



## **JOB PROFILE**

**JOB TITLE:** COMMUNITY ENGAGEMENT OFFICER

### **MAIN PURPOSE OF JOB**

To develop and coordinate a range of events and activities which will offer communities, groups and individuals opportunities to engage with the LBT and develop their creative skills

### **POSITION IN ORGANISATION**

- Reports to the Head of Community Engagement
- Responsible for supervising freelance artists, assistants and volunteers

### **SCOPE OF JOB**

- To take responsibility for the delivery, coordination and development of Participatory Courses and Workshops
- To lead on Learning and Education activities
- To support the Community Engagement Team in the development and delivery of Outreach Arts Activities
- To deliver and coordinate Special Projects

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### **DIMENSIONS AND LIMITS OF AUTHORITY**

- Agrees budget spending with Head of Community Engagement and signs off spending within agreed parameters
  - Recruits freelance artists
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## **EXPERIENCE**

- A minimum of 2 years experience of working with young people in an Arts or Theatre context
  - A minimum of 2 years experience of developing and delivering programmes of creative activities
  - Project co-ordination, project evaluation and project delivery including working to and managing budgets
  - Working with culturally diverse communities and hard to reach groups
  - Co-ordinating/managing performing arts productions
  - Delivering workshops in one or more art forms
  - Supervising freelance workers
  - Working in partnership with external organisations such as schools or community venues
  - Assisting and contributing to fundraising activities
  - Knowledge of Safeguarding procedures
  - General administration and computer skills
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## **PERSONAL ATTRIBUTES**

- Self-motivated, energetic and resourceful
- Team player
- Organised and ability to meet deadlines
- Strong interpersonal skills
- Attention to detail
- Active interest in theatre and the performing arts

## **DUTIES AND RESPONSIBILITIES**

**(An approximate indicator of time spent is given in brackets)**

### **Courses and Workshops (60%)**

- To work with the Head of Community Engagement to develop and deliver a creative programme of participatory activities (including Youth Theatre) at the LBT
- To ensure the smooth co-ordination of all participatory activities at the LBT by liaising and working with relevant departments (Administration, Technical, Front of House, Box Office, Marketing)
- To liaise with the Administration department/Box Office to ensure the all spaces for workshops and courses are booked and that registers, enrolments and waiting lists are well co-ordinated
- To carry out auditions for Theatre Skills classes
- To teach at least 2 classes per week with opportunities for additional delivery
- To develop and supervise a pool of freelance artists and tutors who can deliver participatory activities and ensure they are correctly contracted and CRB checked
- To work within and manage budgets on a day-to-day basis and report to the Head of Community Engagement
- To work with the Marketing Department to ensure activities are promoted and celebrated
- To carry out evaluation procedures and ensure relevant data is recorded
- To ensure that all participatory activities meet the necessary requirements for Health and Safety and are undertaken in line with the LBT's Equal Opportunities and Safeguarding Policies
- To carry out general administration relevant to the Community Engagement department and deal with public enquiries
- To attend team meetings, planning meetings and general LBT meetings where relevant

### **Learning and Education (15%)**

- To lead on coordinating the Arts Award at the LBT
- To take responsibility for the work experience programme
- To coordinate the Community Engagement departments creative programme for schools

### **Outreach Arts Activities (15%)**

- To build partnerships and excellent working relationships with key organisations, including LBT's resident and visiting companies, to enable the development of new activities
- To support the Community Engagement Team in the coordination and delivery of Outreach Arts Activities
- To deliver one off taster workshops in the community

### **Special Projects (10%)**

- To identify and apply for funding for specific projects and activities in liaison with the Head of Community Engagement
- To develop and co-ordinate the creative programme for the Youth Theatre, including workshops and showcases or small scale productions
- Take responsibility for co-ordinating productions in liaison with guest artists and the LBT's Technical and Marketing departments
- To develop and deliver one off projects and events
- To carry out any other duties reasonably requested by the Head of Community Engagement or LBT senior management

## **TERMS AND CONDITIONS**

**STARTING SALARY**     £17,625 - £18,337 pa (dependant on experience)

**PENSION**             Stakeholder pension scheme.  
Employer contribution offered after 12 months service (currently 5%).

**HOURS**                 37 ½ hours per week  
Hours will be flexible as evening and weekend work will occasionally be required. No overtime is payable but time off in lieu may be taken with agreement of line manager.

**HOLIDAYS**             Annual holiday entitlement is 20 days per year plus bank holiday entitlement. An additional days holiday is added for each year's completed service up to a total of 25 days.

**NOTICE PERIOD**     One month

Standard terms and conditions of the LBT apply.