**Creative Engagement Assistant**

**Reports to:** Heritage Engagement Manager

**Direct Reports:** None

**PURPOSE OF THE ROLE**

The Creative Engagement Assistant will be part of Capital Theatre’s Creative Engagement Department. This is a new paid placement, offered for a fixed term period of four days per week across 12 months. The post is made possible through funding from the National Lottery Heritage Fund with the aim of creating entry level opportunities for people who are currently under-represented in arts and heritage organisations.

You will assist the Creative Engagement Team to deliver a Heritage Engagement Programme inspired by the re-development of the King’s Theatre, that:

* + responds to the needs and interests of individuals and groups
  + stimulates creativity and skills development
  + builds relationships and fosters future engagement with the King’s Theatre

We are aiming to reach out to new audiences including people with no prior experience at the King’s Theatre or Capital Theatres. Our target audiences are young people, families, students and older people in the Tollcross area, and we are particularly keen to engage with the people living with disabilities, people from ethnic minority communities and people from lower-income households. Our Team goal is to develop a programme of activities for schools which is cohesive across all three venues at Capital Theatres.

**Our Vision:**

To share extraordinary live experiences with everyone, again and again

**Our Mission:**

We build a sense of belonging across our three theatres in Edinburgh, enriching the lives of those around us through the strength of our creative programmes and partnerships

**Our Values:**

**We care:** We take a people-centred approach We go above and beyond so everyone feels welcome. We are thoughtful, respectful and sincere

**We share:** We are collaborative, transparent and inclusive. We truly listen and respond. We are committed to widening access

**We dare:** We rise to any and every challenge. We are ambitious in outlook. We are courageous

**Together we deliver:** We have a ‘can do’ attitude and take pride in our professionalism. When we collaborate, there is unmistakable energy. We are trusted to deliver a quality experience every time.

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the audiences, visitors and communities we serve in the City of Edinburgh and beyond. All employees are internal and external advocates of the organisation and expected to always uphold our values.

**SKILLS WILL YOU GAIN IN THIS ROLE**

This role is geared towards early career professionals. We welcome candidates who are enthusiastic about the theatre, heritage, and community engagement particularly as it is geared towards young people. This role will help you further your career development by providing training and experience in the following:

* Co-creating, organising, and delivering public facing events
* Training to work with heritage materials (i.e.: conservation training, Oral History training, transcription, and acquisition and donation procedures for the People’s Archive)
* Public speaking
* Theatre office administration and programming
* Microsoft Office, SharePoint, and Excel training
* PVG registration and best practice working in line with Scotland’s Curriculum for Excellence
* Dementia Scotland Training
* Teamwork as part of the Creative Engagement Team for Scotland’s largest theatre charity

**MAIN DUTIES AND RESPONSIBILITIES**

The post-holder will support the Creative Engagement department and will work across a range of activities and programmes to further the development of the Heritage Engagement Programme. Throughout the year’s engagement there will be opportunities for the post-holder to develop and apply skills and learning in arts administration in general and community engagement work in particular. The role will include taking responsibility for some aspects of:

* Planning creative projects
* Project co-ordination and administration
* Connecting with community groups and individuals
* Event management and delivery
* Engaging with schools and young people through creative workshops and events

The work-plan will support the development of heritage engagement projects across some or all of the following work strands:

**Heritage Community Programme**

Assisting the Heritage Engagement Coordinator to engage with schools and young people to develop a series of heritage workshops using archival resources. Co-design and organise a range of King’s Theatre Heritage engagement activities for students interested in working in theatre.

**The People’s Archive**

Help the Heritage Engagement Manager and the Heritage Engagement Coordinator create a series of online activities for schools across a range of ages across primary and secondary pupils. Co-create, deliver, and report on creative workshops and activities using the People’s Archive as inspiration.

**Daytime programme**

Assisting the Heritage Engagement Coordinator and the Creative Engagement Coordinator to manage a programme of public events at the Festival Theatre for audiences across a range of Capital Theatre programmes. This will include assisting the Creative Engagement Team in delivering schools workshops, talks, tours, and activities across both the King’s and Festival Theatre. The majority of workshops will be hosted at the Festival Theatre while the King’s is under renovation. Additionally, office-based work will take place at the Festival Theatre.

**Volunteers**

Work with the Creative Engagement Team to ensure all delivery volunteers are confident in their abilities and help evaluate volunteer experience working with the team.

The workplan will be reviewed regularly with the Head of Creative Engagement to ensure it remains relevant and productive for both parties.

**PERSON SPECIFICATION**

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| **Essential Experience** | **Desirable Experience** | |
| * Proven interest in the role of the performing arts to stimulate creativity, health and wellbeing * Good written communication skills * Confidence to speak with and engage a wide range of people in a variety of community situations * Good organisational and administrative skills * Highers or equivalent qualification | * Some experience of performing, organising or participating in arts or cultural activities * An interest in history and heritage as a stimulus for creative engagement * An interest in volunteering and enabling people to develop skills and experience through participation in creative projects * Knowledge of Edinburgh and its communities * Experience working with young people |
| **Essential Skills and Abilities** | | |
| * Reliability and good time-keeping skills * Creativity and flexibility * Ability to take initiative and to work well under pressure, being responsible for managing a busy workload independently * Ability to work well with colleagues and to contribute as an active team member * A commitment to continued learning and skills development towards a career in arts administration or volunteer management * Proficient in Microsoft Office | | |
| **Knowledge, Attitude and Behaviours** | | |
| * A significant interest in, and appreciation of, the activities of Capital Theatres and the performing arts in general * Energy and enthusiasm * A sophisticated and diplomatic approach * Willingness to work in a flexible manner, including evening and weekend duties when required * Absolute commitment to equality, inclusion and diversity * Knowledge of the Scottish Curriculum for Excellence with a willingness to be PVG registered | | |
| **Backgrounds & Personal Experiences** | | |
| * We welcome applicants from all backgrounds and are working to become a more diverse and inclusive organisation. We are particularly interested to hear from applicants with either personal or professional experience with underrepresented communities. We are committed to finding the best candidate for the role, and we encourage you to share your lived experiences as part of this application. | | |

**Creative Engagement Assistant**

**Main Terms and Conditions of Employment**

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|  | **Category** | **Term** |
| 1 | Tenure | Fixed term contract for 1 year, dates tbc |
| 2 | Reporting to | Heritage Engagement Manager |
| 3 | Salary | £20,475 pro rata (4 days per week) |
| 4 | Hours | 144 hours per month. No overtime is payable but time off in lieu for excess working hours may be agreed with the line manager as appropriate. There will be evening, and weekend hours required |
| 5 | Annual Leave | 35 days per annum (inclusive of all statutory Scottish bank holidays including Christmas Day and New Years Day.  Holiday year runs from 1 April – 31 March. You are entitled to 28 days paid holiday each year. Two days of leave are fixed and must be taken to cover Christmas Day and New Years Day. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro-rata basis. |
| 6 | Notice Period | One month |
| 7 | Pension | The Company operates an auto-enrolment pension scheme with 8% employer contribution and 4% employee contribution  Option to increase through additional voluntary contributions |
| 8 | Place of Work | Mainly at the Festival & Kings Theatres, Edinburgh; post will require some local and national travel and home working |
| 9 | Additional Benefits | The Theatres offer a number of discretionary benefits including:   * Life assurance cover of 3x salary * Free and/or discounted tickets for performances (subject to availability) and Complimentary Friends Membership * 20% discount in the Festival Theatre Café |
| **All other terms and conditions of employment are as detailed in the Staff Handbook** | | |