

## Job Description

The role of the Creative Learning Producer shall be to ensure the facilitation, administration, development and evaluation of the education and outreach provision offered by Guildford Shakespeare Company, in schools and as part of our Brave New World programme, workshops and other bespoke projects.

Creative Learning Producer will support and consult with the Education & Outreach Operations Manager.

Creative Learning Producer will administrate, budget, create, publicise and fundraise for the education and outreach provision of the company, ensuring a consistent and competitive level of delivery, provision, innovation and creativity.

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

## Specific Responsibilities

### Education and Outreach Development

- The creation of new projects and the continuation and development of current projects in consultation with the JEAPs and the Education and Outreach Operations Manager
- Liaison with existing partners
- Developing, managing and obtaining sponsors, partners, funders.
- Contracting, casting and staffing of touring productions and outreach projects.
- To create, write/adapt and deliver scripts for TIE projects (or to work with the freelance directors/writers on these scripts)
- Management of budgets for these projects.
- Deliver and create all publicity for these projects
- Find participants where appropriate.
- Invite funders to outreach events.

### Brave New World

- To ensure the continual running of our outreach projects by securing funding, liaising with partners, venues and facilitators and all of the above-named measures. This projects currently include:
  - Spirit of Youth (Intergenerational Project)
  - In Our Stars (Young Carers)
  - Play On! (Well being project for Teenagers)
  - With My Eyes (Family Mental Health Drama Therapy courses)

- A Time For All Things (Residencies in two local Primary Schools)
- Speak the Speech (Residency in local Secondary School)
- Delight Tour to Primary Schools
- The Play's The Thing Tour to Secondary Schools
- Together/Play On! Holiday clubs

## **In-Schools Provision**

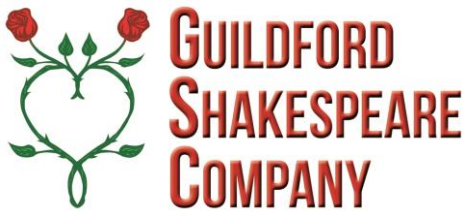
- To maintain and keep up to date all teacher/school contact records
- To research and keep up to date with all changes in curriculum
- To create programmes of work to complement the curriculum
- To expand and develop our work in schools and colleges
- To actively sell workshops to schools
- To support the Education and Outreach Operations Manager in the creation of workshops in schools
- To actively promote the main shows to schools
- To be familiar with and adhere to the GSC style of workshop delivery

## **In-House Provision**

- To research and keep up to date with competition of other clubs and theatres
- To initiate and develop new clubs and classes, expanding the reach of the services GSC provides
- To be familiar with and adhere to the GSC style of delivery
- Chasing payments
- To initiate and develop new clubs and classes, expanding the reach of the services GSC provides

## **General Responsibilities**

- To work with the Education Manager to create, develop, programme, manage and administrate the educational and outreach provision GSC offers both to schools and colleges, and the local community, and where necessary facilitate.
- To manage, adhere to and administrate the budgets for the Education department, including annual and project related budgets.
- To ensure the Education & Outreach section of the website is kept up to date through liaising with the relevant producers, and to administrate the website working closely with GSC marketing
- To create and deliver all press releases, publicity, listings and programme material relating to education and outreach
- To promote GSC as a valuable resource to all areas of the community, both locally and regionally



## Creative Learning Producer

- To create and develop close relations with schools, training and education partners and community groups
- To research, initiate and manage projects aimed at enhancing the appreciation of GSC and theatre in general
- To promote GSC's work through outreach workshops, especially to those who would not normally come to theatre
- To monitor and evaluate activity, and produce reports as appropriate
- To maintain, update and create procedures and policies
- To be Deputy Safeguarding Officer
- To monitor, support and evaluate the delivery and success of all projects and programmes provided and run by GSC.
- To work evenings and weekends as required
- To attend read-throughs, previews and press nights (as required)
- To attend GSC Trustee Meetings and provide updates on Education & Outreach activities
- To lead workshops, talks and events and represent GSC at conferences and industry events as appropriate
- To always act always 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: 5 October 2021