

Job Description

The role of the Education Officer shall be to facilitate, administrate, develop and evaluate the education provision offered by Guildford Shakespeare Company, in schools, weekly drama club classes, holiday workshops and other bespoke projects, in conjunction with and under the instruction of the Head of Education.

This role would be ideal for theatre creatives who are looking to join a growing education team within a thriving theatre company. GSC's productions are fresh and dynamic and our education work must emulate this, exploring these texts as plays written for performance through practical exercises.

Responsible to: Head of Education; Joint Executive & Artistic Producers; Board of Trustees

Principal Responsibilities

- To create, facilitate, and administrate the educational provision GSC offers both to schools and colleges, and the local community
- To promote GSC as a valuable resource to all areas of the community, both locally and regionally
- To create and develop close relations with schools, training and education partners and community groups
- To recruit and manage workshop leaders and assistants as appropriate
- To lead workshops, talks and events and represent GSC at conferences and industry events as appropriate
- To administrate the Education & Outreach work including membership renewals, course, workshop bookings and collation of registers and consent forms
- To research, initiate and manage projects aimed at enhancing the appreciation of GSC and theatre in general
- To assist with the monitoring and evaluation of activity, and produce reports as appropriate
- To assist with funding applications for GSC's outreach projects.
- To ensure the Education section of the website is kept up to date through liaising with the relevant producers, and to administrate the website working closely with GSC marketing
- To work evenings and weekends as required
- To attend read-throughs, rehearsals (as required), previews and press nights
- To always act always in the best interest of GSC
- To carry our other general duties as required

Continues 1/3

Specific Responsibilities

In-Schools Provision

- To maintain and keep up to date all teacher/school contact records
- To research and keep up to date with all changes in curriculum
- To create programmes of work to complement the curriculum
- To expand and develop our work in schools and colleges
- To actively sell workshops to schools
- To create and facilitate workshops in schools
- To actively promote the main shows to schools
- To be familiar with and adhere to the GSC style of workshop delivery

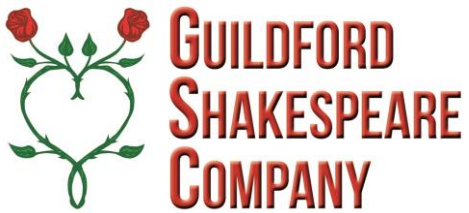
In-House Provision

- To keep up to date with competition of other clubs and theatres
- To deliver, expand, administrate and develop existing primary schools clubs, GSC Saturdays, and holiday clubs
- To initiate and develop new clubs and classes, expanding the reach of the services GSC provides
- To be familiar with and adhere to the GSC style of delivery

Required Qualities

Essential qualities

- Experience of running practical workshops in various environments
- A strong working knowledge of Shakespeare and his work
- Confidence working with children of all ages and backgrounds
- The ability to deliver Shakespeare's text in a clear and intelligent manner
- Good computer skills, in particular Word and Excel
- A strong team player with excellent communication skills
- Ability to prioritise a varied workload, and work under pressure to tight deadlines
- An appreciation of issues around confidentiality
- An approachable, flexible and professional manner with all our partners
- A passion for the arts



EDUCATION OFFICER

Desirable

- A creative background in theatre
- Working knowledge of Facebook/Twitter/other social media
- Relevant experience within a cultural organisation
- Working knowledge of the curriculum and
- An understanding of the Surrey area.

The post holder will be required to undertake an Enhanced DBS check.

Updated: 09/3/17

Ends 3/3