

JOB DESCRIPTION

Job Title	Community Engagement Manager
Department	Artistic
Reports to	Artistic Director
Date	August 2023

Job Purpose

To develop relationships with our local communities, schools and partner organisations and to manage community engagement activity across Theatre by the Lake's programme, ensuring it is integrated, impactful and achieves its full potential.

Main Duties

- Work closely with the Artistic Director (AD), Executive Director (ED) and the Producer on the delivery of the Community Engagement strategy and programme.
- To identify, attend and promote the theatre at events taking place in communities, acting as an ambassador for the theatre.
- Work with the Artistic Director and Producer to deliver the artistic programme, embedding community engagement and talent development at its heart. This may include the creation and/or delivery of production-related wraparound activity such as one off events, exhibitions and resources. A number of productions each year will require a fuller involvement from the Community Engagement Manager, including but not limited to: audience development activity, managing partnerships with local organisations and groups, recruiting and co-ordinating community casts.
- Spend time on the ground in our surrounding communities, listening and gathering information from a wide range of individuals and organisations to develop a greater understanding of need, opportunity and barriers to engagement that will inform our plans for the future.
- Develop existing and identify new potential partners across the county and from the third, public and private sector with whom we can work to achieve our goals for community engagement.
- Identify, recruit, contract and line-manage freelance creatives who can contribute a range of skills to our community engagement work.
- Manage, co-ordinate and support weekly youth theatre sessions and projects. This will include liaising with parents and guardians, budget management, administration and

supporting freelance facilitators to deliver a high-quality programme that develops skills, builds confidence and connects young people with the art and artists that flows through Theatre by the Lake.

- To be the Deputy Designated Safeguarding Officer (DSO), taking an operational lead on implementing the safeguarding policy and procedures at Theatre by the Lake. To support the Lead DSO to develop and maintain a strong safeguarding culture at Theatre by the Lake.
- Support and contribute to funding applications for work in communities.
- To support and in some cases lead on activity planned for our 25th anniversary year. This will include involving our volunteers, members, Cumbrian Creatives network and many more groups and individuals who engage with Theatre by the Lake.
- Support the Senior Management and Marketing teams to consider, champion and publicise community engagement activity at every opportunity.
- To lead on the evaluation of all community engagement activity.
- To manage the budget for community engagement activity in collaboration with the Producer.
- To hold and develop relationships with schools, increasing the depth and breadth of engagement.
- To represent Theatre by the Lake on relevant steering groups and committees.
- To work closely with the Executive to support and co-ordinate the creation and management of a community advisory panel.
- To take an active role on the staff Inclusivity and Relevance working group, to share and promote Theatre by the Lake's values and to advocate for Accessibility and Inclusion across all work.

Other Duties & Responsibilities

- Undertake any other duties that may be reasonably required in connection with the position, as a member of a small and collaborative organisation
- Act as a representative and advocate of Theatre by the Lake
- Engage with internal communications and stay abreast of organisational updates and developments
- Support of uphold Theatre by the Lake's commitment to inclusivity and sustainability
- Adhere to Theatre by the Lake's Safeguarding Policy including the reporting of any issues of concern in accordance with procedure

DBS Certificate

You will be required to hold an Enhanced DBS Certificate in this role. This will be subject to regular review by Theatre by the Lake in line with our Safeguarding policy.

Person Specification

A description of the traits, skills and knowledge that the person performing this role should possess.

Essential Criteria

- A passion for theatre and a firm belief in its power to improve lives and the ability to communicate this to a wide range of people.
- Excellent verbal and written communication skills and the ability to engage with people of a wide range of ages and backgrounds.
- Excellent networking and relationship building skills.
- Proven experience of project management, able to manage multiple projects simultaneously and deliver against targets on time and within budget.
- A strong and experienced administrator, with computing and database skills, report writing and other requirements of project planning and delivery.
- Proficiency in the use of Word, Outlook, Excell and willingness to learn other computer packages and systems used by the theatre.
- Budget management skills.
- A pro-active and organised self-starter, who can take initiative and drive a project independently with minimum supervision, whilst working collaboratively as part of a small staff team.
- A confident public speaker who is comfortable representing the theatre in all contexts.
- Willingness to work evenings and weekends.
- A full UK driving license and the ability and willingness to travel around the county regularly using their own vehicle or has other measures in place to meet this criterion.

Desirable Criteria

- Experience of managing and delivering impactful community engagement projects with a theatre focus, an awareness of best practice and a range of current contacts in the sector.
- Experience in evaluation and reporting on projects.
- Knowledge of best practices when working with young people and vulnerable adults and the training and implementation of safeguarding policy and procedures.
- Experience of managing strategic partnerships with the third, public and private sector.
- Knowledge of Cumbria, its context and cultural landscape.
- Experience of working in a producing theatre venue.
- Experience and knowledge of audience development.
- Experience of working with educational establishments and an understanding of the education system and creative curriculum.
- Experience of contracting and line managing freelance creatives.