



## Recruitment - Education and Outreach Producer



Thank you for your interest in this role.

Below is a job specification, which offers insight into some of the duties to be undertaken, but is not an exhaustive list.

### **Education and Outreach Producer - Job description**

- Recruit and/or liaise with schools and theatres.
- Act as the first point of call when discussing / selling projects to prospective schools or organisations.
- Book artists & workshop leaders.
- Create learning packs and resource material in collaboration with creatives.
- Schedule workshops for workshop leaders in coordination with schools and theatres.
- Assist with facilitating workshops, with potential to attend as a workshop assistant if required, and gain first hand experience of the projects in action.
- Book rehearsal space, recording studios and liaise with venues accordingly.
- Collate and send performance materials to artists.
- Manage the logistics of performance days e.g. arranging transport for set and costumes, coordinating and releasing performers' schedules, be 'on the ground' to assist with school groups arriving and 'run' the room.
- Support the Artistic Director in liaising with sponsors.
- Writing evaluation reports for funding bodies as required.
- Supporting the AD in funding applications
- Manage and support the AD with production budgets, invoicing and processing payments.

### **The terms**

The remuneration for this role will be a fixed daily rate (negotiable dependant on experience), and the ideal candidate will be able to commit to 2 days per week. The initial contract will commence as soon as possible and run until September/October, with the possibility of further extension and expansion of the role.

This is an exciting time to be joining our team, as we are in the process of producing a new ACE funded digital project, and developing our climate change focussed children's musical 'The Man in the Moon' in collaboration with IF Opera, before touring to schools and theatres this Autumn.

If you would like an informal conversation about the role, then please don't hesitate to be in touch.