



EDUCATION MANAGER

Job Description & Person Specification

COMPANY OVERVIEW

“Inventive, entrepreneurial. Bravo.”

(Daily Telegraph, 2024)

Founded by Sarah Gobran and Matt Pinches in 2006, the award-winning Guildford Shakespeare Company celebrates its 20th Anniversary in 2026. Now one of the UK’s leading independent theatre companies, GSC is acclaimed for its imaginative use of spaces and ambitious immersive productions, from adventures across Surrey’s many heritage sites to staging a murder mystery aboard a real Boeing 747.

Alongside its artistic work, the Creative Learning Department creates and delivers over 29,000 engagement opportunities each year, with more than 21,000 funded-to-access for communities facing barriers to the arts, including young carers, people living with poor mental health, older adults, and pupils in less advantaged schools. 2025 saw the launch of their pioneering knife crime awareness programme, *Put Up Your Swords*.

Its work has been recognised internationally, with the Company receiving a New York Drama Desk nomination in 2025/26 and winning at the London Fringe Awards 2025/26.

GSC is based in Guildford, Surrey, 35 miles from Central London, at the foot of the Surrey Hills. Our office and rehearsal rooms are in the beautiful Stoke Park.





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POSITION OVERVIEW: EDUCATION MANAGER

The Education Manager is a key position in our core team in Guildford, playing a pivotal part in ensuring we continue to inspire, engage and educate the widest possible community of participants.

In this busy role you will work alongside the rest of the Creative Learning Department to plan, develop, execute and evaluate GSC's in-house participation activity. You'll also contribute to organisation-wide initiatives of promoting inclusion and diversity. The Education Manager work with freelancers and partner organisations to ensure activity is well planned, inclusive and impactful.

The successful candidate will have excellent organisation and administrative skills, alongside a dynamic teaching manner to ignite the imaginations of participants of all ages.

You'll be part of a small, hard-working team, within an ever-growing and developing theatre company, meaning there is great potential for future growth.

Responsible to:	Joint Executive & Artistic Producers; Board of Trustees
Responsible for:	Facilitators, full-time and freelance
Location:	Guildford Shakespeare Company, Astolat Pavilion, Lido Road, Guildford, GU1 1FH (onsite parking; 15 mins walk to mainline station)
Salary	£29,000 to £31,000 depending on experience
Terms:	Full-time, permanent (40hrs per week); 29 days holiday (inclusive of 8 public holidays)

Specific Responsibilities

In-House Provision

- To programme and manage GSC's existing in-house provision of clubs and classes.
- To administer all participant bookings and registers, including access requests.
- To practically lead the in-house provision of clubs and classes.
- To act as cover facilitator for both in-house and outreach provision, where necessary.
- To administer, direct and produce GSC's Young Company and its performances.
- To lead our adult provision The Bard's Not That Hard.
- To manage and steer the Youth Advisory Board.
- To share in advance all programming, schedules with the rest of the GSC team.
- To ensure Marketing and Box Office have all associated details (venues, fees) in a timely manner to enable effective sales and promotion.
- To contract, train, support, and guide facilitators (new and existing), ensuring a GSC standard and style of work, including visiting classes and performances, checking lesson plans.
- To lead and guide script cutting and lesson planning.
- To pass on all salient information to facilitators, teachers and practitioners about children or adults with special requirements.
- To look after the safeguarding of all attendees.



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- To ensure that all attendees are up to date with their subs and fees, and chase payments where necessary.
- To be responsible for organising transportation for students who may require assistance.
- To liaise with external venues that are used.
- To keep up to date with competition from other providers.
- To engage pro-actively with the development of new clubs and classes.
- To be familiar with and adhere to the GSC style of delivery.

Education Events

- Where appropriate, to lead on producing ad hoc education projects, including venue liaison, script creation, directing, budgeting, photography, evaluating, invoicing, contracting staff (facilitators and stage management). E.g. this could include our regular summer project with West Horsley place.

In-School Provision

- Where required, to support and collaborate with the Learning and Development Co-ordinator and Creative Learning Producer on school workshops, including creation, facilitation and development.

Outreach Provision

- Where required, to support and collaborate with the work of the Outreach Department.

