



ROYAL EXCHANGE THEATRE

JOB DESCRIPTION

JOB TITLE:	Children & Young People Manager
Salary:	£27,000-£30,000
Responsible to:	Director of Creative Learning and Engagement
Responsible for:	Children & Young People Coordinator, Schools Coordinator and freelance artists

INTRODUCTION TO THE ROYAL EXCHANGE THEATRE

The Royal Exchange Theatre in Manchester is one of the largest and most successful producers of new theatre in the UK.

All our work is original, conceived and made here, in our theatre and workshop in Manchester, for, by and with the community that we serve and represent. As the major producer of theatre in Greater Manchester (GM) we reach annual audiences of 190,000, with work on stage over 40 weeks of each year.

Our work is distinctive due to our unique theatre space, our specialist craft and making expertise, and the exceptional artistic leadership of Sarah Frankcom, and her sector-leading commitment to risk-taking, diversity and supporting next generation creative talent. We are the co-founders of, and home to, the Bruntwood Prize for Playwriting, Europe's biggest prize for new writing, our pioneering programme of creative learning and engagement has also gained a high profile within our sector.

Our mission is to change the way people see theatre, each other and the world around them.

JOB CONTEXT

Participation, Learning and Engagement projects have long been at the heart of the Royal Exchange and in recent years this work has grown into a significant £400,000+ work stream, engaging over 4,500 people per year. The Young Company won School of the Year at the Stage Awards 2018.

With the development of a new and ambitious Creative Learning and Engagement strategy we now want to develop the team to manage and deliver this. Children and young people are at the heart of this strategy and this new and exciting role will enable a more joined up approach across all our work both inside the RET and outside in schools and communities.

JOB OVERVIEW

This new post will work with the Director of Creative Learning and Engagement (CLE) to review and develop all RET programmes and projects for Children & Young People from age 5-25.

You will develop and implement an exciting new programme for schools, helping to increase participation and support local primary, secondary and colleges to engage with the theatre.

The role will build on the award-winning work of the Young Company (School of the Year Stage Awards 2018) to increase progression routes for young people and diversify future artists and makers for the theatre and the sector. The role will be responsible for developing this offer to include children from age 5-14.

Working with the Engagement Manager you will develop strategic partnerships to develop projects, programmes and workshops to engage children and young people across Greater Manchester with little access to theatre and from under-represented backgrounds.

In collaboration with the Elders Manager you will find opportunities for intergenerational working and projects.

This is an exciting new role that brings together all the Royal Exchange's work with children and young people to deliver an ambitious new strategy which forefronts children and young people's engagement with their local world class theatre. We are therefore seeking to appoint a proactive and experienced manager with a proven record of developing and managing high quality programmes that inspire and engage children and young people and have experience of managing staff and freelance artists to deliver this.

We welcome applications from experienced managers and producers and from practicing artists with relevant experience and skillset. It is not essential for this post holder to have their own artistic practice but artists applying would be encouraged to make at least one piece of work each year themselves and provision made to enable this to happen.

When applying for the role please read the job description and person specification and then provide examples of how you meet the essential criteria to the person specification and for the duties and responsibilities as detailed in the job description.

We believe that diversity strengthens and enriches us, and that it is the responsibility of everyone at the Royal Exchange Theatre to make the arts and cultural sector a more diverse and equal place. As Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented here, we particularly encourage and welcome applications from BAME and disabled applicants. All appointments will be made on merit.

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

- Work with the Director of Creative Learning and Engagement (CLE) to review and develop RET programmes and projects for Children & Young People
- Understand the strategic priorities of Greater Manchester Combined Authority and align our work in support of them
- Be a responsible, proactive, and engaged member of Creative Learning and Engagement team playing a key role in the delivery of Creative Learning and Engagement strategy
- Develop strategic partnerships with education, local authorities, arts and community organisations across Greater Manchester
- Work with the Director of CLE, Artistic Director and Associate Artists to identify artists, creative and producing teams, to deliver projects for Children & Young People upholding the RET's reputation for high quality delivery and engagement
- Produce final outcomes, project manage and oversee the administration of all activity for children and young people across Greater Manchester
- Ensure that Arts Award is imbedded and delivered on relevant projects meeting annual targets
- Manage Children & Young People Coordinator, Schools Coordinator and freelance artists
- Contract, manage and develop practitioners to deliver workshops, projects and productions with a range of children and young people that reflect Greater Manchester's population

- Identify and support progression routes through CLE programmes and into talent development programmes and employment at RET
- Develop costed delivery plans for all programmes and work with Director of CLE and Development teams to write fundraising applications and reports on delivery of these plans
- Work with Director of CLE to set annual budgets and ensure accurate management of budgets within agreed finance and accountancy procedures
- Ensure effective evaluation and monitoring is undertaken and that all stakeholder reporting requirements are met
- Any other duties as appropriate and reasonably required

DUTIES AND RESPONSIBILITIES OF ALL STAFF MEMBERS

- To be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and departments.
- To work in accordance with the Equality and Diversity policy of the Royal Exchange Theatre and to participate in the achievement of the theatre's Diversity action plan.
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety policy.
- To take part in the company's work around Sustainability and reduce environmental impact.
- To be aware of and comply with rules and legislation pertaining to Safeguarding and to abide by the procedures as set out in the Safeguarding policy.
- To abide by other guidelines, procedures and policies provided by the Company.
- To take part in such working groups and committees as might from time to time be required for the fulfilment of departmental or company aims.

Note

This job description will be reviewed on an annual basis and updated as appropriate.

PERSON SPECIFICATION

Essential skills and experience

- Track record of managing high profile arts participation projects and programmes with professional artists and across a range of scales
- Experience of establishing multi-agency partnerships at a strategic level including with local authorities, schools, arts organisations and voluntary sector
- Track record in tackling the barriers to arts engagement particularly for children and young people
- Experience of working with formal education and understanding of current education and curriculum policy, changes and initiatives
- Experience and understanding of working with children and young people with a diverse range of abilities, backgrounds and cultures
- Experience of leading a team, including core and freelance staff
- Experience of imbedding and delivering Arts Award into projects
- Excellent budgeting and cost control
- Excellent communication skills and ability to communicate with a wide variety of people at all levels
- Proven track-record in fundraising
- Attention to detail and necessary skills to self-administrate
- Proven ability to manage multiple projects, work under pressure, prioritise a varied workload and meet deadlines
- A passion for theatre

Desirable

- Previous experience of work in a producing theatre
- Knowledge of Greater Manchester

Please note: Due to the nature of this job the post holder will be subject to a DBS check before the appointment is confirmed.

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