



## **JOB DESCRIPTION – EDUCATION MANAGER**

### **About Us**

**Cheek by Jowl** is the international theatre company of Declan Donnellan and Nick Ormerod. Since it was founded in 1981, the company has been invited to perform in over 400 cities and 50 countries across the world and produces work in multiple languages.

Prioritising a search for life in the actor's work, the company has established an international reputation for bringing 'fresh life to the classics using intense, vivid performances like a laser of light to set the text ablaze' (The Guardian).

The company is an Artistic Associate of the Barbican in London, where its producing base is located.

### **Overall Purpose and Role**

Following a recent review of the Company's learning and education activities, we are creating this new role of dedicated Education Manager at Cheek by Jowl. The role is designed to build on the Company's existing learning and workshop programme to focus on the delivery of a new strategy for the next phase of Cheek by Jowl's work in this area. In collaboration with the Executive Director and Co-Artistic Directors, the Education Manager will lead on the delivery of the company's learning and outreach activity.

Cheek by Jowl conducts drama workshops aimed at A-level Drama or Higher Education students, professional actors and English & Drama Teachers (CPD). The Company also has an extensive online archive including Education packs for students and teachers, with integrated films of productions. This role is responsible for managing these workshops and resource materials, leading on next steps to refine the focus and expand the use of the existing materials, in liaison with the Executive Director.

The role will ideally suit somebody who likes to work autonomously, using their own creativity and initiative. Experience in planning and delivering learning activity is essential.

### **Job Description**

#### **STRATEGY & PARTNERSHIPS**

- To work closely with the Co-Artistic Directors and Executive Director to deliver the next phase of Cheek by Jowl's learning and education strategy, whilst maximising the extensive existing learning resources;
- To nurture relationships with existing partners and seek new strategic partnerships with like-minded learning organisations, schools, universities and venue presenters with a view to increasing Cheek by Jowl's opportunities for learning activity;
- To identify and stay connected with participants and partners already engaged in CBJ's methodology to further audience development opportunities;
- To set targets with the Executive Director for the programme of work and drive opportunities to meet set targets;
- To devise, promote and develop projects and learning activity specifically for the UK and around our international work when the Company is on tour;

- To respond to SMART targets set by the Company for activity as set out in the Business Plan and to monitor and report on all activity completed.

#### DELIVERY & FINANCIAL

- To respond to requests for workshops and actively seek out opportunities and activities which are in line with strategy;
- To ensure that workshop delivery, including administration, logistics, contracting and financial procedures are complete and compliant, with support from the Administrator;
- To facilitate & co-lead workshops and manage contracted workshop leaders;
- To support workshop leaders, ensuring their training is current and DBS checks up to date, where relevant, and to expand the pool of facilitators to meet demand;
- To set and manage the budget for learning and education activity;
- To seek out and suggest fundraising opportunities for Trust and Foundation support to deliver projects and activity, where relevant;
- To support the Cheek by Jowl office in delivery of workshops given by the Co-Artistic Directors where necessary.

#### DIGITAL AND ONLINE

- To further the good work of the company already in place and to contribute to decision-making and priorities for future areas of focus;
- To collate and deliver Education packs as necessary and in line with strategy;
- To participate in the planning of live streams of company activity for integration into Education packs, as required.

#### COMMUNICATIONS AND REPORTING

- To act as an advocate for Cheek by Jowl's work and represent the company at relevant networking opportunities and events, where relevant;
- To undertake meaningful evaluation of all programmes in collaboration with the Co-Artistic Directors and Executive Director for both company development and reporting;
- To be responsible for overseeing the collation of all data necessary for reporting;
- To actively report on learning and education activity to the Board of Directors on a quarterly basis (either in person or by written report)
- To undertake all aspects of the role with a meaningful commitment to equality, opportunity and diversity;
- To be mindful of environmental issues within all that we do and to contribute to our Environmental Policy and Action Plan.

*This job description is a guide to the nature of the work required of Education Manager. It is not comprehensive or restrictive and may be reviewed as required.*

## Person Specification

### Essential knowledge and experience:

- A significant track record of producing successful creative learning/education projects in a range of settings;
- A track record of working with artists, schools and stakeholders;
- Experience of effective team working and managing people;
- Connected to the theatre sector and knowledgeable about the art form;
- Experience of drama and theatre as a learning tool in formal education settings and understanding of schools' curricula and the needs of teachers.

### Desirable knowledge and experience

- Experience of budget management;
- Experience of brokering productive relationships with a range of arts, education and funding stakeholders;
- Experience of writing project proposals and contributing to fundraising reports and evaluations;
- Experience of Cheek by Jowl's methodology and proven interest in the work.

Cheek by Jowl is committed to equality of opportunity and actively encourages applicants from all backgrounds, particularly those currently under-represented in the arts. We are keen to hear from people of colour and candidates who self-identify as disabled.

## Terms of Employment

**Title:** Education Manager

**Reports to:** Executive Director

**Key working relationships:** Co-Artistic Directors, General Manager, Administrator, Workshop Leaders, Teachers, Education-activity Partners and freelancers.

**Part-time (3-days/week) – Fixed Term Contract (1 year)**

**£26-28k per annum pro-rata dependent on experience**

**Annual Leave:** 22 days a year, plus bank holidays, pro-rata.

**Probation Period:** 3 months

**Place of work:** Cheek by Jowl's office – Barbican Centre, Silk Street, London, EC2Y 8DS, and workshop locations as required.

**Working hours:** Office hours are Monday to Friday, generally 10am – 6pm.

In addition, evening / occasional weekend work and travel may be required and should be considered as part of the terms and conditions of the job. In agreement with Line Manager time off in lieu may be offered as deemed appropriate for such work.

## How to apply

Applications should consist of:

- CV
- Covering letter outlining why you are applying for the job and how you meet the personal specification (no more than two A4 pages)
- Equal Opportunities Monitoring Form (optional)

All applications should be sent to:

[jobs@cheekbyjowl.com](mailto:jobs@cheekbyjowl.com)

Or

Cheek by Jowl Theatre Company

Stage Door, Barbican Centre, Silk Street, London, EC2Y 8DS

Marked: Recruitment

If you require this document in a different format, or have any other accessibility or support requirements, please let us know, by calling +44 (0) 20 7382 2391, or emailing [jobs@cheekbyjowl.com](mailto:jobs@cheekbyjowl.com).

### **Timeline**

Closing date for applications is **10am (GMT) on Wednesday 26 February 2020.**

First interviews to be held on **Tuesday 10 March 2020.**