General Responsibilities

Safeguarding

- To undertake DBS checks of volunteers and facilitators
- To be Deputy Safeguarding Officer
- To ensure all necessary permissions/consents are obtained when photography/filming is planned
- To keep a personal up to date Enhanced DBS certificate

Health & Safety

- To ensure personal Emergency First Aid training is up to date
- To risk assess all education programmes of work and ensure risk assessments are kept up to date
- To ensure all classes/venues have an up to date First Aid Kit available

Administration & Reporting

- To assist with monitoring and evaluation of all provision, including end of term debriefs.
- To keep detailed budgets and financial records for the Education Department and to ensure that the Creative Learning Producer has all necessary information to create annual financial report.
- To administrate, organise and keep up to date records of subscriptions and renewals, and collation of registers and consent forms.
- To liaise with and manage workshop leaders, practitioners and assistants as appropriate.



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Collaboration & Promotion

- 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 arrange, in liaison with Marketing, photography of activities.
- To ensure the Education section of the website is kept up to date through liaising with Marketing.
- To assist with all Education publicity, including all online and print marketing.

Other Duties

- To work evenings and weekends as required.
- To be proactive in personal CPD.
- To support the Creative Learning Producer and Outreach Department, when necessary.
- To attend read-throughs, rehearsals (as required), previews and press nights of the main house programme.
- To carry out other general duties as required.
- To work effectively as part of the core GSC Team and make a positive contribution to the theatre company as a whole and its charitable objectives.
- Adhere to all GSC policies.
- To always act in the best interest of GSC.

PERSON SPECIFICATION

This role needs an ambitious all-rounder. Our ideal candidate will already have experience of working in a creative learning environment, leading participation programmes and creating schemes of work.

The post-holder will work alongside the other members of the Creative Learning Department to develop the existing portfolio of clubs and classes, whilst seeking new opportunities to grow this offering.

They will manage, monitor and plan all of GSC's subscription-based participation activities, whilst also creating the content to be delivered. They will facilitate these clubs and classes alongside other freelance facilitators.

Our ideal candidate will be creative and inventive. Enjoy the busy nature of running multiple projects at the same time, whilst planning for the future. Calm and good-humoured under pressure, a quick worker and an initiative-taker willing to ask for advice.

This role will also contribute to organisation-wide initiatives including audience development and supporting other programmes in the Creative Learning Department if required.

You will enjoy a supportive, non-corporate working environment; joining a small, hard-working team that thrives on the difference theatre engagement can make to a community.



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Essential Skills:

- Demonstrable experience and understanding of theatre practice (performance, directing, devising, or production processes).
- Experience designing, delivering and evaluating creative education programmes for diverse age groups, including workshops, residencies, youth theatres, and school partnerships
- Experience in editing/adapting texts.
- Strong facilitation skills in classroom and community settings.
- Excellent organisational skills including project, time and team management.
- Ability to manage multiple projects and deadlines simultaneously.
- Budget management and financial oversight experience.
- Safeguarding knowledge and experience implementing child protection policies.
- Commitment to equality, diversity, and inclusion in arts participation.
- Perceptive and compassionate interpersonal skills, and confidence talking/presenting to funders, partners, teachers, facilitators and parents.
- A working knowledge of Shakespeare's plays and their context.
- A passion for creating and delivering an ambitious range of diverse cultural opportunities.
- An appreciation of the need to promote an inclusive culture.
- Outstanding, clear written English, and attention to detail.

Desirable Skills:

- An awareness of the demands of the current national curriculum.
- Confidence in networking and developing strategic partnerships.
- Strategic thinking aligned with organisational mission and audience development.
- Experience working with underrepresented or marginalised communities.
- Experience of hiring practitioners.
- Experience contributing to funding applications and reporting to funders.
- Data collection, analysis, and reporting skills.
- Strong IT skills.
- Experience embedding evaluation and impact measurement tools.

Please note, this role requires a willingness to work outside of regular 'Office hours'.

HOW TO APPLY

Send your application to Sarah Gobran, sarah@guildford-shakespeare-company.co.uk including **Education Manager** in the subject line.

Please apply in writing with the following information:

- An up-to-date CV highlighting relevant experience, not more than 2 sides of A4.
- Covering letter setting out how your skills and experience meet the person specification.



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- Names and contact details of two referees.
- Email applications to Sarah Gobran sarah@guildford-shakespeare-company.co.uk

We encourage applications from global majority, disabled, neurodiverse and LGBTQIA+ candidates. If you have specific access requirements and would like to submit your application through an alternative means, such as video or audio file, you're welcome to do so.

KEY DATES

Applications close: **Wednesday 30th September, 5pm.**

Interviews: **w/c 5th October, in Guildford**

Start date: **Immediate, or as soon as the successful candidate is available.**

Guildford Shakespeare Company Trust is an equal opportunities employer, and registered charity, no. 1139526

Updated 3rd September, 2026