



Hello!

Thank you for your interest in joining the Creative Engagement team at the National Theatre of Scotland. The Creative Engagement department delivers a wide range of work, from supporting teachers and students to access our productions, to staging large scale co-created productions that are artistically significant and relevant to communities across Scotland.

The Creative Engagement Co-ordinator is an exciting and varied role. It is perfect for someone who has great administration skills combined with a love of project management and working with a wide variety of people. The role is vital to the delivery of the Creative Engagement Strategy and to the overall vision of National Theatre of Scotland, which can be found in our [Strategic Plan](#). Your role will be to support all aspects of the administration and logistics that are necessary for a successful Creative Engagement programme and to run an effective and efficient department.

We need an ambitious person who is highly organised, with attention to detail, the ability to think on their feet, use their initiative and work independently to deliver solutions that support all aspects of the creative engagement department. You will be motivated by completing administrative and organisational tasks on schedule as well as having hands-on delivery for a wide range of projects.

You need to be very accomplished with Microsoft Office and be as comfortable using Word as you are Excel, and happy to pull a PowerPoint together for one of the team as and when necessary. You'll often be the point of contact for community participants and the artists we collaborate with, so you will be great at communicating with a variety of people with a range of needs on the phone, by email and face to face.

The Creative Engagement team collaborates with all the departments across the organisation, so you will be a person that enjoys getting to know colleagues and working as part of a team, both within the department and across the organisation. We are looking for someone who is passionate about contributing to the work we create for communities, artists and individuals in Scotland – particularly those who are currently marginalised or from communities historically excluded by the industry. You will be as excited by hands-on work on projects as you are by delivering great administrative support and creating excellent systems and processes.

Please read the recruitment information pack carefully and if this is the right role for you, I look forward to reading your application. The deadline is **Wednesday 26th October at 12 noon**. Interviews will be held in Glasgow on **Friday 11th November**.

Kind regards

A handwritten signature in black ink, appearing to read "Paul Fitzpatrick".

Paul Fitzpatrick

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National Theatre of Scotland, a company limited by guarantee and registered in Scotland (SC234270) is a registered Scottish charity (SC033377).
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CREATIVE ENGAGEMENT CO-ORDINATOR (Deadline for applications: 26th October)

Job title:	Creative Engagement Co-ordinator
Reports to:	Director of Creative Engagement
Terms of employment:	Permanent, full-time contract (35 hours/week)
Salary:	£23,920 p.a.
Pension:	Auto-enrolment, employer contributes 8%
Hours of work:	Normal office hours are 10am – 6pm, Monday to Friday plus evening and weekend work when required
Location:	The post will be based in National Theatre of Scotland's office at 125 Craighall Road, Glasgow and elsewhere as required
Holiday:	34 days including public holidays
Notice period:	1 month
References:	All offers of employment are subject to the receipt of satisfactory references
Child protection:	The successful candidate will be enrolled in the Disclosure Scotland Protection of Vulnerable Groups scheme

PRIMARY PURPOSE

To assist in all aspects of the administration and operation of the Creative Engagement Strategy to support the management of the Creative Engagement programme and to ensure smooth, effective and efficient running of the department. The Creative Engagement Co-ordinator will work with the Education and Communities Manager, Creative Engagement Producer and Director of Creative Engagement to help realise the artistic vision and priorities of the National Theatre of Scotland.

KEY TASKS AND RESPONSIBILITIES

- Support the creative development of the Creative Engagement programme by undertaking the administrative duties of the department, including scheduling of activity, Spektrix data entry, file management, sharing information with schools and Further Education Establishments and issuing of contracts.
- Hands-on assistance at Creative Engagement projects assisting the team in a variety of roles from supervising front of house, to supporting the creative team and liaising with artists and participants
- To manage the day-to-day coordination and administration of the Creative Engagement Team.
- Assist in the creation of all Health and Safety documentation relating to our activity including licences, risk assessments and event manuals.

- Assist in the reporting and disseminating of information and strategy to all other departments of the National Theatre of Scotland to ensure effective support mechanisms and strategic deployment of resources are in place
- Support core and freelance Creative Engagement staff by ensuring National Theatre of Scotland best practice and protocols and systems of operation are adhered to
- Receive, collate, and record all relevant information created by project activity
- Support in all aspects of personnel and operational issues such as booking of transport and accommodation
- Raise Purchase Orders and other paperwork as required
- Company Care of community cast members
- Assist in the creation of Company Handbooks for community cast participants including timetables, rotas, and schedules
- Take responsibility for ensuring access policy (including but not limited to captions, audio description, British Sign Language interpretation) is delivered in all aspects of the departmental activity

General Activities

- Work towards the achievement of National Theatre of Scotland's organisational goals
- Take part in organisational projects and cross-departmental working groups as required
- Maintain a high standard of customer care
- Use computer applications including, but not limited to, Microsoft Office, to service the post's administrative needs
- As the post-holder may be the first point of contact for many external organisations, and individuals, they are expected to remain up to date with, and aware of, developments within the National Theatre of Scotland and its work.
- As the post will require handling, processing, and recording of restricted information, confidentiality is required to be always maintained.
- Attendance at performances of the National Theatre of Scotland and other companies, to develop and maintain an understanding of developments within the Company's work and the wider sector
- Comply with National Theatre of Scotland's Health and Safety Policy and statutory regulations

