

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 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 liaise with workshop leaders and assistants as appropriate
- To represent GSC at conferences and industry events as appropriate
- To help with the administration of the Education & Outreach programme, including membership renewals, workshop bookings and collation of registers and consent forms
- 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 assist with all Education publicity, including all online and print 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

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 expand and develop our work in schools and colleges
- To assist with the creation of school workshops and facilitate them in conjunction with our freelance team.
- To assist with the promotion of 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 and administrate our existing clubs. These include: Four primary schools clubs; GSC Saturdays; At Home with GSC; The Young Company, Holiday Clubs.
- To lead our adult provision, the Bard's Not That Hard.
- To assist with the development of new clubs and classes.
- 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
- An understanding of the Surrey area.

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

Updated: 04/5/17

Ends 3/3