



## **School Leaver Programme**

**Department: Globe Education**

**Job Title: Globe Education Assistant(s)**

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This programme aims to give school-leavers the experience of working in an arts/education organisation. The successful candidates will work for one year within Globe Education.

The role of Globe Education Assistant is suitable for anyone seeking to develop a career in the arts or education administration and/or for someone interested in the ethos and running of a major international theatre centre. The programme will develop a school-leaver's administrative skills and will provide insights into the day-to-day organisation of a leading arts education department. The programme presents an opportunity to develop key skills in administration, communication, team work, time management, and organisation. Through the observation of practical work, the successful candidate will also develop an understanding of the ethos and mission of Globe Education. Full orientation and in-role training will be provided, and an ongoing programme of training and personal development opportunities will be provided throughout the year.

### **Background:**

Shakespeare's Globe is a unique international resource dedicated to the exploration of Shakespeare's work and the playhouses for which he wrote, through the connected means of performance and education. Together, the Globe Theatre, Globe Exhibition & Tour and Globe Education seek to further the experience and international understanding of the dramatic arts in all its forms, but principally in relation to Shakespeare in performance.

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 three main areas: Learning, Events and Higher Education & Research. These areas are supported by a Digital team.

The department is one of the largest Education departments in an arts organisation in the UK, currently employing 32 full-time staff, and a team of over 80 freelance practitioners and 12 freelance consultants.

2,500,000 people across the world visit us online every year. Over 120,000 students take part in Globe Education activities on site or through outreach and on-line learning programmes. These include: half-day workshops for primary, secondary and university groups; semester and year-long courses for university and drama school students; summer schools; training programmes for teachers; devised projects for schools in Southwark, nationally and internationally; and events for individuals and families. The annual Playing Shakespeare with Deutsche Bank production is created especially for young people from 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 Globe 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.

### **Purpose of the Roles**

The Globe Education Assistants will ensure the smooth-running of our daily activities – supporting our participants and practitioners, assisting with the administration of all projects within their area of work, and contributing to some Department-wide activities.

### **Outline of the Roles**

#### Globe Education Assistant (Learning and Teaching)

The *Lively Action* programme was established to provide a rich and sustainable education resource for students and teachers from around the world. *Lively Action* offers a daily programme of workshops and lectures at the Globe - day or half-day visits for students from the UK and internationally. The programme currently works with students who are typically in an age range from 7-18 years. Programmes are currently offered at KS1, KS2, KS3, KS4, AS/A2 alongside specialist programmes for German students between 12-18 and other international groups from around the world. Further information about the *Lively Action* programme can be found at [shakespearesglobe.com/livelyaction](http://shakespearesglobe.com/livelyaction)

#### Globe Education Assistant (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 – both on-site at the Globe and off-site. The Globe Education Assistant for Learning will support the administration of our extensive outreach programme which takes place throughout the year, both nationally and internationally. A key part of the Globe Education Assistant role for this area is supporting the ticketing and administration of *Playing Shakespeare with Deutsche Bank* which brings over 20,000 young people to the Globe in February and March to see a Shakespeare production created especially for secondary students. Further information about all Learning activities can be found at [shakespearesglobe.com/learning](http://shakespearesglobe.com/learning)

#### Globe Education Assistant (Learning Projects)

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. Learning Projects work includes the *Shakespeare's Globe Southwark Youth Theatre*, and a key part of the Globe Education Assistant role for this area is Youth Theatre Company Management and pastoral care of its members, as well as weekly administration for the Youth Theatres. The role also includes similar responsibility relating to the on-site Summer Schools for 16-19 year olds. The Learning Projects team is responsible for work with schools and community groups in Southwark and several projects take place over the year. Learning Projects also manages the *Playing Shakespeare with Deutsche Bank* project, bringing over 20,000 young people to the Globe to see a Shakespeare production created especially for secondary students. Further information about Learning Projects can be found at [shakespearesglobe.com/learning](http://shakespearesglobe.com/learning); and about Youth Theatre at [shakespearesglobe.com/youththeatre](http://shakespearesglobe.com/youththeatre)

#### Globe Education Assistant (Events)

Globe Education's Events programme was established to provide a range of activities for members of the general public (whether actors, directors, writers, scholars, interested individuals or families). Events seasons are programmed to explore a particular theme such as *Shakespeare and Islam*, *Shakespeare and Friendship* or *Shakespeare Found in Translation*. The Events

programme also complements the choice of plays in the repertory of the Globe or Sam Wanamaker Playhouse theatre season. Events are programmed at the Globe and off site and include: lectures, staged readings, performances, conferences, seminars, festivals, study days, storytelling and creative workshops for families. Further information about all Education Events can be found at [shakespearesglobe.com/events](http://shakespearesglobe.com/events)

