

Job Summary

HEAD OF LEARNING (MATERNITY COVER)

- Responsible to:** Director of Taking Part
- Responsible for:** Casual staff and freelance artists employed to deliver the programme
Long term placements within Taking Part
- Salary:** £30,000 - £32,640 (depending on experience)
- Contract:** 12 months, fixed term maternity cover
- Hours:** This position involves working flexible hours as necessary to fulfil the duties of the post. The minimum hours are 35 per week, normal office hours are 10am – 6pm Monday – Friday. Some evening and weekend work will be required.
- Holiday:** 25 days per annum pro rata, rising by one day per full financial year served to a maximum of 30 days.
- Probation Period:** 3 months
- Notice Period:** 1 month during probation period, 2 months thereafter
- Disclosure:** This post requires disclosure of all criminal record information via the Disclosure and Barring Service.
- Key objective:** To deliver the exciting programme of work in our Learning strand.

Taking Part department:

The purpose of the Taking Part Department is to create projects which develop a love of theatre, nurture creativity and promote closer links between the Young Vic and the local community.

Job Description

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Tasks and Responsibilities: (Learning)

- Deliver an inspirational programme of work that involves schools and colleges in Lambeth and Southwark which has been planned by our existing Head of Learning and Director of Taking Part.
- To be the main point of contact for students schools, colleges and the education sector.
- To be responsible for the project management of all initiatives that involve schools and colleges – this includes budgetary control, relevant personnel (creative team and production staff – Young Vic and freelance), contracts, relevant police checks, liaising with internal departments, recruiting participants, pastoral care, documentation, evaluation and monitoring, report writing.

Specific projects between October 2019 and October 2020:

Schools and Colleges

- Manage and administrate the Funded Ticket Scheme for schools, colleges and teachers collaborating with the Head of Neighbourhood Theatre, Head of Participation and Director of Taking Part where appropriate.
- Give out tickets to school groups attending shows.
- Onstage and in school workshops.
- Inside Guides - working alongside the Digital Manager to produce and distribute Inside Guides (resource packs) online to the relevant schools and colleges.

Artists in Schools – a programme which works with artists we hold a relationship with to create bespoke workshops to support curriculum delivery in schools:

- Launch this initiative in schools in accordance with plans in place.
- Co-ordinate with artists and schools.
- Deliver workshops to budget as requested by schools.
- Deliver CPD for teachers.

Schools Productions

- Support the Director of Taking Part with the delivery of 1 schools production
- Co-ordinate all schedules and activity with schools.
- Recruit students to take part in the project.
- Assist with recruitment of creative team.
- Act as an assistant producer on the production.

Other Projects / Duties

- Plan and deliver one weeklong project, potentially with a PRU.
- Recruit the creative team to run the project.
- Recruit and manage young people taking part.
- Attend all Young Vic practical activities undertaken in schools, colleges and at the theatre (delegating where appropriate).
- Manage the Tessitura database related to schools and colleges on a regular basis, ensure the most effective use of the database for Taking Part purposes. Be compliant with GDPR regulations and make necessary updates and changes to Tessitura throughout the year.
- To represent the Young Vic at relevant education fora and conferences as appropriate.
- To liaise with schools, colleges, borough councils and outside agencies as appropriate.
- To ensure that the Safeguarding Policy is adhered to.
- Assist in the preparation of funding and sponsorship proposals where appropriate.
- Manage and update the schools and colleges webpage content in consultation with the Digital Manager and Director of Taking Part.
- Monitor and evaluate schemes and feedback to ensure best practice and create detailed reports for internal and external use.
- Where possible respond to local education initiatives, projects, tours and talks in our home boroughs of Lambeth and Southwark.

Tasks and Responsibilities (Across the TP Department)

General

- To support the projects and goals of the other members of the TP team where necessary and appropriate, working particularly closely with the Head of Participation.
- Uphold and embody the Young Vic's company policies, including but not limited to our Equal Opportunities policy, Dignity at Work policy and Health and Safety policy.
- To be an active and supportive member of the Young Vic staff team.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.
- Carry out any other duties that may arise to fulfil the main objectives of the post and the aims of the Young Vic

Person Specification

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Essential Skills / Experience

- Significant experience of working with young people aged between 8 and 25 years of age, both as a facilitator and in a management capacity
- Experience of managing programmes or working in partnership with schools and colleges
- At least three years' experience of project management in an arts setting
- Experience of working with theatre practitioners and artists
- Excellent communication skills in writing and in person
- Experience of project monitoring, evaluation and report writing
- Systematic approach to planning and problem solving
- Ability to prioritise work and to multi task
- Experience of financial procedures e.g. budgeting, petty cash, ordering

Desirable Skills / Experience

- Experience of making theatre at a professional level
- Experience of working in a producing theatre
- Understanding of current developments within the education sector
- Knowledge of contemporary theatre practice
- Flexibility and creativity
- The ability to work under pressure
- Attention to detail
- Fluent IT skills including knowledge of databases, Word for Windows, Excel, Outlook and email marketing platforms
- Knowledge of Lambeth and Southwark

Practical Points

- The programme of activities often requires evening and weekend work