January 2020

Dear Applicant,

Thank you for your interest in the post of **Learning and Participation Manager.**

Please find enclosed:

1. Job Description and Person Specification
2. About Theatre Royal Stratford East
3. Application Form

Completed applications are to be returned by **Monday 27 January 2020**

First round Interviews will be held on: **Monday 3 February 2020**

Second round interviews will be held on: **Thursday 6 February 2020**

To apply for this position, please return your completed application form and monitoring form to recruitment@stratfordeast.com

You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre’s policies, current programme and past history.

I hope that you will be interested in applying for the post

With best wishes,

Eleanor Lang

Executive Director

**Due to high volumes of applications, we are unable to contact you if you have not been shortlisted.**

**Job Description**

**Job Title: Learning & Participation Manager**

**Reporting to: Head of Learning and Participation**

**Responsible for: Learning & Participation Coordinator, freelancers**

**Main purpose and scope of the role**

The Learning and Participation Programme at Stratford East will focus on talent development in people of all ages, taking inspiration from the work of our artistic programme. The department will provide Creative opportunities for people of all ages to participate in; from those who want to develop their creativity for enjoyment to those who wish to make a career of it.

The L&P Manager will join the department at an exciting point in its development. Working closely with the Head of L&P, the L&P Manger will help design and manage a series of key projects to advance the departments strategy and oversee their delivery to the highest standard.

**Duties and Responsibilities**

**Management and planning**

* Work with the Head of L&P to develop an inspiring and eclectic L&P programme that reflects the TRSE’s repertoire and desire to focus on talent development of people of all ages
* To implement new L&P Programmes, putting robust processes in place to ensure projects are delivered to the highest standard within budget and working to agreed KPIs
* Manage the delivery of existing programmes, ensuring projects are delivered to the highest standard and working to agreed KPIs
* Manage the L&P Coordinator setting objectives, monitoring performance and providing support and guidance
* Work closely with artists, creative teams, production and technical departments to create content for workshops, course and projects

**Delivery**

* To ensure effective management, documentation and evaluation of the L&P programmes, including setting objectives and targets, managing and projecting finances and budgets and contributing to the Departments strategy for research and development
* To work with the Head of L&P and colleagues across TRSE to identify an exciting and diverse range of artists, creatives and academics to contribute to the L&P Programme
* In collaboration with the Head of L&P further develop community and school networks and build strong partnerships to ensure the participation of a diverse group of groups and individuals
* With the Head of L&P develop and maintain strategic partnerships with the education and training sector and with other theatres and arts organisations
* Work closely with the Head of L&P to contribute to the development of progression routes for young people involved with the L&P programme
* Work closely with the Head of Marketing and Sales to ensure effective communication of the programme to audiences, participants, schools and partners
* Ensure risk assessments are in place for all projects, and that effective safeguarding is in place
* Ensure effective documentation and evaluation of all projects Is this a repeat of point one in delivery

**Other**

* To play an active role in fundraising, developing project proposals and overseeing reporting and evaluation of projects to funders
* To collaborate with the Marketing team on audience development strategies for young people and local participants
* To maintain up to date knowledge of the L&P sector, as well as key developments in secondary, further and higher education
* As a member of the L&P team, contribute to an open, creative and collaborative culture
* To deputise for the Head of L&P when required

**General**

* To represent the theatre at some events, conferences and meetings etc
* To maximise income and minimize expenditure wherever possible, without jeopardising the quality of the work or the reputation of TRSE
* To work with the Agent for Change on all elements of the L&P Department’s work
* To be familiar with and abide by all TRSE Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
* To undertake any other duties as appropriate to the post

**Personal Specification**

**Personal attributes**

* Ability to work under pressure in a busy environment and to take a hands-on approach when necessary to get the job done
* Willingness to work flexibly, including evening and weekend working
* A passion for theatre education and the opportunities it offers to participants and partners
* Demonstrable alignment with Theatre Royal Stratford East’s core culture and values and the understanding of working in a culturally diverse environment

**Skills and Experience**

* Extensive experience of developing and delivering high-quality creative learning and participation projects and programmes in the performing arts sector, including producing programmes from a standing start.
* Excellentcommunication skills across a variety of platforms including the ability to use digital technology and social media to communicate with participants
* Strong interpersonal skills and the ability to build relationships with a wide range of partners, individuals and groups
* Demonstrably strong project management and administration and organisational skills with the ability to set and manage budgets and work to deadlines.
* Experience of managing employees and freelancers with the ability to guide, support and develop, leading by example and setting the highest standards of excellence
* Experience of working in partnership with schools, colleges and the Higher Education Sector
* Experience of working in partnership with community organisations/or work with harder to reach groups of young people and adults

**Knowledge**

* Knowledge of a range of theatre practice including technical theatre
* Knowledge of a diverse range of artists and practitioners including those working within a participatory context
* Good working knowledge of safeguarding procedures and best practice
* Knowledge of schools and the current education and cultural context including Arts Mark and Arts Award

**Contract type:** Full time and permanent.

**Salary: Salary:** £28,000

**Holidays:** 22 days per annum plus bank holidays pro rata. This will increase by 1 day for each full holiday year of service completed to a maximum total of 25 days pro rata.

**Probation:** 6 months

**TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities**

**About Theatre Royal Stratford East**

Since 1884, Theatre Royal Stratford East, the historic producing house in the heart of London’s East End has spearheaded diverse work, and championed often marginalised stories on its stage.

From 1953 – 1979 the theatre was the home of Joan Littlewood’s legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as Oh, What a Lovely War! and A Taste of Honey.

Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo to name but a few.

Under Nadia Fall’s Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work.

Situated in the heart of the East End community, we run an engaging Learning and Participation programme and are accessible and open to all.