PERSON SPECIFICATION

A motivated project manager or administrator with excellent attention to detail and the ability to manage multiple priorities. Someone with a flair and a passion for supporting others to work as effectively and efficiently as they can and to ensure that projects are delivered to the highest standard possible. Working as part of a team within the department, across the organisation and with freelance professionals and community members, the ideal candidate will be an excellent communicator that listens well and prioritises finding solutions. Some experience or understanding of financial administration is an advantage.

Skills and Experience	Essential	Desirable
Experience of office administration and knowledge of Microsoft Office, managing systems and database programmes	✓	

Ability to work as a team and independently to deadlines with attention to detail and the ability to manage multiple priorities	✓	
Ability to use initiative to problem solve and deliver solutions appropriate to the department and projects	✓	
Adaptability to working in in a variety of settings and with a range of people	✓	
Respond to new and unexpected situations with confidence and apply previous experience to make appropriate decisions independently	✓	
Confidence in working outside a traditional office environment in education and community settings	✓	
Excellent written and verbal communication skills	✓	
Some financial administration experience		✓
Knowledge of the independent / freelance Scottish artist community/sector.		✓
Knowledge of project management within an arts organisation.		✓
Clean Driving Licence		✓
Identifying as from any of the Company's priority underrepresented groups including people of colour, D/deaf/disabled people, Gaelic speakers and those from socio-economic background.		✓

HOW TO APPLY

Now you have read the job description, you meet all the essential criteria, and you feel that the job is right for you:

1. We want you to tell us why you are the right person for this role. We are keen to know how your work and experience to date shows that you meet the requirements of the role and person specifications listed. We would ask that this is done in the form of a letter (max 2 sides of A4) that accompanies an up-to-date CV. In your letter please specifically answer the following two points:
 - a. Outline an experience on a project where you have used your initiative to solve a problem or adapt to an unexpected situation
 - b. Outline your approach to providing excellent administrative support and working across a range of priorities as part of a small and busy team.
2. We would also ask that you complete the Diversity Monitoring Form You can access the form by following this link https://www.surveymonkey.co.uk/r/CE_Coord_Jan22
3. If you have any needs that require additional support to allow you to successfully take part in the recruitment process, please provide us with more details of any access requirements you may have to allow us to make the recruitment process as accessible as possible.

4. We would also like to know if there are any other responsibilities or requirements that you may have (for example: caring responsibilities) that will make it easier for you to take part in the recruitment process. We are happy to accommodate these to the best of our ability and would encourage you to let us know when you apply.

DEADLINE

Submit your application to us before **12 noon on Wednesday 26th October** by sending it by email to:

recruitment@nationaltheatrescotland.com

Please ensure you meet the deadline; it is unlikely that we will consider applications received after the closing date.

Interviews will be held on **Friday 11th November**, in person at the National Theatre of Scotland, Glasgow.

To let us know about access requirements or ask any questions, please also contact recruitment@nationaltheatrescotland.com

Tips for a good application:

YOUR CV

Please make sure this is up to date, with references we can follow up should you be successful. Make sure it is clear from your CV how you meet the “primary purpose” of the job and that you provide evidence for all of the skills and experience listed in the “Key tasks and responsibilities”.

YOUR LETTER OF APPLICATION

This is the most important part of your application. In your letter we are keen to find out more about:

- Why you want this job and what makes you the ideal candidate
- Remember, you don't have to have previous experience in creative engagement, but do explain how your previous experience is relevant and why you want to work in creative engagement at the National Theatre of Scotland
- You don't have to explain how you meet every bullet point on the Key Tasks and Responsibilities (your CV should cover all of that) but do outline two or three good examples of real-life experience that you can draw on. We're particularly interested in:
 - how you operate in supporting a team
 - how you can work on your own initiative
- It is not sufficient merely to state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet the requirements for the job

- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application.
- Finally - do not forget to proofread your letter and check for any errors before submitting it – **attention to detail is part of the job.**

INVITES TO INTERVIEW

Interviews will take place on 11th November at the National Theatre of Scotland in Glasgow.

Shortlisting will take place as soon as possible after the closing date and will be carried out by at least two people. If you are shortlisted, we will contact you by phone or email to invite you to interview.

If you are not shortlisted, we will contact every applicant by email to let them know that their application hasn't been successful.

All offers of employment at National Theatre of Scotland are made subject to receipt of satisfactory references. Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will therefore be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment. You must also join the Protection of Vulnerable Groups scheme run by Disclosure Scotland.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for 3 months and then removed from our systems. If you are the successful candidate, your application form will be retained and become part of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor National Theatre of Scotland's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Personal data will be managed in compliance with article 5 of the General Data Protection Regulation (GDPR): <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

Good luck with your application!