



JOB DESCRIPTION.

JOB TITLE	Producer (Education)
REPORTS TO	Senior Producer (Education)
RESPONSIBLE FOR	Senior Coordinator (Producing) Education Administrator (Producing)
DEPARTMENT	Education

BACKGROUND

Education is at the heart of Shakespeare's Globe. We run a year-round program of activities and courses for schools, families, universities, drama schools, scholars and the general public. Our programmes are aligned with values of social justice, access and Shakespeare for all.

PURPOSE OF JOB

This role supports the Senior Producer (Education) in the producing, planning and operation of the department's public programming.

The Producer (Education) will be responsible for the Senior Coordinator (Producing) and Education Administrator (Producing). The team share responsibility for programming Education activity alongside the Theatre and Tours activity with effective use of all rehearsal and workshop rooms and theatre buildings under the guidance of the Senior Producer (Education) and other key individuals.

They will collaborate with the Higher Education, Learning, and Research teams to produce Education productions, events, and festivals. They will work closely with the Senior Producer (Education) to maximise programming opportunities, and to the forward strategy for Education.

PRINCIPAL RESPONSIBILITIES

- Produce selected family productions, events, festivals, and other Education public programming; nurturing relationships and working collaboratively with the Education team, artists, and creative teams to develop projects.
- To manage the Education public programme always being mindful of balancing audience and revenue-building activities alongside key mission.
- To work with the Senior Producer (Education) in providing excellent relationship management to all colleagues across the Globe, on behalf of Education, keeping all teams abreast of our work and facilitating a one-Globe approach.
- Be the first point of contact for creatives checking availability and interest; building relationships; collaborating with the Senior Producer (Education) and Education leadership team.
- Work closely with the Audiences department to develop and grow our education and family audiences.

- Liaise with the Audience team around campaign plans, and the creation of copy, images and press releases and audience information are up-to-date.
- Liaise with the Visitor Audience Operation's team to ensure the public programme is suitably staffed and that our Audiences feel welcome.
- Anticipate and manage artistic needs within the constraints of schedules and budgets.
- Monitor expenditure against budget including the speedy and accurate signing off and coding of order forms, invoices, and expenses claims.
- Contribute to the evaluation of productions and projects, ensuring that learning is captured and applied to the planning and delivery of future activities.
- To support all Education areas in developing and resourcing new programmes of work - ensuring they strengthen the strategic objectives of Education whilst safeguarding existing patterns of work.

PERSON SPECIFICATION

- Experience of producing in an arts education role with experience of developing programming for family audiences
- An understanding of the arts/cultural sectors.
- Previous experience of leading on projects collaborating with teams or individuals.
- Proven large-scale planning, programming, and organisational skills.
- Demonstrable experience of effectively managing budgets, monitoring expenditure within organisational financial parameters.
- Experience of collaborating with marketing and press teams on campaigns and audience development.
- Previous experience of working and/or reporting from CRM and ticketing systems for example Tessitura and Artifax.
- The ability to prioritise and manage varied projects to achieve deadlines with proven large-scale planning and programming skills.
- Sound working knowledge of contractual agreements, Health and Safety and effective Risk Management.
- Strong communication and interpersonal skills with the ability to deal with a wide range of people at all levels with the ability to respond to changing situations.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Permanent Full-Time (Happy to talk flexible working)

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: **35 hours per week, worked over 5 days** exclusive of meal breaks, Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: **£35,000 per annum**

Holiday: The annual holiday leave is 25 days per calendar year plus Bank Holidays.

Benefits: Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.