



# Education Manager

## Job Description

The role of the Education Manager shall be to facilitate, administrate, develop and evaluate the education provision offered by Guildford Shakespeare Company, in schools, weekly drama club classes, holiday workshops, outreach and other bespoke projects, in conjunction with the Head of Development for Education and Outreach.

The Education and Outreach Operations Manager shall source, train, support, manage, administer and evaluate any full-time or freelance teachers and facilitators that work for GSC.

**Responsible to:** Joint Executive & Artistic Producers; Board of Trustees

**Responsible for:** Facilitators full-time and freelance

## Specific Responsibilities

### In-School Provision

- To create, facilitate, write and develop school workshops and manage the freelance facilitation team. The writing of new workshops maybe shared with the Head of Development for Education and Outreach.
- To assist with the maintenance and up-keep of all teacher/school contact records
- To research and keep up to date with all changes in curriculum
- To keep up to date with best practice when working with young and/or vulnerable participants
- To maintain and increase attendance at clubs and classes, and to liaise with the Head of Development with regards to publicity
- To assist with the promotion of the main house programme to schools
- To be familiar with and adhere to the GSC style of workshop delivery

### In-House Provision

- To programme, deliver, administrate and manage the teachers of our existing clubs. These include=primary schools, GSC Saturdays; Holiday Clubs.
- To be cover for existing Sprites clubs, and potential facilitator for additional clubs that may get added over time
- To cover, mentor and support the facilitation of the Young Company
- To teach, and organise additional teachers for Trinity pupils.
- To lead our adult provision The Bard's Not That Hard.
- To lead and guide script cutting and lesson planning for all clubs and classes
- Create lesson plans
- To administer and keep detailed records of registers and club attendance

- To pass on all salient information to teachers, facilitators and practitioners about children or adults with special needs
- To look after the safeguarding of all club attendees.
- To assist with the chasing of payments, and to ensure that all attendees are up to date with their subs and fees
- To keep up to date with competition of other clubs and theatres
- To liaise with schools, venues and premises used for this provision
- To assist with the development of new clubs and classes.
- To be familiar with and adhere to the GSC style of delivery

## General Responsibilities

- To facilitate, and administrate the educational provision GSC offers both to schools and colleges, and the local community
- End of term debrief and evaluations
- To liaise with and manage workshop leaders, practitioners and assistants as appropriate
- To promote GSC as a valuable resource to all areas of the community, both locally and regionally
- To create and develop close relations with schools, training and education partners and community groups
- To represent GSC at conferences and industry events as appropriate
- To help with the administration of the Education programme
- To administrate, organise and keep up to date records of membership renewals and collation of registers and consent forms
- To assist with the monitoring and evaluation of activity
- To assist with all Education publicity, including all online and print marketing.
- To undertake DBS checks of volunteers and facilitators
- To work evenings and weekends as required
- To support the Outreach Manager and Outreach Department, when necessary.
- To attend read-throughs, rehearsals (as required), previews and press nights of the main house programme
- To always act in the best interest of GSC
- To carry our other general duties as required

The post holder will be required to undertake an Enhanced DBS check.

Updated 24/03/21