**Job Description**

**Responsible to:** Artistic Director

The National Theatre of Scotland is seeking a dynamic, socially engaged cultural leader to head its Creative Engagement strategy.

**Job purpose**

To work with the Artistic Director and Executive Producer in planning, developing and implementing National Theatre of Scotland’s Creative Engagement Strategy. To lead on all aspects of the Company’s Creative Engagement work, ensuring that this area of work serves and reflects contemporary Scotland and is an integral part of our annual programme. This strategy will be rooted in Scotland whilst looking outwards, connecting and collaborating across the UK and internationally. This is an opportunity to lead an exceptional, future-facing programme of co-created, community driven projects at a vital time.

**Key responsibilities**

*Artistic and Strategic Planning*

* To work closely with the Artistic Director on the vision-building and implementation of our Creative Engagement strategy, and to devise and deliver a wide-ranging programme of creative engagement work which progresses the aims and objectives of this strategy
* Through a defined vision for this work, ensuring that the National Theatre of Scotland has a world-leading, ambitious programme of co-created participatory theatre productions, community engagement, creative learning and social change opportunities, including reaching online and digital communities.
* To foster and develop strong and innovative partnerships with other community, arts, education and related organisations across Scotland, the UK and internationally.
* To lead and develop our work with schools and the education sector, and shape a vision for new collaborative partnerships across sectors, for example in health, wellbeing and the environment
* To build collaboration, including partnership resource and funding with, for example Scotland’s local authorities, appropriate Government bodies, the British Council and other international partners.
* To build upon our access strategy, including engaging and developing new and diverse artists and audiences

*Project Delivery*

* To plan and deliver creative engagement programmes of the highest quality, including creating and maintaining systems which support excellent delivery
* To liaise with other teams regarding scheduling of creative engagement projects within the wider work of the Company, and to ensure that all projects are effectively resourced and supported
* To develop a culture of research, evaluation and impact that will underpin all projects and programmes delivered by the team, and to help with informing funding applications

*Management and Team Building*

* To lead and develop the Creative Engagement team’s full-time, part-time and freelance staff
* To set objectives for the team, monitor performance, carry out annual performance and development reviews, and plan appropriate training for all team members
* To fulfil the role of Designated Protection of Children and Adults Officer and report regularly to the Artistic Director and trustees, including overseeing compliance with our Protection of Children and Adults Policy and ensuring that all relevant staff are Disclosure Scotland checked and that thorough records are kept
* To nurture integration of this work across the Company and lead by example in terms of collaboration and communication
* To actively help create a positive and open working environment
* To be an active and supportive member of the Company’s Senior Management Team and wider staff team, and to collaborate effectively to achieve the Company’s mission and objectives

*Financial Management, Contracts and Administration*

* To be responsible for the development of appropriate budgets, including the annual budget for Creative Engagement, monitoring expenditure and income targets and undertaking financial and statistical reporting as required
* To be responsible for the contracting of creative and freelance staff who are attached to our creative engagement work
* To lead on third party contracts for creative engagement projects, working in consultation with the Executive Producer to ensure collaboration and excellent delivery
* Working closely with Development team to draft and progress funding applications that secure support for the programme of creative engagement work, including attendance at meetings with funders and appropriate supporters

*Communications*

* To prepare reports for the Board of Trustees and its committees as required
* To ensure effective communication and advocacy with funders and other key stakeholders, in close collaboration with the Development Team
* To ensure that all teams are informed in a timely fashion of all planned creative engagement activity

**Organisational Requirements**

* Work towards the achievement of National Theatre of Scotland’s organisational goals
* As the post holder may be the first point of contact for many external organisations, and individuals, the Director of Creative Engagement is expected to be an advocate for National Theatre of Scotland and its work.
* Take part in organisational projects as required.
* Use ICT applications to service the posts administrative needs
* As the post will require handling, processing and recording of restricted information, confidentiality is required to be maintained at all times.
* Attendance at performances of the National Theatre of Scotland and other companies, to actively 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**

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| Skills and Experience | **Essential** | **Desirable** |
| Significant and demonstrable experience in developing and leading public engagement, community development and creative participation projects in the performing arts (we are looking for a cultural leader which may include producers, facilitators and theatre makers in the broadest sense) | √ |  |
| Ability to manage relationships across all projects and ensure effective communications are always maintained and an ability to hear and integrate a range of diverse ideas | √ |  |
| Sustained experience of developing and curating a busy and diverse programme of theatre productions and projects at a senior level for a large-scale theatre company | √ |  |
| High level financial fluency, with proven complex budgeting and financial management experience | √ |  |
| Experience of leading, managing and developing a staff team | √ |  |
| Ability to be an inspiring communicator and confident public speaker | √ |  |
| Knowledge and awareness of reaching online and digital communities | √ |  |
| An understanding and appreciation of the importance and potential of working with schools and in the education sector | √ |  |
| Experiences of fundraising and developing complex partnership and stakeholder relationships | √ |  |
| Ability to complete tasks and projects on time and to a high standard, demonstrating a can-do attitude | √ |  |
| Experience of working with relevant contracts (Equity/UK Theatres) for both UK and international touring, including the tax implications of international touring |  | √ |
| Identifying as being from any of the Company’s priority underrepresented groups:   * People from minority ethnic cultural backgrounds * People with a disability * People from socio-economically disadvantaged backgrounds * People from rural and remote areas * Gender and sexually diverse people * People using Gaelic, Scots languages and BSL |  | √ |

**Terms and Conditions of Employment**

**Annual salary:** Appropriate to the seniority of the role

**Status:** Permanent

**Holiday Entitlement:**  34 days per annum (including public holidays) pro rata

**Probationary period:** 6 months

**Notice period:** 6 months

**Pension:**   The Company makes an 8% contribution into the company’s group personal pension plan on condition that the employee makes a minimum contribution of 4%.

**Place of Work:** Based in our office in Glasgow but will be expected to attend events, performances and briefings wherever there is or expected to be a Company presence

**Hours of work:** 35 hours per week and extra as necessary to fulfil the scope of responsibilities within the post.

**Additional Hours:** To be agreed in advance, including attendance at National Theatre of Scotland performances, rehearsals and meetings out with office hours