### Globe Education Assistant (Higher Education)

The Higher Education team work with students from Universities and Drama Schools through a wide range of programmes that can last from two days to a full academic year. We currently work with around 1,800 students a year from undergraduates to postgraduates, from institutions both in the UK and overseas. The Higher Education team also deliver professional development courses for Actors, Directors and Musicians. Further information about all Higher Education programmes can be found at [shakespearesglobe.com/highered](http://shakespearesglobe.com/highered)

### **Responsibilities**

- Assist the team to ensure that all projects and events are planned, staffed and resourced to a consistently high standard.
- Be a Front-of-House contact for participants and groups attending our activities at the Globe. Welcome each group on arrival, monitor attendance and handle enquiries relating to the event.
- Ensure that all procedures for security, health and safety and good housekeeping are properly carried out in line with the working practices of Globe Education.
- Create daily and/or weekly timetables and planners to give an overview of the area's upcoming projects and meetings.
- Assist with the creation of project schedules and the booking of practitioners, under the guidance of the Line Manager.
- Assist with data entry on the Artifax booking system and the Globe Intranet system (full training will be provided).
- Take responsibility for daily administrative tasks (sending correspondence, filing, monitoring emails, mail-outs etc). Ensure that records, correspondence and data on all matters related to the area of work are maintained and monitored.
- Ensure that appropriate spaces are booked and prepared for all sessions and events. This could include technical set-up and/or the provision of refreshments (full training will be provided). Clear the space after each session in preparation for the next group.
- Liaise with Faculty, Globe Education Practitioners, theatre professionals and visiting speakers and to ensure the smooth running of their sessions, under the guidance of the Line Manager.
- Liaise with the Theatre department to source properties and costumes for rehearsals and performances, and will ensure the safe keeping and return of these items. Research and purchase props and equipment for their area of work in consultation with the Manager. If required, act as a stage supervisor for workshops on the Globe Stage and in the Sam Wanamaker Playhouse.
- Build an understanding of their area of work and its role within the Education department.
- Build an understanding of the work of the department and its role within the organisation. The postholder will provide support for key departmental and cross organisational events as required.

### Marketing

- Liaise with the Globe Education Digital team to ensure that all publicity and information relating to their area of work is current and correct, under the guidance of the Line Manager.
- Assist the Line Manager and the Communications Department in creating programmes and publicity material for specific projects as required.

### Finance

- Create and process invoices and cheque requests, as directed.
- Process credit card and cheque payments, as directed.
- Assist the Line Manager in the banking and reconciliation of all cash received both in advance of an event and on the day, as directed.
- Assist with recording all monthly Globe Education Practitioner payments, as directed.
- Assist with reconciling petty cash floats and credit card statements, as directed.
- Assist with inputting expenditure against the budget codes on the central financial worksheet, as directed.

### Meetings

- Attend weekly meetings with the Line Manager who will also hold team or project meetings as appropriate
- Have fortnightly team meetings with the Head of Area
- Be a member of the Globe Education Focus group
- Attend Globe Education Department and Shakespeare Globe Trust staff meetings

### **Person Specification**

- Excellent time management and organisational skills
- The ability to communicate effectively with a wide range of people
- The ability to respond rapidly to changing situations
- An interest in working with the general public and with students
- An interest in the programming and running of educational projects for young people and adults
- Discretion, sensitivity and tact
- The ability to work well as part of a team
- A good working knowledge of Windows-based software (including Excel)
- An enthusiasm for Shakespeare and theatre more generally

### **Recruitment Information and Terms & Conditions**

#### **Full Time / Fixed Term Appointment – 12 months**

**(The contract will start on Monday 14 August 2017 and will terminate on Friday 17 August 2018)**

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

**Hours:** 35 hours per week (exclusive of lunch breaks). The roles require flexibility in providing evening and weekend support to enable the seven day working operation of Globe Education, for which time will be given in lieu and postholders will be given advance notice. Please ask if you require further information.

**Salary:** This post is paid in line with National Minimum Wage guidelines.

**Holiday:** The annual holiday leave is 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 the Shakespeare Globe Trust.**