



Job Description

Department: Globe Education
Job Title: Outreach Manager
Reports to: Deputy Head of Learning
Line Management: Learning Projects Coordinator, International Outreach Coordinator

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 works with over 120,000 people of all ages and nationalities every year at Shakespeare's Globe and with many more through outreach programmes and digital resources. The department is divided into three areas: *Higher Education and Research*, *Events* and *Learning*. The three areas are supported by a Digital team.

Globe Education has 27 full-time permanent and 6 part-time permanent staff and employs over 100 freelance staff that include 70 freelance Globe Education Practitioners and 10 freelance Globe Education Learning and Teaching Consultants.

Learning:

The term "learning" is used to refer to all programmes and projects that engage with young people and their teachers and carers in formal and informal settings. These include workshops on site as part of the *Lively Action* programme, projects created with and for the Southwark Community and Continuing Professional Development courses for teachers. Workshops and projects are delivered by a team of Globe Education Practitioners

Outreach

Globe Education Practitioners visit schools across London, the UK and around the world. All outreach programmes are bespoke and are designed to meet the needs of a particular group. Outreach programmes have included practical workshops focusing on specific plays in Hong Kong, Germany, Cyprus, Lebanon and the USA.

The Treasury has provided Shakespeare's Globe with funding for three years to develop and promote programmes in theatres that engage with schools, universities and the wider community. Theatre partners in Beijing and/or Shanghai are being sought.

School based projects

Globe Education works with a number of schools across London on classroom based projects. These vary in length from 6 weeks to 3 terms and are focussed on developing teachers' understanding and use of drama approaches.

Continuing Professional Development for Teachers (CPD)

Globe Education seeks to share its active approaches to teaching Shakespeare in the classroom with teachers from the UK and from across the world. We offer day sessions on the teaching of Shakespeare in the National Curriculum for teachers at all levels in school or at the Globe, nationally and internationally. School departments or groups such as National Association of Teachers English, National Union of Teachers and PGCE (Post Graduate Certificate in Education) cohorts also book bespoke CPD days.

Every year we offer Continuing Professional Development for teachers with Ed Excel and the Institute of Education, University of London. The Globe Education: *Teach Shakespeare* website was launched in March.

Globe Education currently offers 2 Masters level programmes for teachers: MA *Creative Arts in the Classroom* with Kings College, University of London and a MEd module *Understanding Shakespeare in Performance* with Cambridge University.

A Globe Education Academy for teachers is based at the University of California at Davis. This involves teachers in a 2-week intensive course every summer at the Globe. A 3-week summer school *Teaching Shakespeare through Performance* is offered in association with the English Speaking Union of the USA for teachers from across the USA.

Purpose of Role:

The Outreach Manager will be responsible for the planning, delivery, organisation and evaluation of Globe Education's national and international outreach projects and productions created for school students and teachers. S/he will ensure that they are staffed and resourced to a consistently high standard.

Responsibilities:

- Draw up and monitor the budget for outreach projects working to the Head of Learning and with the Head of Business Development. Authorise individual items of expenditure as necessary.
- Supervise, support and appraise the work of the Learning Projects Coordinator and the International Outreach Coordinator.
- Work closely with the Head of Learning and Deputy Head of Learning to support and monitor a strategy for Globe Education projects and productions.
- Support the Head of Learning and Deputy Head of Learning in the development of new national and international initiative.
- Keep abreast of local and national government guidelines on classroom practice and all curriculum developments.
- Work with the Development department to devise sponsorship proposals for Project funding and ensure that sponsored projects are monitored and evaluated in line with sponsorship guidelines. Represent Globe Education, when appropriate, at meetings with sponsors.
- Help to develop Globe Education's profile, nationally and internationally, working, when appropriate, with the Press and PR department.

Meetings

- Weekly: Staff Meetings for Learning
- Fortnightly: Management Meetings; Press and PR Meetings
- Monthly: Globe Education Staff Meetings;
- Globe All Staff Meetings

Person Specification

Essential

- Proven commitment to education in the Arts and Community Arts in particular
- Proven ability to manage complex education projects
- Experience of creating and managing Arts projects for a wide range of learners from pre-school to Advanced Level.
- Good knowledge of current trends in education and in the needs of teachers and students.
- Understanding and experience of education sectors; both the formal sector and informal learning sector.
- An understanding and belief in the role that the arts can play within social contexts and the personal development of young people.
- Knowledge of Safeguarding of Young People and Vulnerable Adults.
- Good knowledge of Shakespeare and theatre in general
- Experience of delivering projects inclusively
- Experience of working with culturally diverse groups.
- Experience of leading and devising practical workshops
- Experience of managing a team of people
- Experience of project management, including the creating and handling of budgets
- Ability to communicate effectively with a wide range of people
- Ability to work as part of a team
- Ability to inspire and motivate
- Excellent presentation skills
- Experience of working in partnership with other relevant professionals,
- Ability to manage a varied workload with meticulous attention to detail
- Excellent time management and organisational skills
- Excellent written and oral communication skills
- Ability to respond rapidly and effectively to changing situations
- Discretion and tact
- A commitment to equal opportunities principles and practice.

Desirable

- A good working knowledge of Windows-based software (including Excel)
- A good working knowledge of Artifax
- Basic knowledge of elements that go into the creation of web pages
- Experience of working with theatre artists

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: c. £29,000 - £31,000 per annum dependent on experience

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.

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