



## Job Description

**Department:** Globe Education  
**Job Title:** Globe Education Coordinator, Higher Education  
**Reports to:** Higher Education Manager

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### Background:

Shakespeare's Globe is dedicated to the exploration of Shakespeare's work and the theatre for which he wrote. Together, Globe Theatre, Globe Education and Globe Exhibition & Tour seek to further the experience and international understanding of Shakespeare in performance. Globe Education seeks to share the educational, academic and creative discoveries made at the Globe with people of all ages and nationalities.

Globe Education and its research activities are central to the primary purposes of The Shakespeare Globe Trust. Globe Education seeks to share the educational, academic and creative discoveries made at the Globe with people of all ages and nationalities.

Globe Education comprises of three main areas: Learning (for schools, teachers and young people), Higher Education & Research (for university students, drama school students and scholars), and Events (for the general public and families). Together these areas deliver all programming supported by our Digital team (online resources) and the Operations team. Globe Education is supported by Globe Education Practitioners and Higher Education Faculty who work for the department on a freelance basis. Globe Education works closely with members of the Theatre Department and involves members of the theatre company in its work. In addition, Globe Education supports the work of the Shakespeare Globe Exhibition.

The department is one of the largest Education departments in an arts organisation in the UK, currently employing 38 permanent and over 90 freelance staff.

Over 120,000 students take part in Globe Education activities on site or through outreach and online learning programmes. These include half-day workshops for primary, secondary and university groups, semester and year-long courses for undergraduate and graduate students, summer schools, training programmes for teachers, devised one term and one year projects for schools in Southwark. The annual Playing Shakespeare with Deutsche Bank production is created especially for young people across all London boroughs.

Globe Education's programme runs throughout the year. From April to October, several programmes are created to complement the plays presented during the Theatre Season. From

October to March, Globe Education has exclusive use of the Globe stage and most workshops and courses include some practical work in the theatre. Globe Education has access to the indoor theatre, the Sam Wanamaker Playhouse from April to October.

### **Higher Education:**

The Higher Education team engages with students from a wide variety of disciplines (including trainee actors and English Literature students) through a portfolio of programmes ranging in duration from two days to a full academic year. We also deliver courses for professional actors and directors. We currently work with around 1,800 individuals a year from undergraduates to post-Doctoral level, from universities and drama schools, both nationally and internationally. Students work with us during the autumn and spring semesters, and the summer months are particularly varied and intensive with Globe Education welcoming visitors from around the world for bespoke summer schools. Further information about all Higher Education projects can be found on our website.

### **Purpose of Role:**

The Globe Education Coordinator, Higher Education will be one of three coordinators within the team and will be responsible for providing support to enable the successful delivery and evaluation of a wide variety of Higher Education programmes - ensuring that each session is planned, staffed and resourced to a consistently high standard.

### **Responsibilities:**

- Act as the main point of contact for participants on selected Higher Education courses - to support participants with their educational requirements and their pastoral care.
- Liaise with Higher Education Institutions in matters relating to the planning, delivery and evaluation of selected courses.
- Assume responsibility for the scheduling of all Higher Education programmes, in consultation with the Senior Coordinator, Higher Education and the Higher Education Manager.
- Ensure that each course is planned, staffed and resourced to a consistently high standard.
- Be responsible for booking, preparing and re-setting spaces for lectures, workshops and scene rehearsals which will often include provision of hospitality, technical support, props and handouts.
- Ensure the principles of the Globe's access policy are upheld.
- Liaise with Higher Education Faculty, Globe Education Lecturers, Globe Theatre practitioners, theatre professionals and visiting speakers in matters relating to the planning, delivery and evaluation of a course. The postholder will ensure that they have a clear understanding of (and context for) the learning outcomes of each session as detailed by the Higher Education Manager. Ensure that a framework of support and care is in place for practitioners at all times.
- Liaise with departments across Shakespeare's Globe to ensure that all procedures for security, health and safety and good housekeeping are properly carried out in line with Shakespeare Globe Trust codes of practices and procedures.
- Be responsible for the maintenance of administrative systems within the Higher Education area.
- Keep accurate data on the Higher Education area's performance against our Key Performance Indicators.

- Ensure that accurate and up-to-date records are kept. This will involve working with Artifax (full training will be given).
- Support the Higher Education team in the management of crews of volunteer stewards, interns working on particular projects and freelance support staff.
- Provide coordination and support for the Sam Wanamaker Festival.
- Provide support for key departmental and cross-organisational events.

### ***Finance***

- Help to ensure that invoices are created and processed for their courses.
- Help to ensure that monthly payments to practitioners are generated and recorded accurately.
- Help to ensure that all cash and credit card transactions are accurately processed and recorded.
- Help to ensure that income and expenditure are recorded against the relevant budget codes on the central financial worksheet.
- Support the Senior Coordinator and Higher Education Manager in the administration of Management accounts.

### **Meetings**

- Attend fortnightly meetings with the Higher Education Manager; weekly Higher Education and Events meetings, fortnightly Area meetings (with Higher Education & Research); quarterly meetings with the Focus Group (for all non-Managers in Globe Education); regular Globe Education departmental meetings; and regular meetings for the staff of the Shakespeare Globe Trust.

## **Person Specification**

### **Essential**

- Significant administrative experience
- A passion for education in the arts
- Proven customer focused approach ensuring high standards of service delivery and promotion of education work
- Strong planning and organisational skills, meticulous attention to detail and the ability to prioritise a varied workload to achieve deadlines
- Excellent communication (both written and verbal) and interpersonal skills with the ability to deal with a wide range of people at all levels. The ability to respond rapidly and effectively to changing situations
- Willingness to work unsocial hours (evenings and weekends) on a weekly basis, for which time off in lieu (TOIL) will be given
- A strong team player who is both self-motivated and pro-active
- Experience of working with the general public
- Ability to work with discretion and tact
- A degree-level qualification in Education, the arts or in an arts-related subject
- IT literate and competent in the use of Microsoft Word, Microsoft Excel and Outlook

**Desirable**

- Experience as a coordinator or administrator within an Arts Education department
- Experience of working with scholars and artists
- Experience of working with and managing budgets
- Experience of working with Data Management software such as Artifax. Full training will be provided

**Recruitment Information and Terms and Conditions****Full Time / Permanent**

[A full set of terms and conditions will be supplied with a contract of employment]

**Hours:** 35 hours per week (exclusive of lunch breaks). Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

**Salary:** £19,500 per annum

**Holiday:** The annual holiday leave is pro rata of 25 days per calendar year plus Bank Holidays. Globe Education closes between Christmas and New Year and those days that are not Bank Holidays must be taken as part of your annual leave allocation.

**Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to Shakespeare's Globe Exhibition and to selected Globe Education events; season ticket loans available; eye test scheme; childcare vouchers scheme; SGT will auto-enrol eligible staff into a pension scheme, with required employer contributions.

**Note:**

**This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.**

**As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.**

**More information about Globe Education projects and programmes can be found on the Shakespeare's Globe web site: [www.shakespearesglobe.com](http://www.shakespearesglobe.com)**