



## Job Description

### Schools Creative Coordinator

Learning and Engagement is central to the work of Perth Theatre and Concert Hall. We run a range of theatre and music projects both in our venues and in partnership with organisations across Perth and Kinross. As we exit the COVID-19 crisis, we are re-imagining our programme of work with our local communities, ensuring their needs and creativity are at the heart of what we do.

The Schools Creative Coordinator will be an integral member of our Learning and Engagement team, as we develop and deliver activities that are responsive, collaborative and beneficial to our local communities.

We are looking to develop the programme of work we offer to nurseries, primary schools and secondary schools and are interested in creating opportunities for children and young people to have access to high quality creative experiences, and to support schools to embed creativity into their work.

The Schools Creative Coordinator will lead our programme of workshops and activities for nurseries and schools. You will focus on providing a range of high quality opportunities for children and young people to experience live events and to actively participate in theatre and music. You will be the main point of contact for nurseries and schools and will work towards forging long-term relationships with nurseries and schools, supporting their work and reducing barriers that prevent children and young people being able to access arts provisions. You will be involved in the planning, producing, and evaluation of these projects, and will support artists delivering this work.

These activities will take place in nurseries and schools across Perth and Kinross, as well as at Perth Theatre and Perth Concert Hall.

You may be a producer with experience of working with schools, a teacher with a passion for seeing more arts engagement in schools, or an artist with experience of working on schools projects. We are flexible with how this role is approached, and there will be opportunities to facilitate workshops as well as oversee projects should that be a good fit for the successful candidate.

### Organisational relationships

**Line Manager:** Associate Director, Learning & Engagement

**Key Relationships:** Outreach Producer, Participation Producer.

### Location

You will be based at both Perth Theatre and Perth Concert Hall, and will be required to undertake projects off site across Perth and Kinross when necessary.

### Job Specification

You will:

- Coordinate Perth Theatre and Perth Concert Hall's programme of activity of schools and nurseries across Perth and Kinross;
- Work closely with the Associate Director and Learning and Engagement team to develop the creative vision for our schools and nurseries programmes;
- Create activities, projects and events that are community-focused, beneficial to children and young people, responsive to the needs, ambitions and assets of local communities, are well organised and delivered to high production values;
- Carry out all administration relating to the above activity, including maintaining detailed records of projects such as budgets and contact databases, collating workshop reports and audience and participant feedback, communicating with schools and participants, contracting freelance practitioners, and evaluating projects;
- Coordinate and support freelance creative practitioners working on projects;
- Be the main point of contact for schools and nurseries across Perth and Kinross;
- Attend appropriate training sessions to develop skills and ensure best practice;
- Implement effective monitoring and evaluation of all projects and activities;
- Support the delivery of the wider Learning & Engagement programme;
- There is the possibility of facilitating workshops and projects, should this suit the experience and expertise of the successful candidate.

This job description is not exhaustive, and the post-holder will also be required to carry out any other reasonable duties.

## Person Specification

The Schools Creative Coordinator role is designed for anyone with experience of and a passion for delivering drama and music projects with schools.

### Essential

- Ability to demonstrate a track record of delivering drama and/or music projects in schools.
- Ability to demonstrate a passion and commitment to high quality community engagement practice.
- Ability to work as part of a team and collaborate with artists.
- Knowledge of the Curriculum for Excellence.
- Ability to build effective working relationships.
- Good organisational and admin skills.
- Commitment to professional self-development.
- Good time management.

### Desirable Criteria

- Knowledge of Perth and Kinross.
- Clean driving license.
- First aid qualification.

## Salary



£13,800 pro rata (£23,000 per annum).

Evening and weekend work are a requirement of the post and no infringement payments will be made.

### **Hours of Work**

Part-time: 22.5 hrs per week. The year runs from 1<sup>st</sup> April – 31<sup>st</sup> March.

The contract will be for annualised hours. It may be that the successful candidate wishes to work more hours during term time, and fewer hours during school holidays.

To apply for this position, please send the following to [engagement@horsecross.co.uk](mailto:engagement@horsecross.co.uk):

- A **CV** (you may want to include details of any work you've undertaken, work experience, volunteering, experience from college or university, or the amateur sector, or anything else that you think is relevant and you'd like to tell us about)
- A **completed application form**

We will be holding a Zoom Webinar on Tuesday 26 October 1-2pm. At this event we will share further information about our work, this role, and another role we are currently recruiting for (Participation Producer). There will be an opportunity to ask questions in advance or during the event, and a recording of the event will be available afterwards.

If you have any questions, or would like to sign up to the Webinar please email [engagement@horsecross.co.uk](mailto:engagement@horsecross.co.uk)

**Closing Date: Friday 5 November, 5pm**

**Interviews: Tuesday 23 November**