



# ROYAL EXCHANGE THEATRE

## JOB DESCRIPTION

**JOB TITLE:** Children & Young People Coordinator

**Salary:** £17,000-£20,000

**Responsible to:** Children & Young People Manager

**Responsible for:** 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 OVERVIEW**

This new post is situated in the Creative Learning & Engagement (CLE) department and will be a vital role in the development of our work and relationships with schools across Greater Manchester.

The post-holder will co-ordinate a diverse programme of activity at the Royal Exchange Theatre and across Greater Manchester for children and young people. This will include the coordination of the theatre's award winning Young Company and new Children's Company as well as bespoke projects and activities as part of Local Exchange, partnership projects and Arts Award delivery.

This is an important role within the Creative Learning and Engagement department to ensure the smooth running and organisation of our activity with children and young people. We are therefore seeking to appoint a proactive and collaborative Children & Young People Coordinator with excellent communication and administration skills.

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**

- Undertake administrative tasks to support the successful management and delivery of the RET's programmes and projects for Children & Young People across Greater Manchester including the use of Artifax and Tessitura
- Support freelance artists, creative and production teams in the delivery of the programme including sourcing materials, setting up spaces, creating registers and administering Arts Pot payments.
- Deliver Arts Awards on relevant projects meeting annual targets
- Develop relevant online, print and digital content to promote activity for children & young people
- Respond to general enquiries about children & young people's programmes
- Support the recruitment of participants for all children & young people's activity
- Support participants on projects and identify progression routes into other CLE and RET talent development programmes
- Ensure that effective evaluation and monitoring is undertaken and that all stakeholder reporting requirements are met

- Support the Children & Young People Manager as required
- Responsible, proactive, and engaged member of Creative Learning and Engagement team
- 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.*

*This post may require occasional evening and weekend working hours*

## PERSON SPECIFICATION

### Essential skills and experience

- Excellent administrative skills and attention to detail
- Strong written and verbal communication skills and the ability to communicate with a wide variety of people at all levels
- Experience of working with children and young people with a diverse range of abilities, backgrounds and cultures
- A commitment to creating opportunities for children and young people to engage in theatre and understanding of key issues in cultural education, engagement and diversity
- High level of experience using Microsoft packages
- Proven ability to prioritise a varied workload, balance competing demands and meet deadlines
- A passion for theatre

### Desirable

- Arts Award Advisor Training

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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