



JOB DESCRIPTION

JOB TITLE: Associate Director (Creative Exchange)

HOURS: 40 hours per week

SALARY: £40,000 per annum

CONTRACT: Fixed-term (18 months)

RESPONSIBLE TO: Director of Engagement

RESPONSIBLE FOR: Freelance artists

Main Duties

DUTIES AND RESPONSIBILITIES

Strategy and policy

- Collaborate with the Director of Engagement, Artistic Director and Creative Exchange Manager to strategically develop the Creative Exchange programme
- Contribute to Business Planning, ensuring that Creative Exchange activity is in line with key stakeholders, ACE, GMCA, and MCC strategic priorities.
- Ensure and champion true equality, inclusivity and diversity across all Creative Exchange projects and wider work of the theatre.
- As a Designated Safeguarding Officer, actively imbed safeguarding across all programmes and the theatre
- Attend national and local Engagement networks and conferences to ensure RET has a voice and can learn from others in the sector.

Delivery

- Deliver participatory activity including workshops, directing and co-creating work as part of Creative Exchange activity across Greater Manchester and in the Den aligning and amplifying the theatre's producing work.
- Work with the Director of Engagement, Artistic Director and Creative Engagement Manager to identify artists, creative and producing teams, to deliver projects, upholding the RET's reputation for high quality delivery and engagement and support them in the delivery of activity.
- Work with creative teams producing work in the Module Theatre to find creative and participatory connections to our produced programme including the development of resource packs, community responses to work and supporting community casts in shows.
- Ensure a representative range of freelancers work across all community programmes
- Recruit participants and support their individual and group development on projects. Identify and support progression routes for participants' career and personal development into employment, volunteering, participation, and talent development programmes at RET
- Ensure all activity is regularly evaluated to measure and understand impact, responding and developing programmes in response to feedback.
- Support fundraising activity with charitable trusts and foundations, corporate sponsorship and philanthropists, through the developing and maintaining of relationships, supporting funding bids and making presentations as required

SKILLS/EXPERIENCE - ROLE SPECIFIC ESSENTIAL

- Experience of directing work and of leading participatory activities
- Experience of developing community-based theatre projects with professional artists and across a range of scales
- Strong knowledge of the theatre-producing process
- Experience and understanding of working with participants with a diverse range of abilities, backgrounds and cultures
- Excellent communication and collaborative skills and the ability to communicate with a wide variety of people at all levels
- Experience of collaborating with freelance artists
- Proven ability to manage multiple projects, work under pressure, prioritise a varied workload and meet deadlines
- A passion for theatre and social inclusion within the arts
- Ability and willingness to work flexible hours, as required by the post, including evenings and some weekends

DESIRABLE

- Good industry and GM connections
- Experience of mentoring and sharing skills and experience with all age groups
- Knowledge of safeguarding

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

RET VALUES AND BEHAVIOURS

We are invested in the people we work with and their values and behaviours. We want all our team to display and live by the following principles:

ACCOUNTABLE

- We take ownership of our own part and are accountable for our own decisions.
- We trust others to be responsible for what they do, and how they do it, to drive the aims of RET and its future.
- We will challenge people and practice, as well as support them, to achieve our aims especially in our active commitment to removing discrimination.

HONEST

- We will ask difficult questions, feel empowered to do so and give and receive feedback, even if it is difficult to say or hear. This is vital for equality, diversity and inclusion.
- We will be empathetic and demonstrate emotional intelligence.
- We will apologise if we have done something wrong – and move on.

OPEN

- We will develop the appetite to learn and grow, so that we can be truly open to anyone and everyone.
- We will be collaborative, flexible and adaptable in how we do things and get “stuck in” if we see others need help.
- We will welcome innovation and show entrepreneurship where we can.