiative.

Desirable: the successful candidate should meet some of these requirements.

Experience

- Experience of audience development projects, with a view to introducing new audiences to theatre through workshops and in community settings.
- Experience of communicating with artists at a variety of levels of experience supporting them to develop their craft.

Skills and Knowledge

- Ability to get the best out teams and colleagues, collaborating across a variety of departments.

SUMMARY OF TERMS

Contract	Full time, permanent (37.5 hours per week)
Salary	Circa £27k per annum
Probation period	6 months
Pension	Auto enrolment
Holidays	25 days plus 8 days bank holiday per annum
Other	The successful candidate must agree to an enhanced DBS disclosure check.
