

## **HEAD OF EDUCATION AND COMMUNITY**

We are delighted to be able to be communicating the availability of the position of Head of Education and Community. Through succession planning and the growth in our work portfolio here at the Everyman, this role has become available and we are looking to attract a highly motivated and experienced individual to join our hugely successful education and community team.

### **Job purpose**

The Head of Education and Community reports to the Creative Director and is responsible for leading an experienced and enthusiastic team to deliver a wide range of education and community initiatives in the County. The purpose of the role is also to drive an enhanced vision and strategic agenda for the Theatre bringing different perspectives, best practice and external influences.

The artistic policy at the Everyman is to work collaboratively with other companies and agencies, the aim being to support and develop creative activity both practically and strategically. The Head of Education and Community will support (as required) the Creative Director and CEO to facilitate commissions and co-productions. This may include the scheduling of other performances and activities in the Everyman Studio and where appropriate on the main stage.

The focus of the role is to enhance the Everyman's community role and to extend the theatre's commitment to the many and diverse communities of Gloucestershire.

The Head of Education and Community will maintain and develop close relationships with Arts Council England, local authorities, other cultural and social agencies, local businesses and other arts providers within the county and nationally.

### **Key Responsibilities**

- Line Manage a team responsible for delivering the wide range of education and community work including the Community Arts Manager, Education and Youth Theatre Manager, Education and Community Manager and Everyman Choirs
- Drive growth and expansion of the Education and Community team activities
- All aspects of staff management including recruitment, training, development, performance management and absence for all staff in line with Everyman HR policies and procedures
- Working with Finance Director deliver on budget requirements and effective financial control of departmental expenditure. Also work with Finance on specific projects where detailed costing and analysis is required to determine commercial affordability and viability
- Support the Creative Director as required with Arts Council negotiations and applications collaborating with other internal stakeholders including Finance Director
- Attending external meetings of local and national arts organisations, such as Culture Boards to ensure the Everyman's output and goals are professionally represented
- Review and sign off freelance contracts and casual staffing arrangements
- Develop best practice processes and systems to increase the efficiency of the department
- Develop an understanding and familiarity with the Arts Council and ensure a collaborative and effective working relationship
- Liaise with the Corporate Partnership Manager to explore sponsorship and funding opportunities for the existing education and community work and the new outreach hub
- To be responsible for the expansion of outreach work into the new learning hub, including the timetabling and staffing of workshops and projects
- Able to deliver creative work if required
- Support the team to deliver work in the area of the promotion of lifelong learning, including the Arts Award scheme and other initiatives
- Produce (either directly or via delegation) the risk assessments relevant to area of responsibility and activities

- Work within the boundaries of all Theatre policy including Health and Safety and report accidents, incidents, near misses in line with arrangements

### **Personal specification**

Experience working in the Arts, education, community/outreach or a related field

Experience of managing a small team and comfortable doing so

Adaptable, flexible in approach and have had experience of either leading or being integral to driving change

Communication skills including the ability to communicate with external parties, strong listening skills, collaborative style, the ability to influence others

Comfortable and confident in presenting to varied stakeholders

Good report writing skills

Technical capability including a good understanding of business systems, excel, word, e-commerce and practical hands on experience of utilising technology to improve process efficiency

Some experience of working with external stakeholders such as the Arts Council

Employment is conditional on successful DBS check and references

To apply please go to the Everyman Theatre website to the careers page and submit a CV and covering letter to your application. Applications should be submitted by 16<sup>th</sup> July 2024. First stage interviews provisionally may take place on 23<sup>rd</sup> or 24<sup>th</sup> July.

<https://www.everymantheatre.org.uk/>