



JOB INFORMATION PACK

CREATIVE LEARNING
AND ENGAGEMENT COORDINATOR



THE

ARTS



THEATRE CAMBRIDGE

WELCOME

ABOUT US

The Arts Theatre Cambridge exists to bring people together to inspire and celebrate the power of live performance.

We are a dynamic and inclusive space where diverse stories are told and shared, and a much-loved regional and national institution, whose history is rooted in the city of Cambridge.

Established in 1936 by the economist and founding member of the Arts Council, John Maynard Keynes, we have helped launch the careers of theatrical legends, such as Ian McKellen, Emma Thompson, Tom Hiddleston, Sam Mendes, and Olivia Colman, and we have played host to a dazzling variety of cultural milestones, from Margot Fonteyn dancing her first *Swan Lake* to Harold Pinter's premiere of *The Birthday Party*.

Today, we are one of the country's leading playhouses for drama, dance, musicals and family shows offering the best of national touring theatre alongside our own homegrown productions.

OUR REDEVELOPMENT PROJECT

We have recently undergone a transformational redevelopment of our main auditorium — a once-in-a-generation project that's not only transformed our physical space but also reimaged how we connect with our audiences, artists, and community.

As we look to the future, we're entering a bold new chapter. Plans are underway to build a 200-seat rooftop studio theatre, creating fresh opportunities to present and produce new work, support emerging talent, and deepen our engagement with the wider community. Alongside this, our new Creative Learning and Engagement programme will place the Theatre — and Cambridge — firmly on the map as a home for connection, creativity, and cultural exchange.

We welcomed our audience back to the main house in late autumn, in time for the opening of our pantomime, *Sleeping Beauty*. Work is due soon to begin our studio theatre as we continue to build for the future.

The Arts Theatre is an historic institution with renewed ambition: a place where ideas, people and performance come together to inspire and delight. There's never been a more exciting time to join us.



JOB DESCRIPTION

CREATIVE LEARNING AND ENGAGEMENT COORDINATOR

Head of Department: Rachel Tackley, Creative Director
Reporting to: Katie Short, Creative Learning and Engagement Manager

ROLE PURPOSE

The Creative Learning and Engagement (CLE) Coordinator will work as part of a small department assisting the CLE Manager to plan, coordinate and deliver creative workshops and projects across three key areas of the Arts Theatre's CLE Programme, working towards the following outcomes:

1. Schools

Every primary school-aged child in Cambridge has experienced live theatre before reaching secondary school.

Secondary school children have formed theatre-going habits and discovered the wealth of creative careers available.

2. Creative Careers and Artist Development

The Theatre is a beacon for creative careers and artist development, supporting new talent and boosting the local economy.

3. Theatre of Sanctuary

The Theatre is a welcoming, safe space for refugees and asylum seekers to fulfil their creative needs.

The Creative Learning and Engagement Coordinator will:

- Provide general administration for the department and associated activities, including risk assessments, monitoring and reporting, and event preparation, recruiting and registering participants and keeping accurate personal data records.
- Act as a point of contact for internal and external departmental enquiries including teachers, community groups, and Sanctuary Seeking communities.
- Support on all aspects of school theatre visits from promotional material distribution, ticket bookings, information communications to welcoming the school and seeking post visit feedback.
- Communicate with and coordinate workshop facilitators and volunteers as necessary for activities.
- Coordinate and schedule backstage tours and talks.
- Act as a point of contact for the Theatre's work experience programme internally for other departments and externally for enquiries and applicants.
- Support in the organisation of industry days for students, liaising with internal staff and external stakeholders.
- Maintain the Take Part page of The Arts Theatre's website, updating key dates and adding images and feedback regularly.

- Support in the creation and distribution of a newsletter for creative freelancers, and associated networking events.
- Initiate and attend meetings with other departments to ensure cross departmental understanding and expected support for the delivery of CLE work, giving project updates and briefings.
- Represent the Arts Theatre in a range of community settings, community meetings and events.
- Act as an advocate for safeguarding to ensure the safeguarding and wellbeing of the young people and adults at risk who engage with Creative Learning and Engagement Programme, including working closely with designated Safeguarding Leads.
- Support a safe, inclusive creative learning environment for all participants, ensuring sensitive information is handled responsibly and in line with organisational policies and legal requirements.

The following generic responsibilities apply to all Arts Theatre staff:

- Attend meetings and events as required
- Deputise for Box Office and Front of House staff as required
- Assist other departments as required
- Contribute to achieving the aims and targets of the organisation as a whole and assist with other projects and activities as required
- Carry out administrative work generated by the above activities
- Have a flexible approach to working hours
- Maintain a clean and tidy working environment
- Be presentable, well-organised and have good timekeeping
- Comply with The Arts Theatre's Equal Opportunities, Health and Safety and other policies at all times

The list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of this list as operationally required and at the direction of the Creative Learning and Engagement Manager or the Creative Director.



PERSON SPECIFICATION

Essential

- Excellent written English and verbal communication skills
- Strong organisational skills with the ability to manage multiple projects and meet deadlines
- Willingness to show initiative, think creatively and engage with tasks proactively
- A flexible and adaptable approach to changing priorities and fast-paced environments
- Ability to work under own initiative as well as take instruction and direction from others and work collaboratively when needed
- Proficient in the use of Microsoft Office, including Excel, with good literacy, numerical and keyboard skills
- Experience of organising/administrating activities
- Familiarity with Equality, Diversity and Inclusion (EDI) practices
- An understanding of the complexities involved in working with schools and young people
- Experience of working safeguarding procedures

Desirable

- Experience of organising/administrating activities for a professional arts or culture organisation
- Experience of working with the education sector and theatre education networks
- Knowledge of current trends in drama and theatre education
- Experience interacting with high volumes of people digitally and in person
- Experience of data gathering and recording
- Experience of events coordination

TERMS & CONDITIONS

Salary

£30,000 per annum

Hours of Work

This is a full-time role, 40 hours per week including a 1-hour unpaid lunch break. While primarily a weekday role, from time to time there may be instances where evening or weekend work is requested.

Holiday entitlement

33 days per annum (pro rata) including statutory bank holidays. Employees are eligible to receive time off in lieu (TOIL) for approved additional hours or bank holidays worked.

Probationary Period

3 months

Notice Period

Following the completion of a successful probationary period, the notice period is 1 month.

Pension

The Arts Theatre offers an auto-enrolment pension scheme with Standard Life. The employer's contribution is 3%.

Equality

We're committed to an inclusive recruitment process. If you have any specific requirements or suggestions to support your application, please share them with us and we'll consider how we can help.

How to Apply

Please send a cover email detailing your suitability for the role, of no more than 400 words, and your CV to recruitment@artstheatre.co.uk.

Deadline for applications

Friday 6th February



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www.artstheatre.co.uk

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