



## Education and Youth Engagement Officer

**Job title:** Education and Youth Engagement Officer

**Salary:** £18,500 pa, pro rata at £11,100 pa

**Contract:** 21 hours per week. Fixed term position, currently to 31<sup>st</sup> March 2021

**Location:** Dumfries

**Reporting to:** Theatre Director

The Education and Youth Engagement Officer will be responsible for the management and development of Theatre Royal Dumfries' commitment to working with young people. Working to The Guild of Players' strategic plan, the successful candidate will be responsible for building relationships with colleges and universities, community groups and schools alongside delivering education outreach activities to help improve the learning opportunities provided by the theatre. The successful candidate will also be responsible for the organisation of The Guild of Players Youth Theatre, delivering workshops and contributing to productions.

### Introduction

Built in 1792, Theatre Royal Dumfries is the oldest working theatre in Scotland. Within its walls are 220 years of social, literary and dramatic heritage, woven together to create an historic legacy both for Dumfries and the whole of Scotland. Since 1960, the theatre has been owned and managed by The Guild of Players. A major refurbishment in 2015 has allowed the theatre to considerably expand its community and education programme. This post is one of seven paid positions by The Guild of Players.

### Key responsibilities

- Developing and implementing a youth arts strategy and action plan across the region, encouraging and expanding the youth arts on offer at the theatre ensuring its reach and accessibility
- Planning, organising and delivering participatory activities for children and young people
- Building networks with community groups, local authority schools and education bodies
- Leading the education outreach activities to schools and other groups
- Organising The Guild of Players Youth Theatre, delivering weekly workshops in term time, ad hoc holiday workshops and producing several productions per year
- Managing the programme for student and volunteer placements, creating pathways to further education and employment
- Supporting trainees and staff with the joint Dumfries Arts Award programmes when applicable
- Monitoring and reviewing service delivery and evaluating the impact of youth arts activity against the strategic plan

- Supporting youth audience development and encouraging inclusive participation in conjunction with the Marketing & Communications Officer and heritage projects
- Contributing to budgets and complying with financial controls
- Contributing information for grant applications, financial reports and budgets to funders and stakeholders and The Guild of Players council and board meetings
- Applying health and safety legislation and policy knowledge (including writing risk assessments for events)
- Keeping up to date with legislation and best practice applicable to working with children and young people, including those with additional support needs
- Sharing routine admin tasks – e.g. answering phone calls for colleagues
- Undertaking Duty Manager responsibilities if required including acting as duty Fire Marshall
- Undertaking any other duties as reasonably required

### **Essential skills and experience**

- Demonstrable experience in a relevant field
- Degree, teaching certificate or suitable drama qualification
- Direct relevant experience of working with children, young people and other groups to deliver activities, workshops and outreach sessions
- Excellent communication and presentation skills: clear, effective and engaging in spoken communication
- Good interpersonal skills
- Ability and experience of leading and working as part of a team
- Ability to work independently, be proactive, prioritise and work effectively
- High standard of written English, able to state a case clearly, logically and concisely
- Good standard of numeracy and financial awareness
- IT skills including Microsoft Word and Excel and ability to deliver sessions remotely if required

### **Desirable skills and experience**

- Experience of volunteer run organisations
- Community engagement work
- Web content management and social media skills
- Experience of working with children and young people who have additional support needs, as workshop leader and/or mentor

### **General information**

The post will involve some weekend and regular weekly evening working with The Guild of Players Youth Theatre. Additional hours will be required during busy periods and can be redeemed as time off in lieu.

A Disclosure Scotland and Protecting Vulnerable Groups check will be completed for the successful applicant before commencing work.

For an application pack email [admin@theatroyaldumfries.co.uk](mailto:admin@theatroyaldumfries.co.uk)

**Closing date: Saturday 28<sup>th</sup> November 2020 at 5pm**  
**Interviews to be held w/c Monday 30<sup>th</sup> November 2020**