

SHAKESPEARE NORTH PLAYHOUSE

JOB DESCRIPTION ASSISTANT PRODUCER FOR LEARNING AND ENGAGEMENT

About The Organisation

Shakespeare North Playhouse, 'Theatre Building of the year 2023' is a unique new arts venue, which opened in the summer of 2022. It presents a vibrant contemporary cultural and learning programme featuring home coproduced and visiting performances, as well as comedy, music, community work, hire and events and a range of education and training activities.

The Shakespeare North Trust (SNT) is the Charitable organisation which is the operator of Shakespeare North Playhouse. The Trust also has two wholly owned subsidiaries within the Group structure. The subsidiaries are limited companies.

Our Vision: "Inspired by Shakespeare. Bringing Joy: Together, we tell stories that feel like our own, that change the way we see the world - opening doors, inviting debate, inspiring a love of learning, and bringing joy to this place; Our Shakespeare North Playhouse."

Our Mission – The Big Goal: "We share world-class theatre, activities and conversations inspired by Shakespeare and relevant to all of us."

Our Promise: At Shakespeare North Playhouse we commit to being 'Bold and Brave'. It is a promise we make to each other internally as a team, to our visitors, patrons, and partners, and to all our artists and makers as we all come together to create a wonderful place.

Our Values and Behaviours: The organisational values define Shakespeare North Playhouse. They create a framework for the way in which the organisation wishes to achieve the vision and objectives. The team are firm in the belief that what is achieved is only half of the plan, as how success is attained is of equal importance. It is critical that there is a framework of how people will thrive together, as a team, with partners, visitors, and audience.

Innovative - Honest - Collaborative - Creative
Equal - Supportive – Accountable – Useful

The Role

Are you a person who makes things happen? Do you have experience in project management or a background of event planning and management? Are you interested in school and community projects? You could be our next Assistant Producer for Learning and Engagement.

The Assistant Producer for Learning and Engagement will provide administrative support to the Head of Engagement, and the wider Learning and Engagement Team. This is a career development role and an opportunity for the successful candidate to learn more about the arts education sector, gain valuable practical experience in the planning and delivery of arts and cultural events and make connections with other likeminded organisations and individuals.

They will work with the Head of Engagement and Learning team in the effective planning and delivery of the engagement and learning programme at Shakespeare North Playhouse.

They will report directly to the Head of Engagement for Shakespeare North Playhouse. They will also work closely with all teams across the organisation including Visitor Experience, Technical and Production, Producing, Marketing and Audience Development.

Place Of Work

The place of work will be Shakespeare North Playhouse in Prescot, Knowsley. Occasionally work will be required at alternative locations including partners with whom Shakespeare North co-produces.

Salary And Hours of Work

Shakespeare North's full-time employees work 40 hours normally over 5 days. Due to the nature of this role, however, and to meet the demands of the building, the post holder will need to be flexible in their approach to work. Evening and weekend work will be required. The salary will be £23,796 per annum. **This is a full-time, permanent contract.**

Main Duties:

- Book meetings on behalf of the Head of Engagement, as well as the Learning and Engagement team.
- Provide administrative assistance to the Head of Engagement.
- Oversee school bookings and freelance practitioners delivery schedules.
- Attend ops meetings.
- Complete admin for school bookings.
- Draft contracts and upload for signature using DocuSign.
- Create half-termly education newsletters.
- Maintain Yes Plan, the room booking software, used by Shakespeare North Playhouse.

- Maintain, update and communicate project information, schedules and minutes from meetings.
- Be the main point of contact for education providers and community engagement enquiries and ensure timely and useful responses.
- Book tickets for Education Providers and groups using Spektrix.
- Manage all welcome information for visiting schools and groups.
- Maintain and periodically update SNP's education partnership spreadsheet.
- Assist with the production of events and activities in theatre spaces for education providers and their students.
- Attend and minute when required departmental meetings and report back to the wider theatre team with action points and matters arising.
- Ensure Learning and Engagement databases are compiled and maintained in accordance with General Data Protection Regulation to protect personal data held and/or processed.
- Contribute to the Culture, Learning, Technical and Facilities team's news and updates weekly into SNP's Team Briefings.

