****

Thank you for your interest in the post of **Learning & Engagement Officer: Education**. You will find enclosed the following information:

* Job description, person specification;
* Application form and equal opportunities monitoring form;
* Current season brochure;
* Current studio season brochure
* Structure of the organisation
* Further information about the new theatre

Please send the completed application form via email to:

recruitment@coliseum.org.uk

Or by post to: Recruitment, Oldham Coliseum Theatre, Fairbottom Street, Oldham, OL1 3SW

If you would like to discuss any of this information, request a printed version, a large print application pack or request for your application to be scribed, please don’t hesitate to get in touch on: 0161 624 1731 or recruitment@coliseum.org.uk

Oldham Coliseum Theatre is an equal opportunities employer, dedicated to providing an inclusive and accessible experience for everyone who engages with the theatre. We are Investors in People accredited and Disability Confident Committed. We encourage applications from people of all backgrounds in order to reflect the diversity of our work and communities. All appointments will be made on merit.

**Please note CV’s will not be accepted**. The application form is the only basis for which your application will be considered for suitability of the post.

The closing date is **2pm on Friday 3August**

If you would like to discuss any of this information, please do not hesitate to get in touch 0161 629 1731.

Yours sincerely

Anne-Louise Jones

Administrator



**JOB DESCRIPTION**

**LEARNING & ENGAGEMENT OFFICER: EDUCATION**

**Responsible to**: Head of Learning & Engagement

**Place of work:** Coliseum Theatre and other venues as required

**Pension:** You will be auto-enrolled into a workplace pension scheme operated by NOW Pensions at the statutory level (these contributions are postponed during the probationary period but there is an option for you to “opt in” at this stage if you chose to do so). Alternatively on completion of your probationary period you will be entitled to become a member of the contributory group stakeholder pension scheme. Full details regarding both schemes are available from the Finance Manager.

**Holidays:** 20 days (pro rata) per year rising to 22 (pro rata) after three years’ service and 25 (pro rata) after five years of service plus public holidays.

**Benefits:** Pension, discounted healthcare, childcare vouchers, travel loans, discounted gym membership, complimentary tickets, plus more.

**Salary:**  £18,999

**Hours of work:** 156 hours to be worked flexibly, usually distributed across a four week period, this equates to an average of 39 hours per week.

Due to the nature of the post some evening and weekend work will be required. To compensate for this the Coliseum operates flexible working and time off in lieu.

**Notice period:** The post will have a six month probationary period. After the probationary period the post is subject to one month’s notice on either side.

**OLDHAM COLISEUM THEATRE**

**Learning and Engagement Officer: Education**

**Job Description**

**Core Purpose**

To be responsible for developing and managing key areas of the Learning and Engagement programme, in particular the theatre’s education and training provision. This entails co-ordinating, developing and delivering a range of learning and participatory activities on behalf of the Coliseum Theatre.

**Implementation and Development**

* To work as a practitioner in designing and delivering imaginative workshops and programmes, using a range of approaches and methods to engage children and young people through and in the making of theatre.
* To take responsibility for the project management and implementation of the Coliseum’s thriving Secondary Education Partnership Scheme; liaising with teachers, leading teachers’ forum events and co-ordinating the annual schools festival within the building.
* To support the delivery of the Theatre’s in house training programme, *Teaching Theatre Pathways*.
* To co-ordinate provision and resources for schools that enhance students’ experiences of visiting the Coliseum and their understandings of the process of producing theatre.
* To deliver workshops as part of the Oldham Linking Project; facilitating interactions between children from diverse communities within the theatre building with local cultural partners.
* To support the delivery of community projects, including facilitating workshops in a range of youth and community settings.
* To direct education, youth and community performances where appropriate.
* To keep abreast of Education initiatives and policies, in relation to the primary curriculum, secondary English, Drama and related performing arts curriculum.
* To maintain and develop links with other artistic organisations, the North West’s Bridge organisation, Curious Minds, and education networks across the region.

**Administrative and Personnel**

* To ensure that effective systems of communication are maintained with appropriate departments at the Coliseum Theatre.
* Work with the Head of Learning and Engagement to maintain effective administration systems for all work delivered on behalf of the Learning and Engagement Department, including monitoring participatory activity.
* To write reports and provide evaluative materials.
* To liaise, as required, with the Marketing Department on all publicity material produced for activities delivered as part of the Learning and Engagement’s participatory programme.
* To attend departmental meetings and regular to one to one meeting with the Head of Learning and Engagement.
* To write and co-ordinate a termly schools e-newsletter.

**General**

* To represent the Coliseum by attending relevant events and meetings with other agencies.
* To actively participate in training events.
* To maintain the confidentiality of all affairs of the Company that should properly remain confidential.
* To carry out any other reasonable duties as determined by the Head of Learning and Engagement.

**Person Specification**

**Essential**

* At least two years’ experience as a theatre practitioner; running workshops with children and young people;
* In depth knowledge and understanding of theatre practice and the ability to apply a range of techniques and approaches in workshop settings;
* A proven track record of developing and managing participatory programmes;
* Ability to work efficiently to project briefs, deadlines and budgets;
* Excellent verbal communication skills with the ability to address and engage a range of groups and individuals, including stakeholders, teachers and participants;
* Excellent written communication skills with the ability to create and disseminate clear and coherent reports, evaluative material and resources.
* Excellent interpersonal skills with the ability to build strong relationships with partners and groups;
* Knowledge and understanding of the education and cultural sector;
* Experience of directing theatre with groups of young people;
* Knowledge and understanding of Safeguarding and Data Protection practices.
* Passion for theatre;
* Ability to work both on own initiative and collaboratively;
* Ability to handle competing priorities;
* Willing to work flexible hours including weekends and evenings during busy times;
* Driving License or willing to travel to various settings throughout the day.

**Desirable**

* Performing arts degree or equivalent practical experience;
* Experience of working in a building based producing theatre;
* Experience of managing freelancers, volunteers or other staff;
* It is an advantage to have an understanding of the geography and demographic of the area;
* Knowledge of a range of other art forms;
* Experience of monitoring and evaluation to produce reports and recommendations;
* Excellent IT skills; a good working knowledge of Microsoft Office.