

TITLE: Creative Learning Coordinator

DEPARTMENT: Learning and Participation

RESPONSIBLE TO: Learning and Participation Manager

HOURS: 16 hours a week, 22 weeks, evening and weekend work will be required

FIXED TERM CONTRACT- November- April

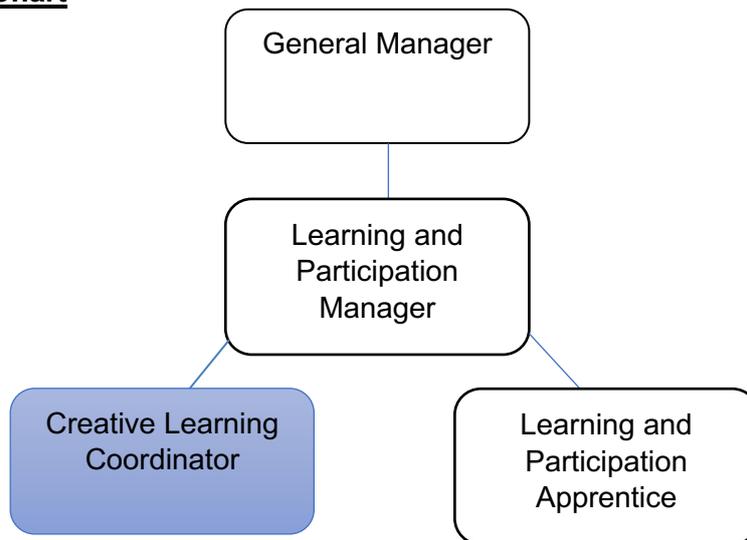
PAY: £11.54 per hour (equivalent to £24,000 pro rata)

LOCATION: Portsmouth Guildhall, Guildhall Walk, Portsmouth, PO1 2AB

Purpose of the Job

In this new role, you will be responsible for developing an innovative and exciting new dance event- Dance Live! 2020, engaging schools and colleges from across the south, coordinating and platforming this new dance competition for the first time in February and April 2020.

Organisational Chart



Principle roles and responsibilities

N.b. this description is designed to give an overall view of the job and is not a definitive list of tasks

Support the development and production of a new Dance competition for Junior, Secondary schools and colleges in spring 2020.

Coordinate a free schools workshop programme, to take place in-school setting, and the Guildhall.

To ensure that all workshop leaders and external partners abide my the Trust’s Safeguarding policy and best practice when working with Children, Young People and vulnerable adults.

Work closely with the Senior Management team to ensure solid financial management of the event and related activities.

Manage relationships with freelance workshop facilitators, contracting and booking them for school workshops, ensuring the content is appropriate for the demographic and meets the needs of the schools.

Manage the administration of school bookings, ensuring all relevant information is communicated and gathered.

To work with the Guildhall management team in the preparation and project management of the event, including scheduling both rehearsals, and the final events.

To work effectively with the Marketing team, to ensure appropriate information goes out through relevant channels.

To undertake any other duties as may be reasonably required.

Person Specification

This acts as a selection criterion and gives an outline of the type of person and characteristics required to do the job.

Essential: without which the candidate would be rejected

Desirable: useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	<p>Practical knowledge and experience of developing dance, theatre or other art form projects and programmes that engage schools and young people aged 7-19.</p> <p>Experience of production/event management.</p> <p>Experience of working with freelance artists on developing engaging, relevant workshops.</p> <p>Experience in communicating with schools and scheduling in workshops into their settings.</p> <p>Experience of producing high quality artistic projects with schools and young people from diverse backgrounds.</p> <p>Experience of collaborative working</p> <p>Experience of working with a variety of industry and community stakeholders</p>	<p>Experience of devising and delivering similar large-scale events.</p>

	Excellent knowledge of safeguarding and child protection practises	
Skill/ Abilities	<p>Excellent project management skills including budgeting and freelance staff management.</p> <p>Excellent ICT skills, able to use Microsoft Office software with confidence.</p> <p>Proficient with the Internet, Email and Social Media</p> <p>Ability to communicate effectively both verbally and in writing to a range of audiences including colleagues and members of the public.</p> <p>Ability to effectively organise own workload and ensure projects are completed to timescales.</p> <p>Flexibility and a desire to work in a co-operative, collaborative way with other individuals and teams within the organisation.</p>	
Education & training	Educated to degree level and/or demonstrable experience of Creative Learning project work.	

To apply: please send CV and a covering letter, detailing how you meet the person specification for this position.

Closing Date: 5pm, Friday 25th October 2019

Interview Date: Week Commencing 28th October 2019

Please send completed applications to: Hayley.reay@portsmouthguildhall.org.uk

Hayley Reay, Portsmouth Guildhall, Guildhall Square, Portsmouth, PO1 2AB

Any questions, please call Hayley on **02393 870 193**

Context

In October 2010, Portsmouth City Council decided to create an independent Not for Profit Distributing Organisation or NPDO to take over the running of the Guildhall.



In December 2010, the Guildhall Trust was created. The Trust is a Company Limited by Guarantee, which is a not-for-profit organisation overseen by a Board of Directors. The Guildhall Trust is a completely independent body which receives a grant from the Council to manage the Guildhall under a 25-year lease.

The Guildhall is a major concert & events centre with a history of attracting some of the world's top artists. Artists including the Beatles, the Rolling Stones and The Who have all performed at the venue and more recently the venue has hosted Mumford and Sons, The Scissor Sisters, The Specials, Stereophonics, McFly, Micky Flanagan, Bill Bailey the Bournemouth Symphony Orchestra and many more!

The Guildhall has magnificent lounges and rooms which regularly host weddings, conferences, seminars, business meetings, functions and lately also art exhibitions. The Trust's objective is to be a venue which is serious about its music and arts provision and has a realistic desire to become a major conference centre for both the city of Portsmouth and the greater Hampshire.

Our overall goal is to provide a 5-star service, where the customer and client feels valued and the venue meets their expectation.

The Guildhall regularly attracts in excess of 250,000 customers a year and plans to continuously increase this number through audience development and diversification of its business.