Programming, Planning and Delivery

- Support the Head of Engagement with all aspects of producing SNP's Learning and Engagement programme.
- Lead on the key administration tasks across the programme, including preparing, issuing and circulating contracts for practitioners and creative teams as required, creation of contact sheets, schedules and other admin tasks.
- Support one-off learning and engagement events across the building.
- Ensure webpages are kept up to date with relevant and accurate information such as workshop offers and events by liaising with SNP's Communications Department.
- On occasion attend events and productions on behalf of Shakespeare North Playhouse and present feedback on this to Head of Engagement.

General

- Be familiar with and be personally responsible for acting within the equal opportunities policies of SNP.
- Be an active and supportive member of the SNP staff team.
- Be welcoming and provide excellent customer care to all visitors to SNP in all departments.
- When needed, undertake visiting company inductions to SNP in keeping with the building's Health and Safety policy.
- Actively keep up to date with the artistic programme.
- Actively develop and implement green policies and practices for the department.
- Maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of SNP.
- Actively engage with the arts and culture sector and be knowledgeable on activities happening across the Northwest and beyond.

Person Specification:

- Experience of working in a similar role in a relevant industry such as Theatre, a Visitor Attraction, Hospitality, Leisure, Heritage site, Museum or education provider is desirable but not essential.
- A positive, mature and professional attitude towards work with excellent verbal and interpersonal and good written communication skills.
- Experience in taking and distributing meeting minutes and materials.
- Experience of updating plans and reporting key information to frontline staff and/or artists.
- Excellent administrative skills.
- Experience of supporting events and of running minor events and guided tours.
- Ability to solve problems proactively in a fast and effective manner, working well under pressure.
- Good level of IT literacy.
- Strong administrative, organisational, time management and prioritisation abilities.
- Flexibility in relation to duties and working hours which may include evenings and weekends.
- A passion for the Arts industry.
- Resourceful, open minded, positive and solution focused.

How To Apply

If having reviewed the job description and information about Shakespeare North Playhouse you consider yourself to be a good fit for this role, please email a CV, a cover letter of application and completed equal opportunities form to recruitment@shakespearenorthplayhouse.co.uk

The cover letter of application should be of no more than 2 sides of A4 addressing how your experience matches the role description, why you are interested in the role and why you think your skills and experience would make you a good candidate. Alternatively, you may submit a video/audio file of no more than 10 minutes in length. You can do this via WeTransfer.

Diverse Representation

We encourage and welcome applications from people whose background and experience are under-represented in the cultural sector. We are committed to inclusive working practices and understand there may be barriers people face when considering an opportunity like this. If you are interested in applying for this role but feel there are things that may prevent you from getting involved, please get in touch and let us know how we can support you in making your application and throughout the selection process.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Once the process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personnel record. By submitting your application, you are giving your consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your

personnel record if you are the successful candidate. In submitting your application, we will assume that consent by you is given. We refer you to Shakespeare North's job applicant privacy notice which you should read before applying for this role.

If you have any questions or would like to have an informal conversation about the role before applying, please contact us via email at recruitment@shakespearenorthplayhouse.co.uk
This job description is intended as a guide to the duties expected of the post-holder. These duties may be reviewed from time to time to meet the needs of the business.

This job description is not contractual.

Role advertised	Tuesday 30 th April 2024
Questions and clarification	By Monday 20 th May
Submission deadline	Friday 24 th May
Candidates notified by	Friday 31 st May
Candidate interviews (times tbc)	Friday 7 th June
Selection and notification	Wednesday 12 th June
Role commences	Monday 15 th July (or before if possible)